Bard Information Technology

Google **Shared Drives**

Access Shared Drives by logging onto your Google account, clicking ⊞ , then ▲ . Shared Drives (formerly "team drives") is shown beneath **My Drive**.
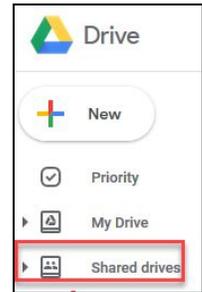
Create a new Shared Drive by clicking on **Shared Drives**, then click **NEW**. Enter a name for your Shared Drive and click **CREATE**. You may have to contact HelpDesk to be able to create a shared drive.
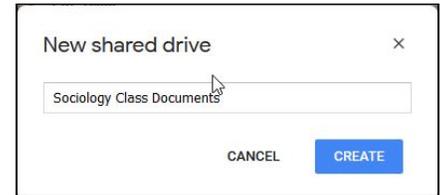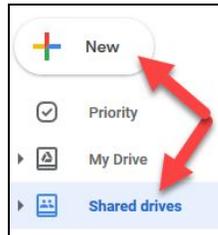
NOTES:
- You can have more than one Shared Drive and Shared Drives can have sub-folders.
- Shared Drives can be given a custom theme.
- Shared Drives can be created for students, but not by students.

Add members and set permissions by clicking on the **name of your Shared Drive** after it's created, then click **Add Members**.

The permission options are shown when you click the drop-down box under **Add names or email addresses**. You can add several members at a time. Keep in mind that the selected permission will apply to all the members in the **Add new members** area.
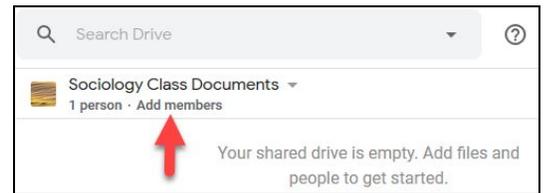
You can opt to add a personal message for the new members and/or skip sending notifications. When you are finished adding new members, click **Send**.

IMPORTANT::
- The default permission is **Content manager** (Add, edit, move and delete files.) It may be better to change this to **Contributor** for other members. See **Learn More** for permission details.
- Anyone with a Google account may be given access to a Shared drive.
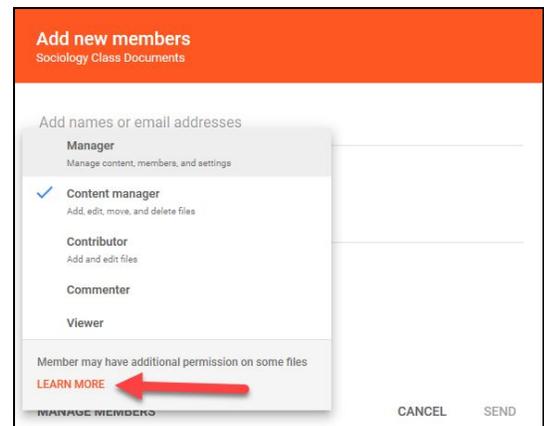
Add files/folders to Shared Drives by clicking on the **Shared Drive name**, clicking **NEW** and choosing what you are adding **OR** by dragging files to the **Shared Drive space**. Files/folders need to be "uploaded" so this can take time.

NOTES:
- Files in Shared Drives are stored independently from an individual account. Members cannot see any of your other files in My Drive or other Shared Drives.

- Full folders can not yet be copied from My Drive to a Shared Drive. However, full folders can be uploaded from your computer to a Shared Drive.

- If someone accidentally deletes a file from Shared Drive, you can restore it from the **Trash folder** in the left panel. The Trash folder is shared by all members.
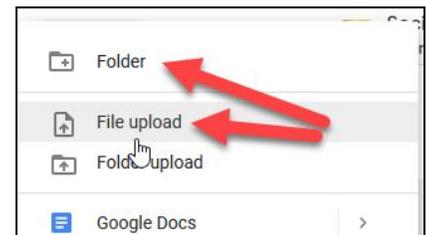
- Any files you put in Shared Drives are automatically shared with members of the Shared Drive. However, you can also share Shared Drive files with people in your organization who aren't members of the Shared Drive.