Creating a Shared Drive

Contents

• Purpose
• Requirements
• Process
  • Create the Shared Drive
  • Define the Shared Drive Settings
  • Add Members
  • Finishing Touches

Purpose

Best Practices in setting up a Google Shared Drive

Requirements

Required

• UCSB Connect Account
• List of Members for the Shared Drive (Must have UCSB Connect Accounts)

Recommended

• Departmental Functional Account

Process

Create the Shared Drive

First, log onto your UCSB Connect Account on a web browser (Preferably Chrome)

Click on the icon in the upper right hand corner.

Click on

Once you are in the Google Drive window, look to the left side and click on Shared Drives.

From there, click on New to get the New Shared Drive window.

Put in the name of the Shared Drive then click CREATE
Define the Shared Drive Settings

Click on the ▼ on the right side of the Shared Drive Name to get the following menu

- Add members
- Manage members
- Email members
- Team Drive settings
- Change theme
- Rename
- Search within New Test
- View trash
- Delete Team Drive

Click on Shared Drive settings

Edit the settings for the Shared Drive with regards to how you want Sharing handled and whether or not you want to allow Download, Copy, Print for Commenters and Viewers.

Refer to Shared Drive Settings on what the settings do.

Important

If the Shared Drive is going to contain FERPA related information (See: FERPA Information for Faculty/Staff), Sharing outside University of California, Santa Barbara should be set to Only people inside University of California, Santa Barbara can be given access to the files in this Shared Drive.

In some cases, you may also want to set Sharing with non-members to Only members of this Shared Drive can access files in this Shared Drive to restrict how far the information can be shared.

Add Members
Click on the ▼ on the right side of the Shared Drive Name to get the following menu

Add members
Manage members
Email members
Team Drive settings
Change theme
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View trash
Delete Team Drive

Click on Add members to add members

Put in the email addresses of the people with UCSB Connect Accounts that should be a member of the Shared Drive.

Where Content Manager is, you can select which Shared Drive Permissions the users you are adding should have.

In the Message area, you can send a message to the people in question so they know what they are being added to.

Alternatively, you can check Skip sending notification if you are simply adding them and will walk them through on how to use Google Shared Drive in person.

Click on SEND to add the members to the Shared Drive.

Repeat this process if there are other Members who have to be set up with different Shared Drive Permissions until you are done.

Finishing Touches

At this point, it is just putting in folders and files into the Shared Drive.