Deleting a Shared Drive

Contents

• Purpose
• Requirement
• Process

Purpose
Providing information on how to delete a Google Shared Drive

Requirement
• Manager of Shared Drive
• All Data removed/deleted from Shared Drive

Process
Basically, in order to delete the Shared Drive, the Shared Drive itself needs to have all data in it deleted.

Once the Shared Drive is empty of all data, you can right-click on the Shared drive and select **Delete Shared Drive**.

⚠️ Doing this will delete any chance of recovering the data that was saved in the Shared Drive.