

How to work from home with G Suite

Part 1: Google Drive, Share Drives, and Drive File Stream



Presenters:

Anthony Farber

Jolanta Soltis



Overview

- Google Drive vs Google Shares
- Sync and access
- Google Suite (Docs, Slides, Sheets, Forms, Photos, Drawings, Sites, Groups)
- Creating Folders
- Uploading and storing Files
- Organize and share
- Limitations
- Sharing and Collaboration

Google Suite



- What is Google Suite?
 - Docs, Slides, Sheets, Forms, Photos, Drawings, Sites, Groups, etc.
- Can convert MS files into the Google suite equivalent
- Upload documents to Google suite
- Pdf and photos need additional add-ons
- Collaborate in real time on a file



Uploading and storing Files

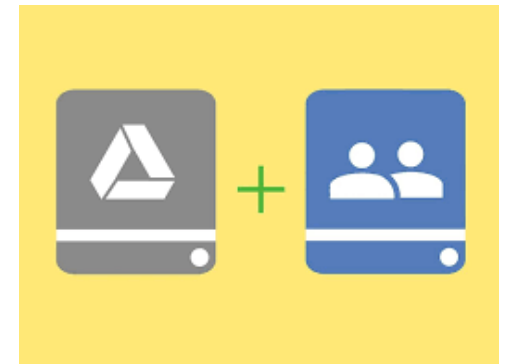
- Multiple ways to upload files
 - Drag and drop file to Google Drive
 - Click **My Drive > Upload Files**
- Allows you to store or backup important files securely
- Once converted you can collaborate on files
- No need to remote into your PC to access files stored on Google

What is My Drive



- Think of **My Drives** as a cloud storage space where **you** can easily store, search, and access common files anywhere, from any device.
- Files belong to **you**.
- You can create, move, share and delete files.
- **When you delete files from your My Drive , they are deleted for everyone.**
- **Unlimited storage**

What are shared drives?



- Think of **shared drives** as a space where **teams** can easily store, search, and access common files anywhere, from any device.
- Unlike files in [My Drive](#), **files in a shared drive belong to the team** instead of an individual. Even if team members leave, the files stay put so you—and the rest of the team—can continue to access information and get work done.
- **Unlimited storage**

Google Drive vs Share Drives (Created by you)

My Drive - Created by me

- Can create, add, edit, move, share, and delete files.
- Can share files folder with other people.
- Can delete files and recover them from the Trash.
- Can delete files permanently from the Trash.



Team Drive - Created by me

- Can create, add, edit, move, share, and delete files.
- Can add people to the Team and assign specific roles to them.
- Can delete files and recover them from the Trash.
- Can delete files permanently from the Trash.



Google Drive vs Share Drives (Shared with me)

My Drive - Shared with me

- Can edit files.
- Can share files folder with other people.
- Can delete files and recover them from the Trash.
- Can delete files permanently from the Trash.



Team Drive - Shared with me

- Only a Commenter, Content Manager, or a Manager can edit the files.
- Content Manager or Manager can share files with other people.
- Content Manager or Manager can delete files and recover them from the Trash.
- Only the Manager can delete files permanently from the Trash.



Team Drive Roles & Permissions

Role	Permissions
Viewer	Can only view files and folders
Commenter	Can view files and folders and also comment on them
Contributor	Can view, comment, edit , and add files
Content Manager	Can view, comment, edit, add, move , delete , and restore files from the Trash within 30 days. By default every user added to the Team Drive becomes Content Manager
Manager	Along with the permission of the 'Content Manager', a Manager can also Add/delete members to/from the Shared drive Manage settings in Shared drive Delete the entire Shared drive

When should I use Share Drive?

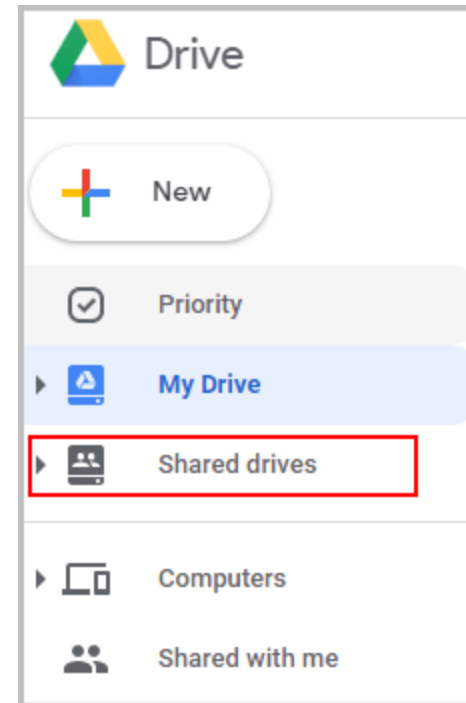
- You're working on a **project** or **event** with a **group of people** who all **need access to the same files**.
- Most of your files are shared with the same group of people.
- Your files share a consistent theme or topic.
- The content you want to store isn't personal and is of interest to a specific team or group.

Key differences between shared drives and Google Drive

- When a **member** of a shared drive **leaves**, all the **data stays** and cannot be deleted by anyone other than the 'owner' of the Shared drive folder.
- You as the 'owner' can define granular roles & permissions for users if needed for shared drive folders.
- More about the [Differences between My Drive and shared drives](#)

Get started with shared drives

- Set up a shared drive
- Create Folders for related topics
- Move files to a shared drive
- Find files in a shared drive
- Hide a shared drive
- [More about share drives...](#)



drive.google.com

Most common questions...

- **What Happens When Someone Leaves the Team Drive?**

When a user leaves a Shared drive, all the data associated with that user account stays in the Shared drive. This data cannot be deleted by anyone other than the 'Owner/Manager' of the Shared drive.

- **What If the Manager Leaves Team Drive?**

If you are the only Manager of a Shared drive and decides to exit the drive, then no other member will be able to manage the membership or settings. To prevent this situation, the Manager – before leaving – can designate another member as the Manager of the Shared drive.

- **Can someone delete my files?**

If you don't own the file, removing the file from your Drive only removes it for you.

- **Can you restore deleted files?**

You can restore files that you created. Admin can restore data that was permanently deleted within the **past 25 days**.



Choosing a sync solution

Drive File Stream – Should I install on my home Computer?

Features:

- Access files in My Drive and Shared Drives like any other local or network drive
- Stream files on demand
- Sync only selected folders and files in My Drive
- Use native applications like MS Word
- Integrates with Outlook (send and save files)
- Offline folders and files

Organizing and sharing

- Use **Workspaces and Priority** in Google Drive

You can find commonly used files and organize them into Workspaces with your work account: UCID@njit.edu.

- Create a Workspace
 - On your computer, go to drive.google.com.
 - At the left, click **Priority**.
 - Under "Workspaces", click **Create Workspace**.
 - **Enter a name for the Workspace** and click **Create**.

Limitations

- File sizes
 - Documents: 50 MB
 - Spreadsheets: 5 million cells
 - Presentations: 100 MB
- Supported file types
 - Archive files (.ZIP, .RAR, tar, gzip)
 - Audio formats (MP3, MPEG, WAV, .ogg, .opus)
 - Image files (.JPEG, .PNG, .GIF, .BMP, .TIFF, .SVG)
 - Markup/Code (.CSS, .HTML, .PHP, .C, .CPP, .H, .HPP, .JS, .java, .py)
 - Text files (.TXT)
 - Video files (WebM, .MPEG4, .3GPP, .MOV, .AVI, .MPEGPS, .WMV, .FLV, .ogg)
 - Microsoft, Adobe, Apple files
- PDF addin - Adobe

[More...](#)

Next workshop:

How to work from home with G Suite

- **Set up your remote workspace**
- **Manage your home and work schedule**
- **Best practices to stay connected**

Resources

- [Drive cheat sheet](#)
- [Share drive cheat sheet](#)
- Google Drive [Training](#)
- [Differences between My Drive and shared drives](#)
- [Configure Drive File Stream](#)

Questions?