

Google Drive



Do you use your Google Drive Trash as a storage folder? (Please don't do that - with any trash.) Drive Trash is emptied every 30 days, just like your other Google service trash folders. See <https://support.google.com/drive/answer/2375102>.

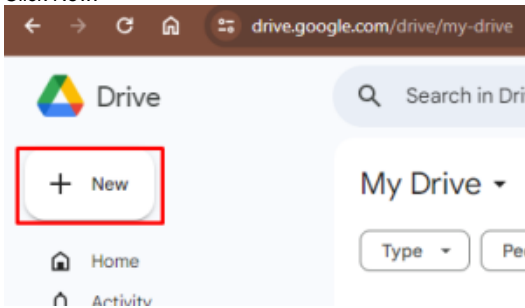
Main Functions

- [Collaboration](#)
- [Sharing](#)
- [Backing up Personal Data](#)

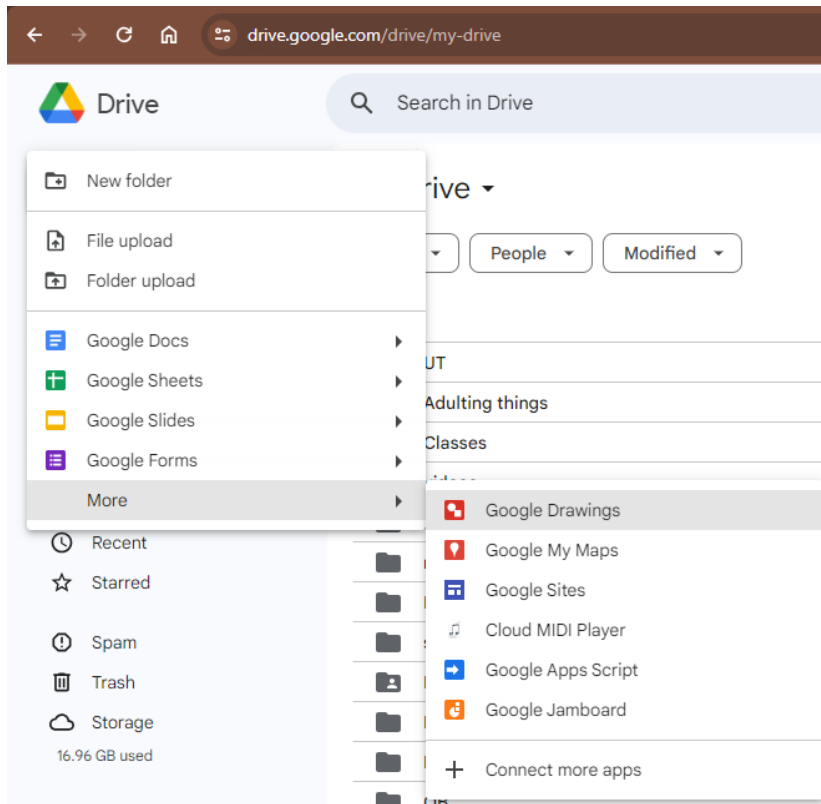
Creating Documents

To create a new Google Doc, Sheet, Slide, Form, Drawing, or Folder:

1. Click New.



2. A drop down menu will appear and you can select what file type you wish to create.



Working with Existing Documents

- [Uploading Files](#)
- [Exporting Files](#)

Organizing Documents

- [Creating Folders, Moving or Deleting Files and Folders, Copying Files](#)
- [Sorting and Filtering Files](#)
- [Searching for Files](#)

Things to Keep in Mind

If the owner of a file moves it to their Trash and then empties their Trash, the file will no longer be accessible by anyone.

You can take a look at the biggest files in your personal Drive by visiting <https://drive.google.com/drive/quota>, or clicking on the Storage link on your [drive.drew.edu](#) page.

Drew's Document Retention Policy

Please remember that Drew has a document retention policy which influences what you can store where (and for how long). Please review this policy and keep it in mind when using your Google Drive: [Records Retention Policy](#)

Drew's Responsible Use of University Data Policy

Also keep in mind the security of any information you are working with. Consult the [Responsible Use of University Data Policy](#) for more information.

Reviewed June 14, 2023