

Google Shared Drives

What is a Shared Drive?

A Shared Drive is a space in Google Drive that works similarly to sharing files from My Drive, except that the folders and files are "owned" by the University instead of an individual account. In a way, it is like a [network drive](#), but hosted by Google.

Start Here

[Policy](#) and request instructions

Google's [Best practices for Shared Drives](#) page

Drew's [Google Shared Drive Usage Information](#) doc (you must be logged in to your Drew account to view this doc)

To Request a Shared Drive

Please review the policy at <http://www.drew.edu/university-technology/policies/google-shared-drives-policy/> . After you've had a chance to review the policy and discuss a bit with your department, please [email](#), call (973-408-4357), or [log a ticket](#) with the information requested on the policy page:

- Desired name of Shared Drive
- Names and email addresses of two Drew employees to manage/"own" the Shared Drive
- Name, email address, and approval of the department, project, or committee lead (if not you)
- What files will be stored on the Shared Drive rather than, or in addition to, the [department's network drive](#)?

We will also need some days and times when both "owners" of the Shared Drive would be available for training (which is required before we create the Shared Drive).

Additional Information

[Store & share files and folders with shared drives](#)

[Shared drives limits](#)

[Known issues with shared drives](#)

[Responsible Use of University Data](#)

Reviewed June 14, 2023