



Google Drive Service Page

<https://uit.stanford.edu/service/gsuite/drive>

How to Use Google Drive

<https://uit.stanford.edu/service/gsuite/drive/using>

Google Drive - CHEAT SHEET

googledrive.stanford.edu

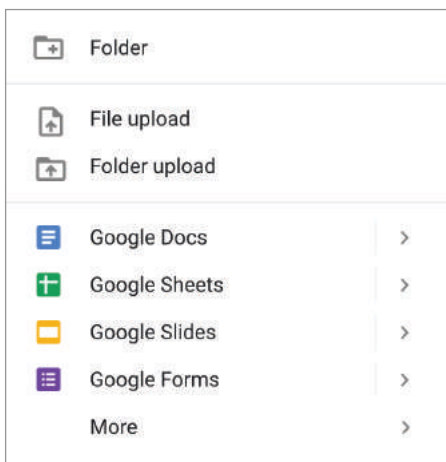
Stanford Workgroup / Google Group Integration

<https://uit.stanford.edu/service/gsuite/groups/integration>

GETTING STARTED

Click New to...

Upload any file / folder from your computer, or create new documents



Google Apps

Collaborate together on documents. Use shortcut links to quickly create.



Google Docs
docs.new

Text documents



Google Sheets
sheet.new

Spreadsheets



Google Slides
slides.new

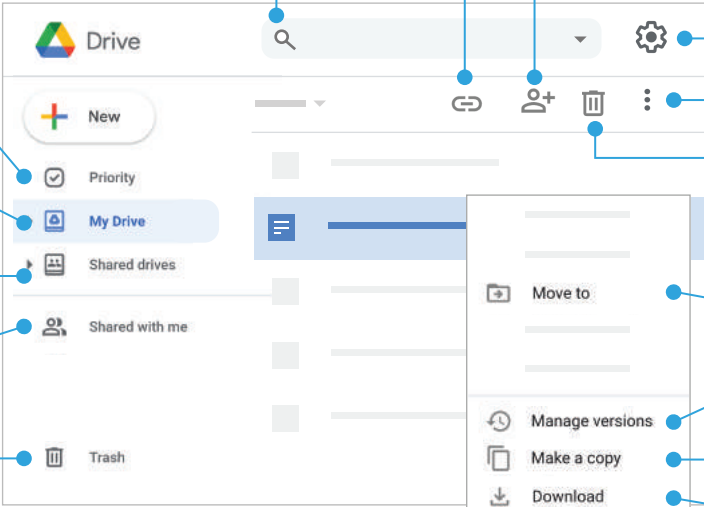
Presentations



Google Forms
forms.new

Surveys

Work with files stored in Drive



Search for files

Get link to file

Share files with others

Change settings

Star or rename a file, and more

Remove file

Stores files in workspaces for quick access

Stores files owned by individuals

Stores files owned by teams

See what other people shared with you

View, restore, or permanently delete removed files

Right-click a file or folder to:

- Move it to another folder
- Upload a new version or revert to previous versions
- Make a copy
- Save a copy on your computer

SHARING PERMISSIONS

MyDrive -> Files / Folders Shared Drive -> Individual Files

Sharing	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files and folders
Owner	✓	✓	✓	✓	✓	✓
Editor	✓	✓	✓	✓	✓	✓
Commenter					✓	✓
Viewer						✓

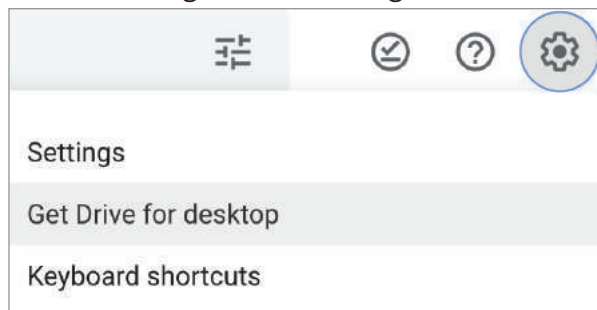
Shared Drive -> Shared Drive Folders

Sharing	Content, people, and settings	Add, edit, move, and delete files	Add and edit files	Comment or suggest edits in files	View files and folders
Manager	✓	✓	✓	✓	✓
Content Manager		✓	✓	✓	✓
Contributor			✓	✓	✓
Commenter				✓	✓
Viewer					✓

GOOGLE DRIVE FOR DESKTOP

Store files in the cloud while accessing them on any device

Download for Windows or Mac via
Settings menu in Google Drive



All files are synchronized
from desktop to Google Drive

