

Questions and Answers from the training session:

Q: Can you provide information about security and sharing settings in Google Drive?

A: Google Drive can be used to store Low, Moderate, and High Risk Data, as defined by the Information Security Office, with the exception of Protected Health Information (PHI).
Files and folders can be shared to individuals either via their email address or via a link.

Q: Is there a limit to the storage space in Google Drive?

A: There is currently unlimited storage space in Google Drive. You can upload up to 750 GB of data per day, or files up to 5 TB in size. If a single file exceeds the 750 GB daily limit, that file will upload. Subsequent files will not upload until the daily upload limit resets the next day.
There is a limit of 400,000 items per Shared drive.

Q: Is Google Drive end to end encrypted (since it is approved for high risk data)?

A: Google encrypts files while they're being transferred and stored.

Q: I'm not able to move folders from My Drive into a Shared Drive. the error message is "folders can't be moved into Shared Drives yet." Is this part of the Box migration or a setting in Google Drive?

A: Currently, it's not possible to move folders from My Drive to a Shared Drive. This is not yet supported by Google. Files (one or multiple) *can* be moved from My Drive to a Shared Drive.

Q: Will the settings (permissions) in Box also be transferred to Google Drive? Google Drive has different categories from box (co-owners, editors, viewers, etc.) so will these permissions be moved into the equivalent Google Drive categories?

A: Permissions/sharing with Stanford users will be preserved. Sharing with external users will not be preserved. The permissions will be mapped from Box to their equivalent in Google Drive. Here is a table that shows how the permissions will map: <https://uit.stanford.edu/project/box-migration/during-and-after-your-migration#permissions>

Q: Can you share folders (view and download access) to someone without a Google account?

A: You can share folders to someone without a Google account.

Q: Will the creator of the folder (document) in Box have that document in their Google Drive while co-owners have it in their Shared With Me folder?

A: Only the files and folders that you own will be moved. This includes materials authored by others that you own. If you are listed as a "co-owner", "editor" or other permission on a file/folder, then someone else is the owner, and it will not be migrated along with the files that you own. These files will appear in Shared with me in Google.

Q: If I have something in My Drive which I share and I leave Stanford, does that document change ownership to all the people I shared with?

A: No, the documents stored in your My Drive and shared with others will not change ownership if you leave Stanford. You should move content that should be available to others to a Shared drive (shared appropriately with your team) before you leave.

Q: How do I set a date limitation for sharing with a link to anyone outside of Stanford?

A: You can give individuals temporary access to files/folders in your My Drive, and share a Restricted link to them. Once their access expires the link will no longer take them to the file/folder.

Q: Google Shared Drives do not support one-off sharing of individual documents or directories within a directory tree, as Box does. How will that migration work when a Workgroup-owned Box directory is migrated to a Google Shared Drive?

A: When a workgroup-owned Box is moved to Google Drive, it will be moved over as a Shared Drive with the same directory tree as the Box directory. Google does support one-off sharing of individual documents or directories within a directory tree, so a user can be given access to a specific file or folder without granting them access to the entire Shared Drive.

Q: Can documents be shared from Google Docs with others outside Stanford?

A: Yes, you can add their email when you click "Share" and then you'll get a confirmation notification, and you hit "Yes" to "send to someone outside of your network."

Q: Can you collapse the "Suggested" portion of this screen?

A: Yes. Go to your Google Drive settings (via the gear/cog button on the upper-right) and choose Settings → Suggestions → Uncheck the box next to "Show suggested files in My Drive and shared drives".

Q: Can webforms collecting information be stored in a separate folder from sheets storing that information?

A: Yes. You can choose to move the Google Sheet collecting webforms to a different folder.

Q: How do you know comments have been added to a document if you aren't in the doc?

A: If you are not mentioned in a document comment, you will not see the comment unless you are looking at the document.

Q: How do you open something in Google format and not Word? Does it happen automatically?

A: To open the document in Google format, right-click (Windows/Mac) or CMD-click (Mac) on the document and choose to open it in Google format. By default, a Word document will open in Google format unless you right-click (or CMD-click on a Mac) and choose Preview.

Q: What is a .DS_Store file and where does it come from? Does it need to remain?

A: A .DS_Store file stores custom attributes of its containing folder, such as folder view options, icon positions, and other visual information" in macOS systems. .DS_Store files are uploaded when you upload a folder from a Mac to Google Drive. You can delete these files without causing any issues with the files/folders you store in Google Drive.