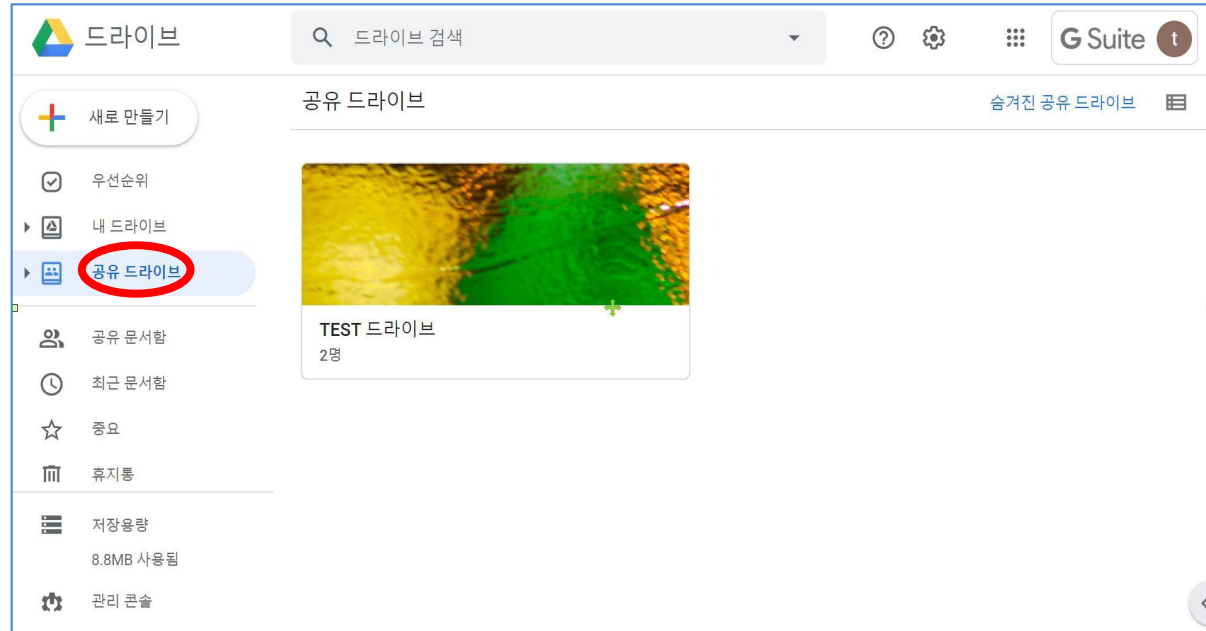


Guide to shared drives

What is shared drive

- Shared drives are shared spaces where teams can easily store, search, and access their files anywhere, from any device.



Create a shared drive

- ① Open **Google Drive**.
- ② On the left, click Shared drives.
- ③ At the top, click New +
- ④ Enter a name and click **Create**.

The screenshot shows the Google Drive interface in Korean. The top navigation bar includes the Drive logo, a search bar, and utility icons. The left sidebar contains a '새로 만들기' (New) button and a list of navigation options, with '공유 드라이브' (Shared drives) highlighted. A dropdown menu is open over the '공유 드라이브' option, showing '새 공유 드라이브...' (New shared drive...). The main content area displays '공유 드라이브' and a map thumbnail. A modal dialog box titled '새 공유 드라이브' (New shared drive) is open, featuring a text input field containing '매뉴얼 작성 팀' (Manual writing team) and a green plus icon. At the bottom of the modal, there are two buttons: '취소' (Cancel) and '만들기' (Create), with the '만들기' button circled in red.

Protect files

Protect all files in a shared drive:

Requires Manager access

① On the left, click the shared drive that contains the files you want to protect.

② At the top, next to the shared drive name, click the Down arrow → Shared drive settings.

③ Click Edit to set any of these permissions:

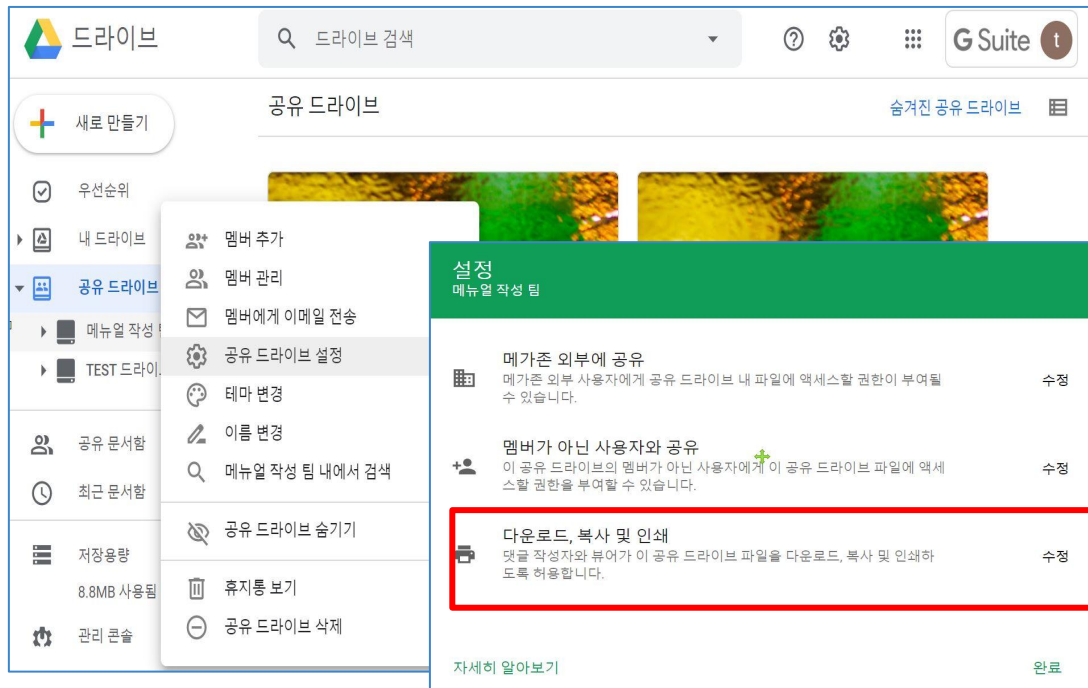
-Sharing files with people outside of your organization

-Sharing files with people in your organization who aren't members of the shared drive

-Allowing people with Commenter and Viewer access to download, copy, or print files.


④ After you choose an option, click Apply.

⑤ Click Done.



Allow sharing the link outside of your organization

① In a shared drive, click the file you want to share.

② At the top, click Share 

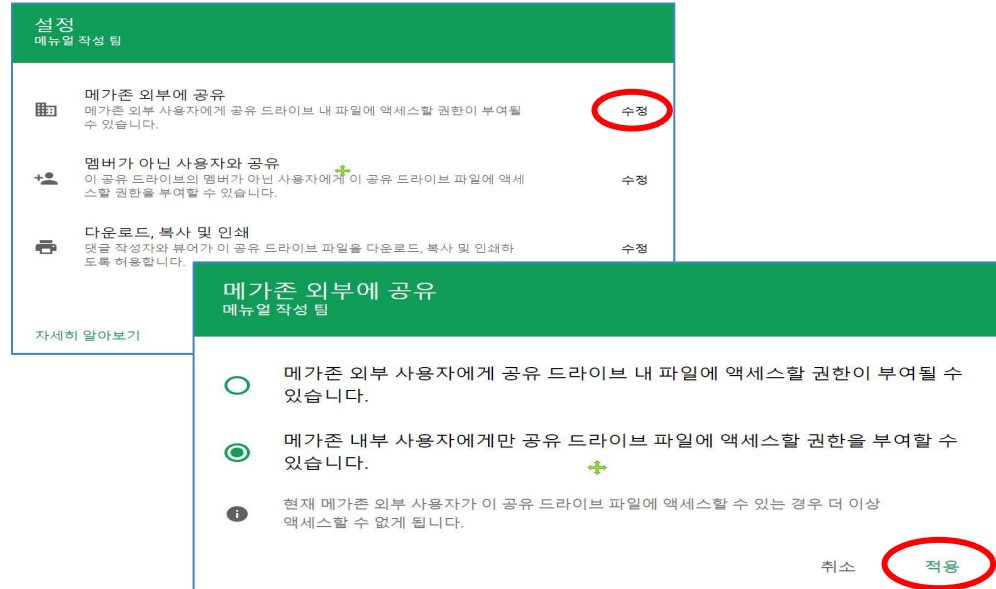
③ (Optional) To specify what people can do with your file when you share it, under your organization name, click Change:

-To allow sharing the link outside of your organization, next to your organization name, click the Down arrow -> Public.

④ Click Copy link.

⑤ Click Done.

⑥ Paste the link in an email, on a website, or wherever you need to share it.



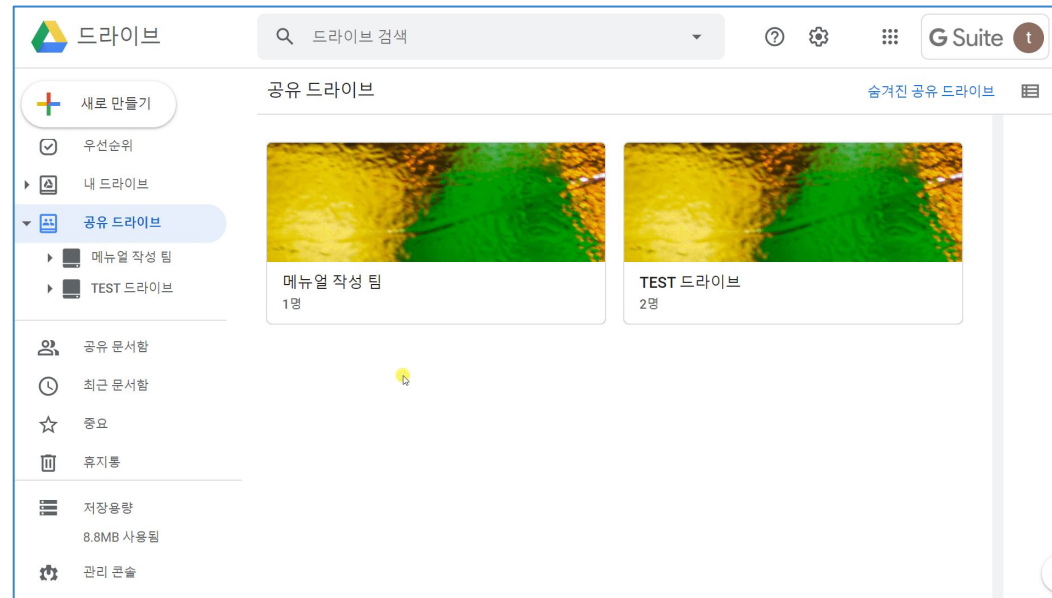
Add members and set access levels

① At the top, click Manage members

② Add names, email addresses, or a Google Group.

**By default, new members are Content managers. They can upload, edit, move, or delete all files.

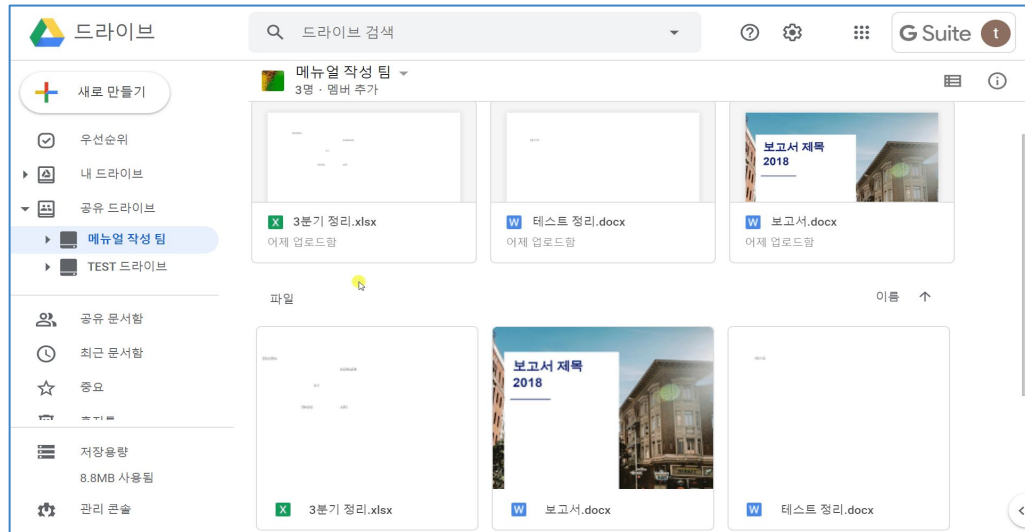
③ Permissions for a new member, click the Down arrow ▼ and choose an option.



Permission	Manager	Content manager	Contributor	Commenter	Viewer
Can view files and folders	✓	✓	✓	✓	✓
Can comment on files	✓	✓	✓	✓	
Can edit files	✓	✓	✓		
Can create and add files, can create folders	✓	✓	✓		
Can add people to specific files	✓	✓	✓		
Can restore files from the Trash (up to 30 days)	✓	✓	✓		
Can move files from My Drive to a shared drive	✓	✓	✓		
Can move files and folders to the Trash	✓	✓			
Can move files and folders within a shared drive	✓	✓			
Can move files from one shared drive to another shared drive	✓				
Can add or remove members of a shared drive	✓				
Can change member access levels	✓				
Can permanently delete files in the Trash	✓				

Email members of a shared drive

- ① On the left, click a shared drive.
- ② At the top, next to the shared drive name, click the Down arrow ▾ > Email members.
- ③ Change the subject and enter your message.
- ④ *Optional) To only email members with specific access levels, or to send yourself a copy of the email, check the boxes.*
- ⑤ Click Send.



Search in a shared drive

① Right-click a shared drive and click Search within *shared drive name*.

② In the Search box, enter your search term and press Enter.

