Google Drive

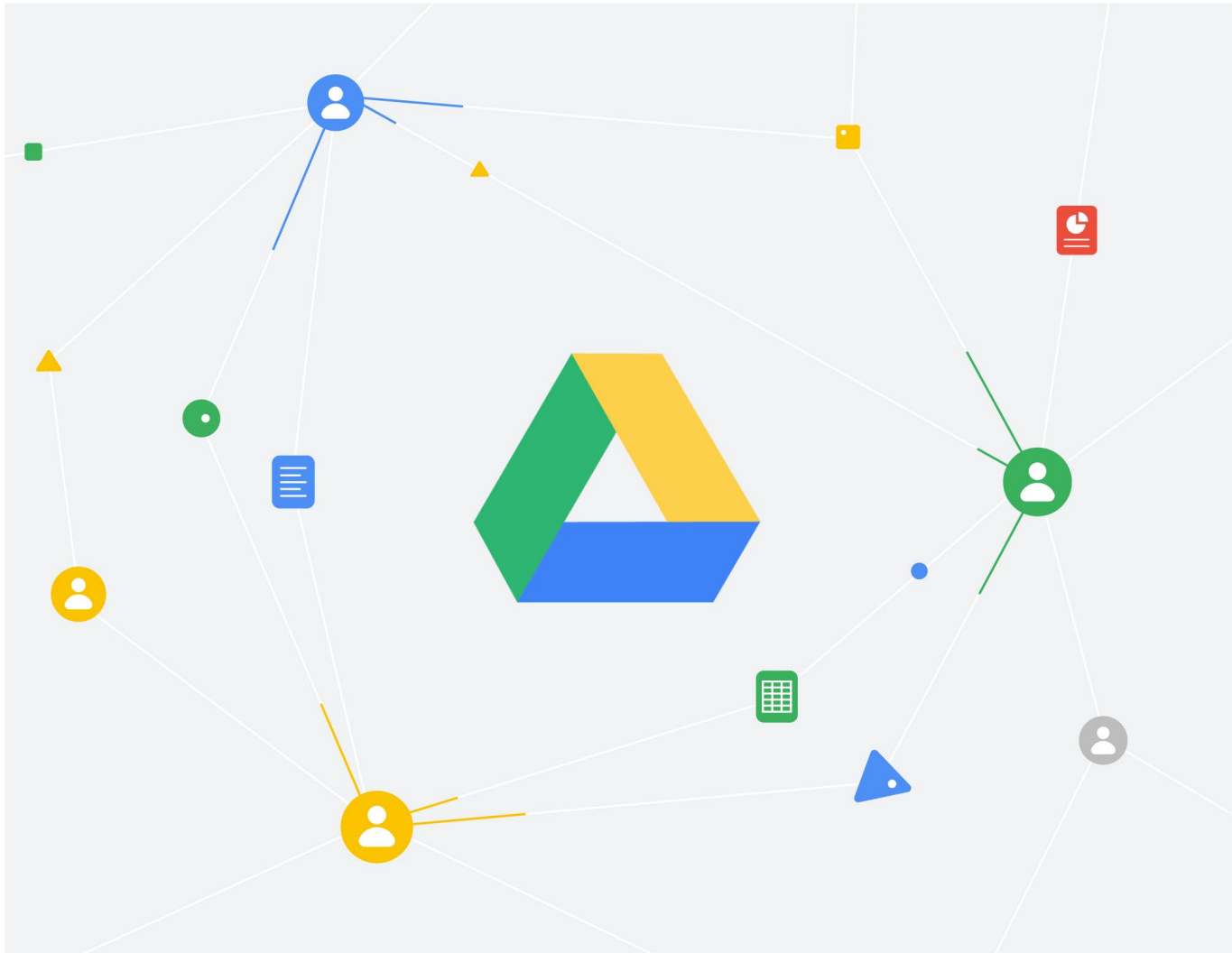# Getting started with Drive Enterprise

How to set up and use Drive to make your team more productive and collaborative

Google Drive

# What's inside

# Your guide to getting started with Drive Enterprise

Drive is the most intuitive and efficient way for any team to work together in the cloud, stay focused, and get more done. Users get Drive, plus Docs, Sheets, Slides, and the rest of Google's content tools to create, store, and share content—and collaborate on 100+ common file types, including Microsoft documents, PDFs, and more.

This guide will take you through the basic steps of setting up Drive, getting your team started with it, and using the admin controls to manage users and content.

You'll learn everything you need to know to get up and running quickly—along with valuable information to help you handle large data transfers, configure security settings, and more.

The first section of this guide will take you through the key steps to get Drive up and running quickly as an admin.

The second section will help you and your team make the most of Drive, Docs, Sheets, Slides, and working with Microsoft files.

At the end of the guide, you'll find more detailed information about managing Drive.

Google Drive

Section one:

# Setting up Drive for your team

# Ready to get moving? Start here.

Setting up Drive is fast and simple. You can get your team collaborating in these five simple steps:

**1** Sign in to the Admin console and set up billing | This is your control center to manage your account, tailor your security settings, add users, and configure Drive.

**2** Add team or project members | The best way to experience the full value of Drive is as a team.

**3** Create a shared drive | Shared drives are the primary place for teams to access, store, and collaborate on their files.

**4** Deploy Drive for Desktop | This allows anyone to use Drive as if it's a file folder on their computer.

**5** Verify your domain | Protect your business and unlock advanced features including security controls.

# Get to know your Admin console

You can think of your Google Admin console as the control center for your organization's Drive experience. It's where you set up billing, add users to your account, turn on the services you want them to use, and manage Drive for your team.

## Sign in

Signing in to your Admin console is easy. Go to admin.google.com and enter your admin account's email address and password. Your account confirmation email will have this information if you can't remember it. Please note that admin accounts cannot be set up for email addresses that end in @gmail.com. Instead, use a company domain email address for your admin account, such as yourname@yourcompany.com.

## Navigate your Admin console

Your Google Admin console brings a wide variety of key features into a single, easy-to-navigate dashboard.
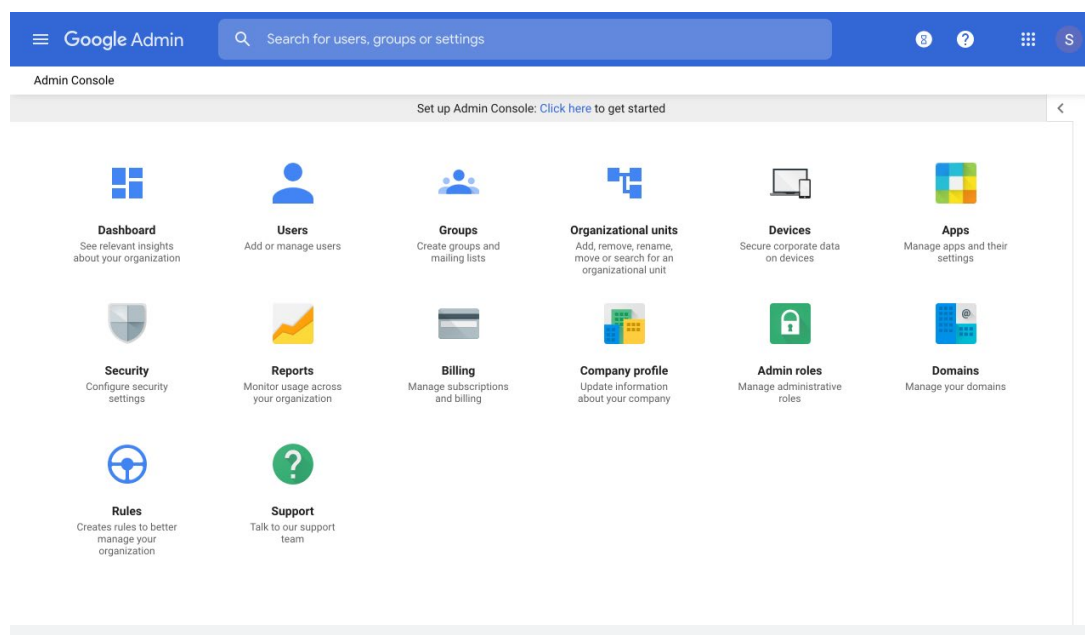


Manage users, groups, devices, or security. Run reports. Migrate data. Upload your company's profile. Contact support. Turn features and services on or off. All of this—and more—is doable directly from your Admin console.

# Set up billing

One of the first things you'll want to do as a new Drive customer is set up billing to avoid interruptions to your Drive Enterprise plan.

1. Sign in to your Google Admin console.
2. Go to Billing in the left sidebar.
3. Under Subscriptions, next to Google Drive Enterprise, click Set up billing.
4. Follow the on-screen instructions to choose your billing options.

Learn more about setting up billing.

# Add users

Now you can start adding team members to Drive. As you add users, remember to use each team member's work email address, not his or her personal Gmail account. A Gmail address is not required to use Drive.

1. Sign in to your Google Admin console.
2. From the Admin console homepage, go to Users.
3. At the top of the page, click Invite/Add new user.
4. Fill out the form to either invite the user to your team or add their account details.
5. Repeat these steps for each user you want to add.

Learn more about adding Drive users.
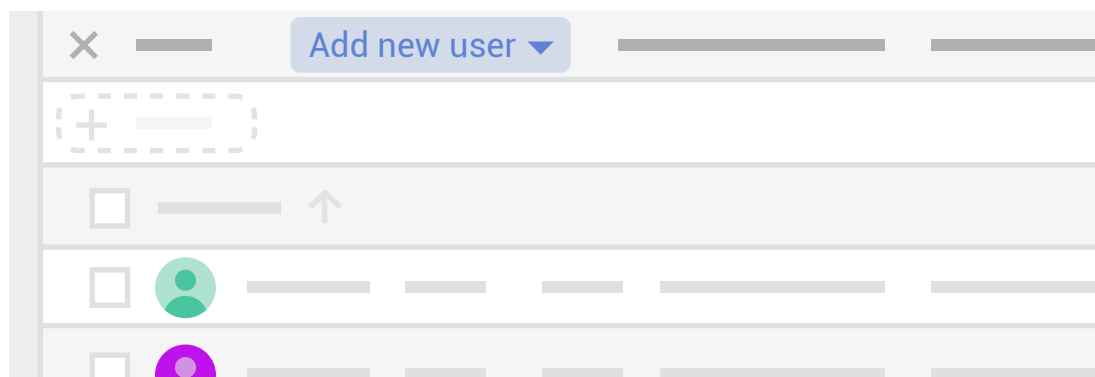
# Create a shared drive

Shared drives are shared spaces where teams can easily store, search, and access their files anywhere, from any device. Files in a shared drive belong to the team instead of an individual. If team members leave, the files stay exactly where they are so your team can continue to share information and get work done.

If you set up a shared drive before you add team members, they'll have a collaborative space to create and share work from the very beginning.

1.  Visit drive.google.com to open Google Drive.
2.  On the left, click Shared drives.
3.  At top, click New ╈ .
4.  Enter a name and click Create.
5.  At the top, under the shared drive name, click Add members.

Learn more about creating a shared drive and adding team members.

# Deploy Drive for Desktop

Many people prefer to find and work with files directly from their desktop rather than through a browser. Drive for Desktop (also known as Drive File Stream) is an application that allows anyone to access Drive files directly from their Mac or PC through a familiar file-folder interface.

And because Drive for Desktop connects back to the cloud, any changes made to files via Drive for Desktop are automatically updated everywhere. Everyone on the team will always have the latest version of a given document. Here's how to enable your team:

1.  If you haven't already done so, turn on sync for your organization in the Admin console.

2.  Direct each user to install Drive for Desktop (also known as Drive File Stream) on their own machine.

Learn more about deploying Drive for Desktop.
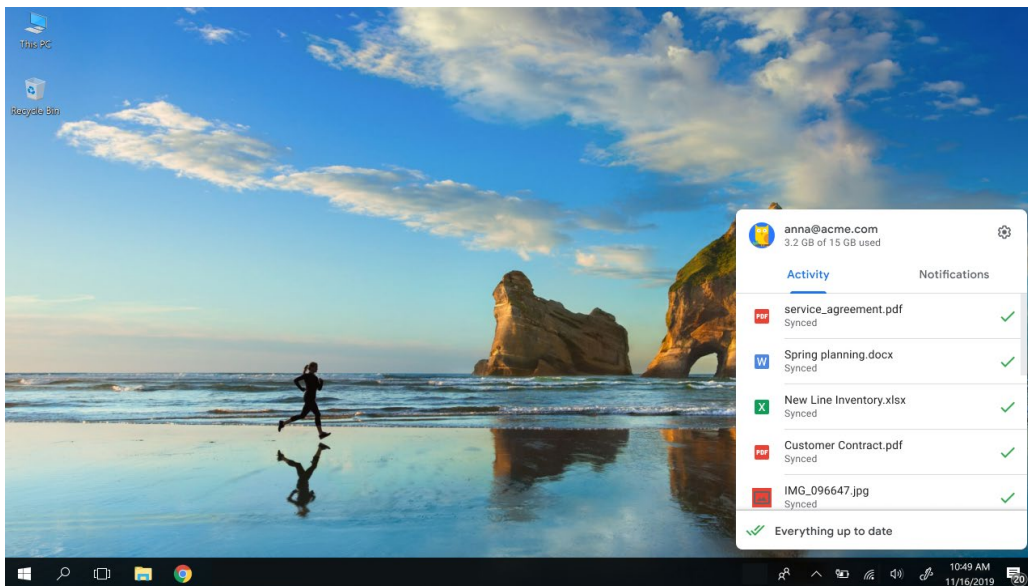
# Verify your domain

Verifying your domain protects your business, preventing unauthorized people from using Google services with your business identity. It also unlocks helpful features like identity management, security controls, and auditing.

1. Get the sign-in information for your domain host and access to your domain's DNS settings/records.

   • You may need to obtain this info from an IT admin at your domain host. If so, you can verify your domain at a later time.

2. Sign in to your Google Admin console.

3. Go to Domains.

4. Click the button to Verify your domain and follow the steps in the Setup Wizard.

5. Sign in to your domain host and add a verification record to your domain's DNS settings.

6. Tell the Setup Wizard to look for the verification record. You'll get a confirmation message that your domain is verified.

Learn more about verifying your domain.

Questions? Contact support or visit the Admin Help Center.

## Personalize your organization's Google Drive experience with your logo

1. Sign in to your Google Admin console.

2. Go to Company profile > Personalization.

3. Click Select file to upload and select the logo image on your computer.

4. Check Show this logo on all user created sites to display your logo in Google Drive.

5. Click Save.

Learn more about uploading your logo.

Section two:

# Getting started using Drive

# Everything you need to know to use Drive

Drive is designed to be intuitive and simple to use. After you've set up Drive for your team, you should encourage people to visit drive.google.com or open Drive for Desktop to start working.

If you'd like provide your team with resources on how to do specific tasks in Drive, share this section. It will help your team:

**1**  Upload content

**2**  Invite collaborators

**3**  Create and collaborate on content

**4**  Organize and search for content

**5**  Access stored Drive files offline

If you or your team need additional support, visit:

1.  Drive Learning Center.
2.  Drive Help Center.

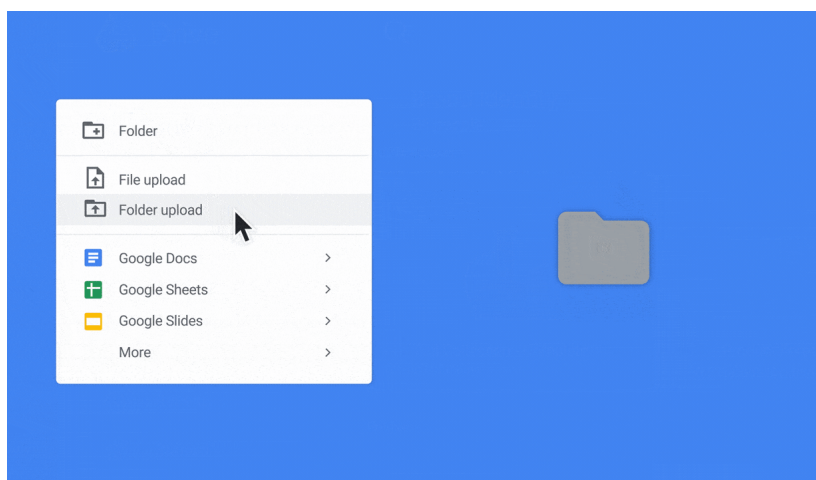▶  See how you can get started using Google Drive.

# Upload content

One of the first things you'll want to do is upload content to Drive. In this section, you'll explore the difference between My Drive and shared drives and how to upload content to each.

## My Drive vs. shared drives

You can think about the difference between My Drive and shared drives in this way:

- Use My Drive for files you own as an individual. This is similar to files you store on the hard drive of your computer. Files in My Drive are stored in the cloud, and no one else has access to these files unless you explicitly grant them access. You can create, share, view, delete, edit, or move files in My Drive to meet your personal needs.

- Use shared drives for files owned by a team. Team members assigned to a shared drive have access to the files in the shared drive. Different access levels determine who can create, view, delete, edit, or move files in a shared drive.

| Folder |
| File upload |
| Folder upload |
| Google Docs |
| Google Sheets |
| Google Slides |
| More |

▶ See how uploading content is easy with Google Drive.

## Move, don't copy files into My Drive or a shared drive

To ensure users always have access to the most up-to-date files, it is recommended that users move (rather than copy) files into My Drive or a shared drive. This practice minimizes the risk someone will copy a file into My Drive or a shared drive but then continue working on the version stored on their local hard drive.

Google Drive

## Upload content to My Drive

You can upload content to My Drive via the web, a mobile device, or Drive for Desktop.

| Upload via the web | Upload via Drive for Desktop |
|---|---|
| 1. Go My Drive. <br><br> 2. Drag files or folders right into Drive to upload, or click ➕ New to manually select files from your hard drive. Click Open. <br><br> On your mobile device: <br><br> 1. Open the Google Drive app. <br><br> 2. Tap Add ➕ . <br><br> 3. Tap Upload. <br><br> 4. Find and tap the files you want to upload. | 1. Install Drive for Desktop on the user's computer. <br><br> 2. Click Drive for Desktop ⬩. <br><br> 3. Navigate to My Drive or a shared drive. <br><br> 4. Open the Drive Folder ▭ and create your preferred folder structure. <br><br> 5. You can now move files and folders from any location into the folder structure in Drive for Desktop. |

## Upload content to a shared drive

You can also upload content to a shared drive via the web or Drive for Desktop.

| Upload via the web | Upload via Drive for Desktop |
|---|---|
| 1. Create a shared drive. <br><br> 2. Provide team members access to the shared drive. <br><br> 3. File owners and administrators can now move files to the shared drive by dragging and dropping files from their computer to the shared drive. The file owner must be in your organization and a member of the destination shared drive. | 1. Install Drive for Desktop on your desktop. <br><br> 2. Click Drive for Desktop ⬩. <br><br> 3. Open the Drive Folder ▭ and create your preferred folder structure. <br><br> 4. The user can now move files and folders from any location on their computer into the folder structure in Drive for Desktop. |

## ⬈ Migrating large amounts of data

Depending on the volume of data you need to move to the cloud and your network connection speed, you might find it easier to use one of Google's solutions for migrating large amounts of data. Google offers solutions to meet your unique data transfer needs and get your data on the cloud quickly and securely.

Learn more about efficiently migrating large amounts of data to Drive.

# Invite collaborators

Once people have moved files into My Drive or a shared drive, you can start sharing those files with others to jump-start collaboration.

## Share files or folders

The steps for sharing and collaborating in My Drive and sharing and collaborating in shared drives are similar. The main difference is that with shared drives, a person's access level determines whether or not they can share a file and folders cannot be shared.

There are two ways you can invite collaborators: by sharing a file or folder with specific people or by sending a link to a file or folder.
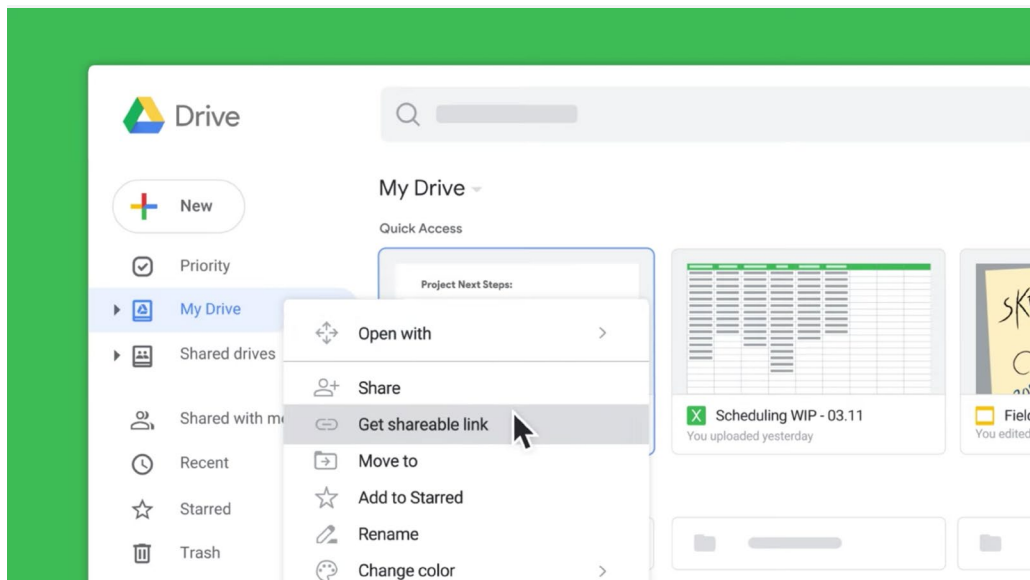
# Sharing a file or folder with specific people

| **Share files and folders with specific individuals or groups in My Drive** | **Share files with specific individuals or groups in a shared drive** |
|---|---|
| 1. It's easy to share the files and folders you own and/or have edit access to. Once in Drive, simply: <br><br> • Right-click the file or folder you want to share and select Share 👤+ <br><br> • Open the file and click the Share icon 👤+ located at the top right of the page <br><br> 2. Under People, enter the email address of the person or group you want to share with. <br><br> 3. Click Edit ✏️ and choose the access level. Everyone you share with receives an email with a link to the file or folder and the access level you set: <br><br> • Can edit—Collaborators can add and edit content as well as add comments <br><br> • Can comment (Select files only)—Collaborators can add comments but can't edit content <br><br> • Can view—People can view the file but not edit or add comments <br><br> 4. (Optional) To add a note to the email, enter your note. To skip sending an email, uncheck the Notify people box. <br><br> 5. Click Send. <br><br> After you share Google Drive files or folders, you can work on them with teammates or even people outside of your company. | 1. In a shared drive, right-click the file you want to share and select Share 👤+. <br><br> Note: In a shared drive, you must have Contributor, Content Manager, or Manager level access to invite collaborators. <br><br> 2. At the top, click Share 👤+ . <br><br> 3. Add names, email addresses, or groups from Google Groups. <br><br> 4. (Optional) To change the permission from Edit, click the Down arrow ▼ and choose another permission. <br><br> 5. (Optional) Add a message. <br><br> 6. (Optional) If you don't want to send notifications, check the Skip sending notification box. <br><br> 7. Click Send or Add. <br><br> Any files you put in a shared drive are automatically shared with members of the shared drive. Any member can also share files with people who aren't members unless you restrict sharing. |

## Sending a link to a file or folder

### Share files and folders with specific individuals or groups in My Drive

1. In Drive, you can simply:
   - Right-click the file or folder you want to share
   - Open the file and click the Share icon located at the top right of the page.

2. Select and click Get shareable link.

3. Click Anyone at your organization with the link can view and choose an access level.

4. Click Copy link.

5. Click Done.

6. Paste the link in an email or any place you want to share it.

You can send other people the link to your file so anyone on the internet with the link can use it. When you share a link to a file, your name will be visible as the owner of the file.

### Share files with specific individuals or groups in a shared drive

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

2. At the top, click Share.

3. Click Who has access.

4. Next to Link sharing off, click the Down arrow ▼ .

5. Next to Link Sharing, click Turn on to make the link accessible to anyone in your organization.

6. Under the URL, click the Down arrow ▼ and select a permission level.

7. (Optional) To allow sharing of the link outside of your organization, check the Allow external access box.

8. (Optional) To make the document searchable in Drive, check the Findable in search results box.

9. Click Copy to copy the link.

10. Click Done.

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

Anyone in your organization who gets the link can access the file. Optionally, you can let other users share the link with people that are not in your organization.

# Add members to shared drives

Another way to share a team's files and folders is to add members to the team's shared drive. Adding members to and setting access levels for a shared drive requires Manager access.

To add members to a shared drive and set their access levels:

1. In your browser, navigate to and click a shared drive.
2. At the top, under the shared drive name, click Add members.
3. Add names, email addresses, or groups from Google Groups.
4. (Optional) To change the access level, next to Content manager, click the Down arrow ▼ and choose an access level.
5. (Optional) Enter a message.
6. (Optional) If you don't want to send a notification to the new members, check the Skip sending notifications box.
7. Click Send or Add.
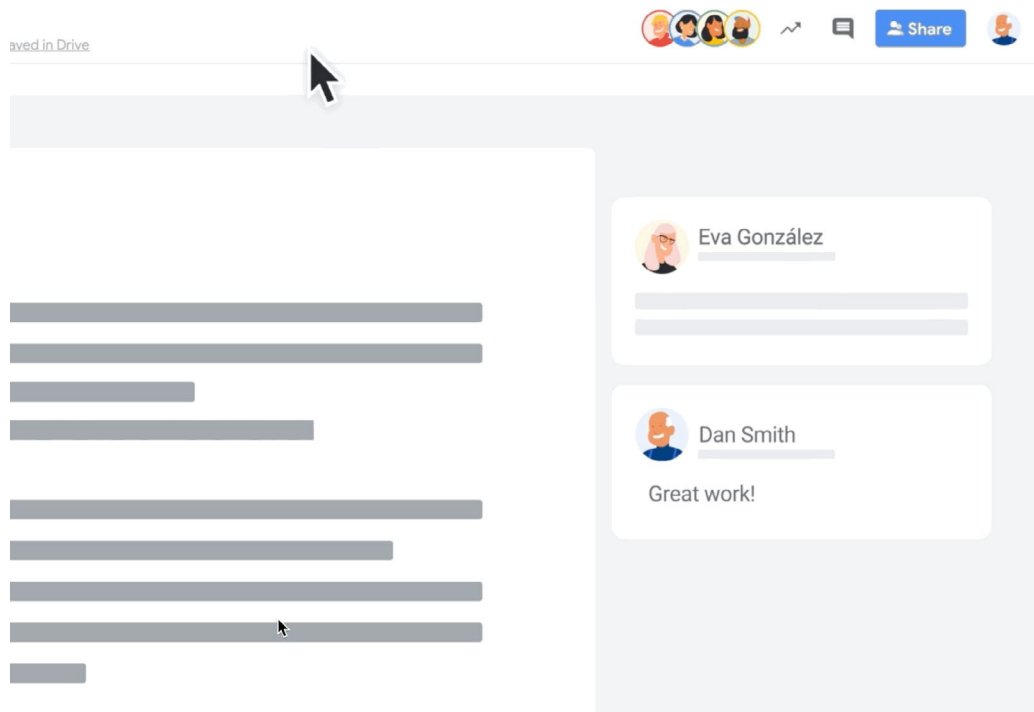
# Explore Docs, Sheets, and Slides

With Drive, creating new content and working together is easy and efficient.

While you can create and collaborate on a wide variety of file types in Drive, including Forms, Drawings, Maps, and Sites, the three types of files you're most likely to start collaborating on are Docs, Sheets, and Slides.
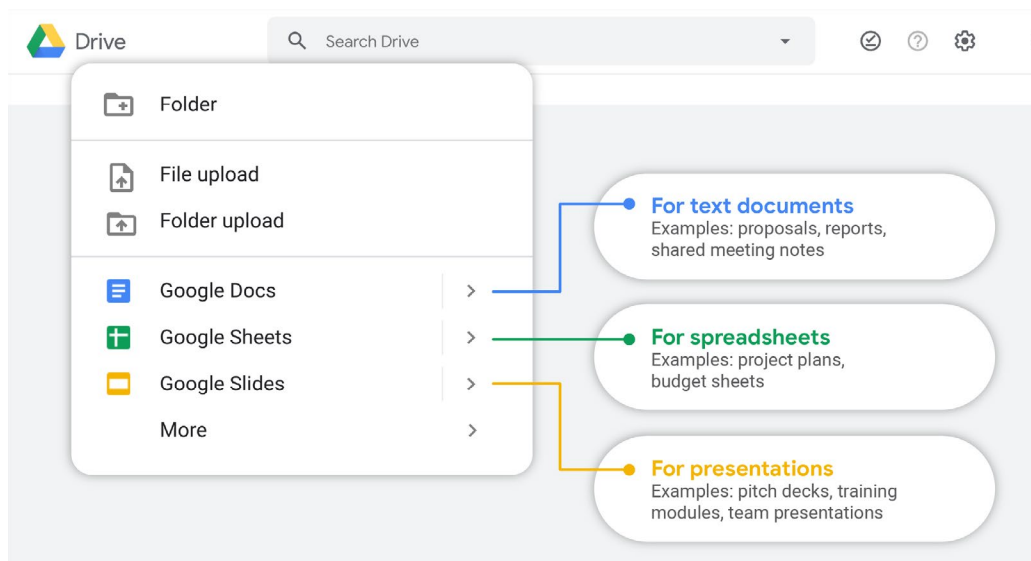


With Google Docs, Sheets, and Slides, you can create and edit documents right in your web browser—no special software is required. Even better, multiple people can work at the same time on the same file, you can see people's changes as they make them, and every change is saved automatically.

In this section, you'll explore how to create and collaborate on content, organize your content, access files offline and via mobile devices, and quickly search for files and specific content you've created or stored in Drive.

# Create a new file

To create a new file in My Drive or in a shared drive:

1. Click ✚ New > Google Docs/Sheets/Slides > Blank document or From a template.
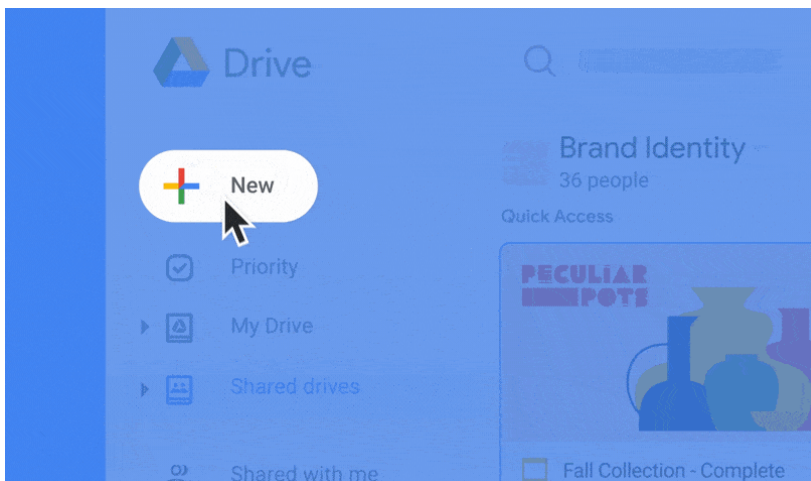


2. In the top left corner of the new document, click the Untitled document text and name the file.
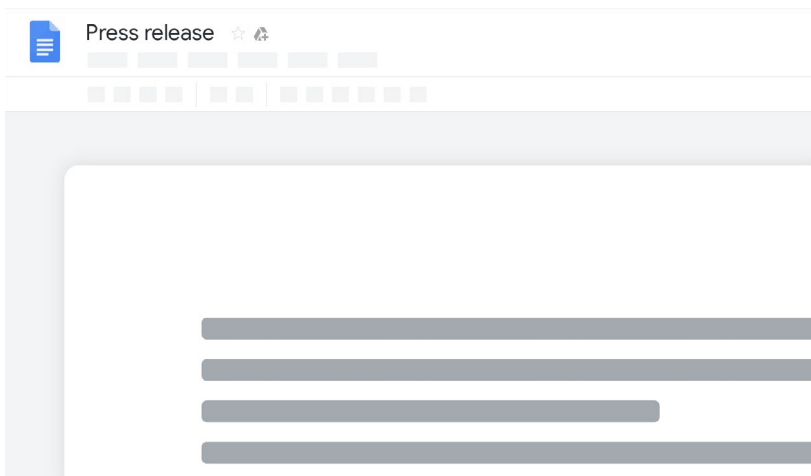




## Save time with preloaded templates

Many file types such as Google Docs, Sheets, Slides, and Forms include template galleries that make file creation even easier. Templates are especially useful if you want to ensure files use a consistent layout and styles.

You can use pre-built templates or create your own templates.

Learn more about creating files from templates.

Google Drive

# Collaborate in real time

In Google Docs, Sheets, and Slides, multiple team members can work together in the same document, at the same time. Commenting on any file brings a conversation into context so you avoid back-and-forth email and lost time. All you need to do is share the file and give collaborators edit or comment access.



Eva González
Should we change this?

Dan Smith
+jo@peculiarpots.com Is this final?
☐ Assign to Jo Anderson
**Comment** Cancel

## Add a comment
To add a comment to a file:

1. In Docs, Sheets, or Slides, select the text you'd like to comment on.
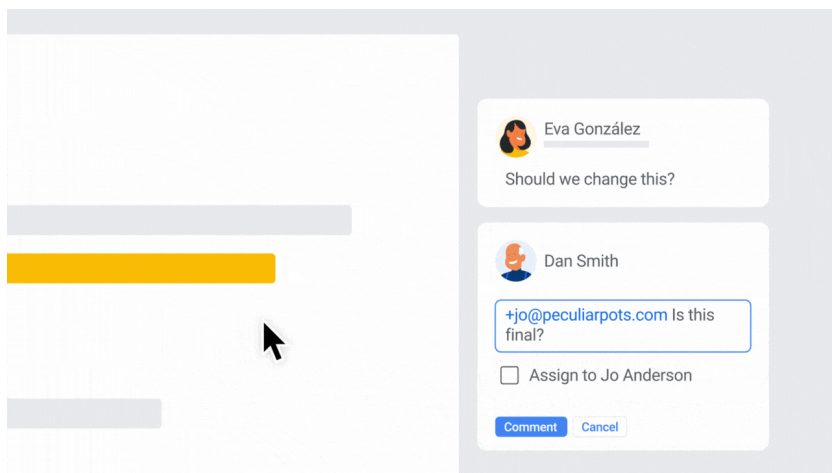2. Click Add comment ➕ .
3. Enter your comment in the box.
4. Click Comment or Assign.

▶️ See how to take team collaboration to the next level with Google Drive.

## Stay up-to-date by enabling notifications

You can choose whether to get mobile, web, or email notifications from Google Drive. After enabling notifications, you will be notified when:

- Someone shares a new file or folder with you.
- You're mentioned in a comment or action item.
- Someone requests access to a file you own.

Learn more about enabling Drive notifications.

## Reply to a comment

To reply to comments:

1. In the file with the comment you would like to reply to, click the comment.

2. Click Reply and type your reply.

3. To save, click Reply.

## Resolve a comment

If the issue raised in a comment has been appropriately addressed, you can close the comment by resolving it. To resolve a comment:

1. In the file with the comment you would like to close.

2. Click the comment.

3. Click Reply and type your reply.

4. In the top corner of the comment, click Resolve.

## Chat with others while collaborating in real time

When you're working on a file at the same time as other people, you can chat with each other directly within the file—no additional chat software is needed.

To chat with others while collaborating on the same file:

1. At the top right of the file, click Chat 💬.

2. Enter your message in the chat box.

3. When you're finished, at the top right of the chat window, click Close.

### Assign comments to specific people

To direct a comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.

You can also create an action item for specific people by assigning a comment to them. Do this by checking the Assign to box in the comment.

Learn more about assigning comments and action items to specific people.

### View comment history

At any time, you can view a complete history of all comments associated with a specific file—including resolved comments.

To view a file's comment history, in the top right corner of the file, click Open comment history 💬.

## View or revert to earlier file versions

Google Drive keeps all your drafts in one file, so you can easily view or restore earlier versions.

To view or revert to earlier versions of Docs, Sheets, Slides, and other file types:

1. Open the file.

2. Click File > Version history > See version history.

3. Click a timestamp to see a previous version of the file. Below the timestamp, you'll see:

   • Names of people who edited the document

   • A color next to each person's name. The edits they made appear in that color

4. (Optional) To revert to this version, click Restore this version.

▶ See how to avoid version conflicts with Google Drive.

## Suggest edits in Docs

In Docs, anyone with edit or comment access can propose edits directly in the document (without actually making the changes) by suggesting an edit. Suggestions won't change the original text until the document owner approves them.

To suggest an edit in a Doc file:

1. In the top corner, click Editing mode 🖉 ▾ and choose Suggesting.

2. Begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).

The document's owner will receive an email with your suggestions When they click any suggestion, they can Accept or Reject it.

---

**In-file chats**

All chats in Google Docs, Sheets, and Slides include anyone viewing the file. Chats aren't saved and the chat feature is not available if you're the only person working in the file.

---

# Work with Microsoft Office files

Drive offers a number of features that make it easy to work together on Microsoft Office files.

When you upload Microsoft Office files to Drive, you can directly edit, comment, and collaborate on them using Google Docs, Sheets, and Slides. Changes are auto-saved to the file in its original Microsoft Office format. Alternatively, you can easily convert Microsoft Office files to Google Docs, Sheets, or Slides. With Drive for Desktop, you can open and edit files in Microsoft Office.
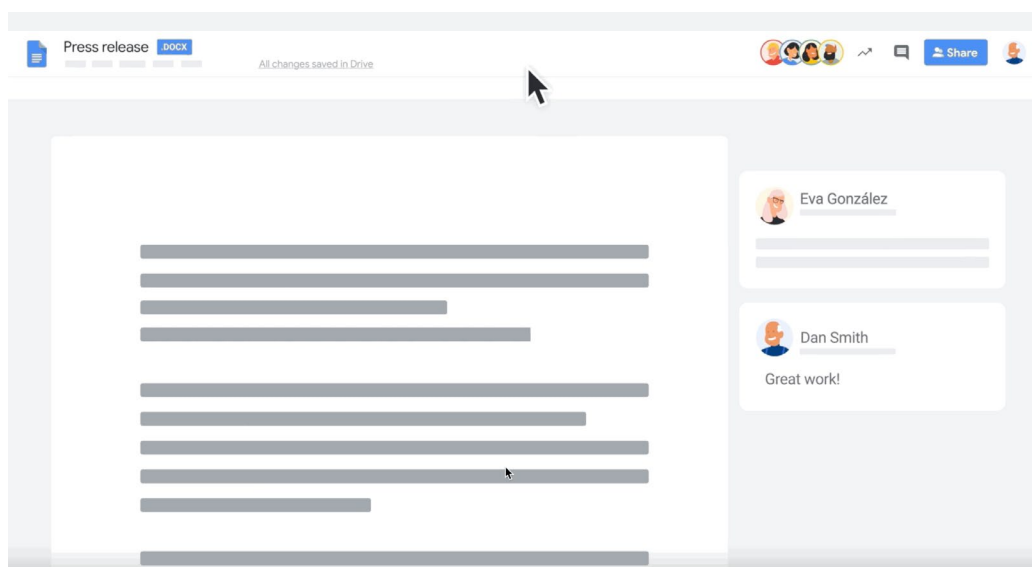


## Add Office files to Drive

To save your Office files to and access them from Drive:

1.  Open Drive.

2.  Click New ➕ > File upload.

3.  Choose the Office file you want to upload.

## Open Office files in Drive

If you're sharing Office files with people who only have Office, you can work on them in Docs, Sheets, and Slides but save them as Microsoft files in Drive.

1.  In Drive, double-click the Office file. This will open a preview of your file.

2.  At the top, click Open in Google Docs/Sheets/Slides.

    • If you don't see this option, click Open with Down arrow and then Google Docs/Sheets/Slides.

3.  You can now edit, share, view version history, collaborate in real-time with others, and more. All changes you make will be saved to the original Microsoft Office file.

Note: If you view but don't edit an Office file in Google Docs, Sheets, or Slides, the original Office file will not change..

## Convert Office files to Google files

If you and your colleagues are only working in Google Docs, Sheets, and Slides, you can convert your Office documents and PDF files to Docs, Sheets, or Slides.

1.  Open Drive and double-click an Office file.

2.  Click File, and then Save as Google Docs/Sheets/Slides.

## Comment on Office files in Google Drive preview

When you comment on an Office file in Google Drive preview, the comment appears in Office, too.

1.  Open Drive and double-click an Office file.

2.  Select the text, cell, or section you want to comment on.

3.  Click Add comment.

4.  Enter your comment. To address it to a specific person, enter + and their email in the comment text.

5.  Click Comment.

## See who's editing a Microsoft Office file (Drive for Desktop only)
With Drive for Desktop's real-time presence, you can see if someone else is editing a
Microsoft® Word®, Excel®, or PowerPoint® file.
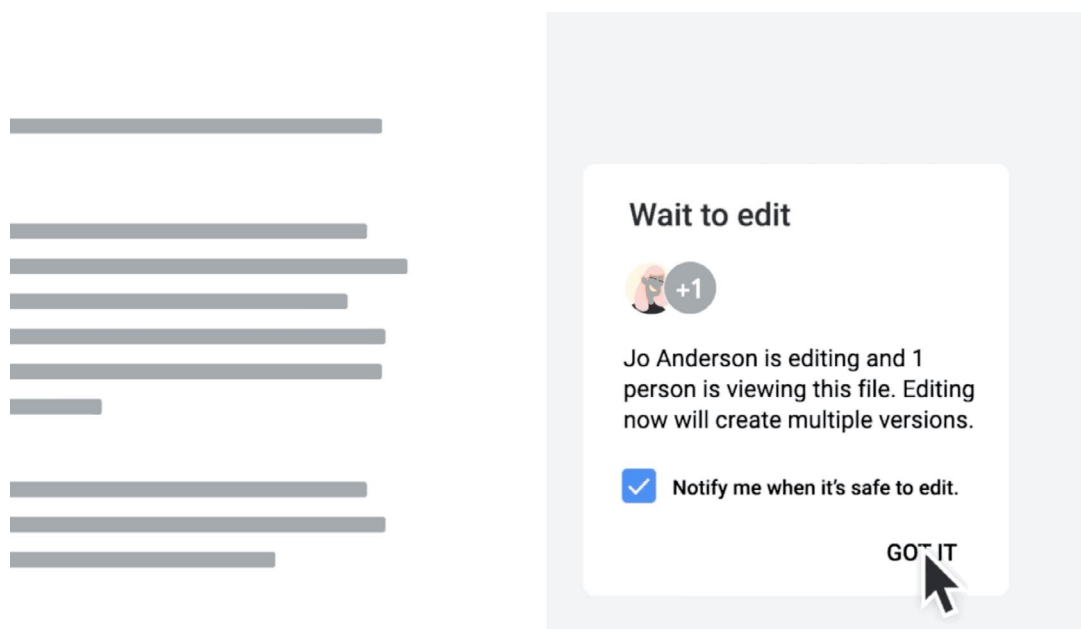
1. In Drive for Desktop, open a shared Office file in Word, Excel, or PowerPoint.
   The real-time status appears at the bottom right.

2. Based on the status, you will see one of the following options:

   • Safe to edit—No one is editing the file, so you can make changes.

   • Wait to edit—Someone else is editing the file.

      • To get notified when they're done, check the Notify me when it's safe to edit box.

      • To see more about who is editing or viewing the file, click a person in the list.

   • New version created—Someone created a newer version. To get their new version,
     click Get latest.

You can now edit, share, view version history, collaborate in real time with others, and more.
All changes you make are saved to the original Office file.

Learn more about editing Microsoft Office files.

**Google** Drive

# Organize and search for content

Staying organized and finding what you need fast are essential for operating efficiently. Here are a few ways to keep your Drive experience organized.

## Create a folder

Any new folders you create in your Drive for Desktop folders or in Drive on the web automatically appear on your devices so that you're organized everywhere.

You can create folders either in My Drive via the web, a mobile device, or in Drive for Desktop on your computer.

| Create folder in My Drive | Create folder in Drive for Desktop |
|---|---|
| 1. Go to Drive.<br>2. Click ✚ New > Folder.<br><br>On your mobile device:<br>1. Open the Drive app.<br>2. Click ✚.<br>3. Click Folder. | Using Drive for Desktop, create new folders in Drive (My Drive or shared drives) the same way you create other folders on your computer. |

▶ See how to organize and share individual and team content with Google Drive.

## Move files to folders

Moving files to folders can also be done either in My Drive or Drive for Desktop.

| Move file in My Drive | Move file in Drive for Desktop |
| --- | --- |
| 1. Go to Drive.<br>2. Right-click the file you want to move.<br>3. Click Move to.<br>4. Navigate to the preferred folder and click Move or Move here.<br><br>In My Drive, you can also expand folders in the left navigation pane and then drag files and folders to a folder. | Using Drive for Desktop, move files in Drive (My Drive or shared drives) the same way you move files on your computer. |

## Star important files and folders

You can star important files or folders in My Drive. Starring a file or folder makes the item available in the Starred directory. You can think of the Starred directory as a directory of shortcuts to your most-used files and folders.
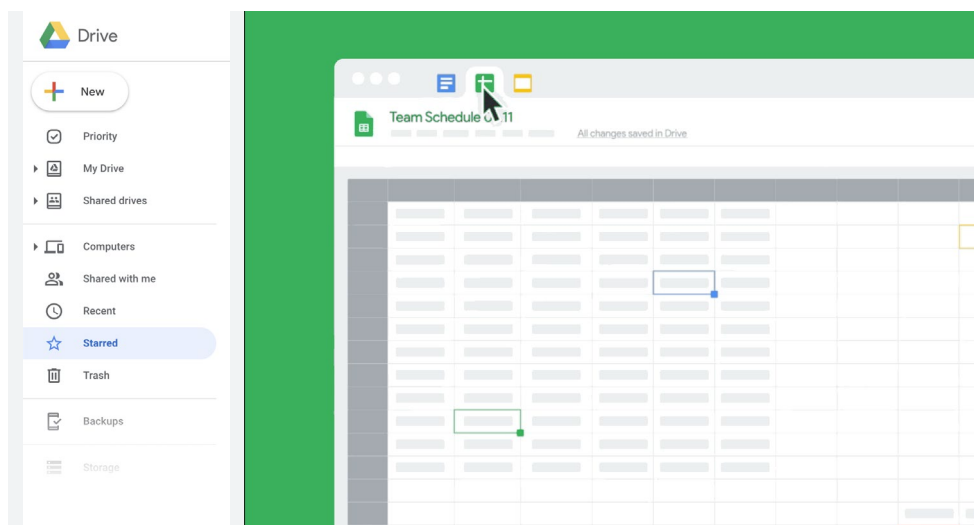


To star files:

1. Go to Drive.

2. Right-click the file you want to star.

3. Select Add to Starred.

## Use the Priority page in Drive

To keep important or frequently used files at your fingertips, add them to a workspace in Drive Priority. This page will help you access the files you need through a combination of suggestions and workspaces.

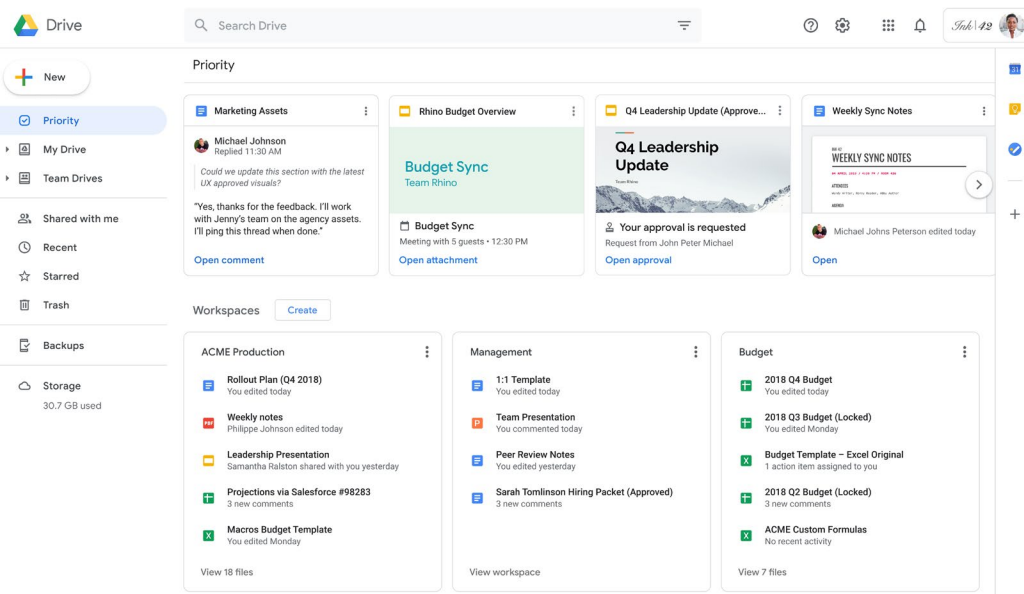| Priority | Workspaces |
| --- | --- |
| Here you'll see the documents Google thinks are most relevant to you right now. These suggestions are powered by machine-learning based on various signals from your activity. | Here you'll be able to see intelligent suggestions of related content to group together for easier access— like multiple files related to the same project. |
| On each suggested document, you can also take actions in line, without navigating to the doc in question, like replying to a comment or reviewing recent edits. | You can also create your own personalized Workspaces, collecting any files you have access to, including content stored in your My Drive and various shared drives. |

## Search for files

It can be difficult to browse through hundreds of files just to find the one you need. Try searching My Drive and shared drives instead.

In the Drive search box, enter a word or phrase. To help you search faster, Drive suggests search terms as you enter text.
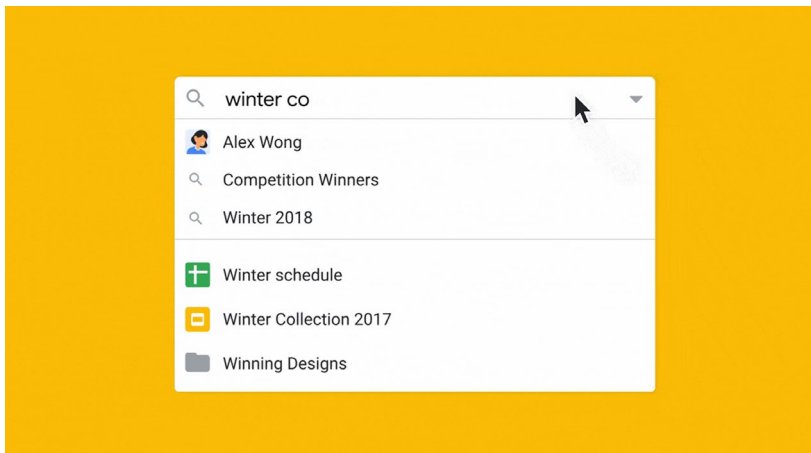


See how searching for files in Google Drive is quick, easy, and intelligent.

## Search within a folder in Google Drive

You can search for content in a specific Google Drive folder by right-clicking on a folder and searching within that folder or by selecting the drop-down in the search bar and choosing the folder you want from the Location menu.

Within the Location menu you can specify:

- "Anywhere"

- "My Drive"

- "Shared drives"

- "Shared with me"

- "Visible to anyone in <company>"

## Use Advanced search options

Drive also provides a variety of Advanced search options
to help you refine your search criteria.

To use advanced search options:

1.  On the right of the search box, click the Down arrow ▼ .

    Choose any option or combination of options
    to filter your results further.

    - **Type**: Search by file type.

    - **Owner**: Search by file owner.

    - **Location**: Search by location
      (including items in the Trash or
      Starred). You can only search
      for folders that are in My Drive
      or in shared drives.

    - **Date modified**: See items that
      were recently modified by
      anyone (not just you), or search
      over a specific date range.

    - **Item name**: Search for a term in
      the file name.

    - **Has the words**: Search for files
      that contain certain words.

    - **Shared with**: Search for someone
      who has access to the file.

    - **Follow up**: Search for files you
      own with suggestions or files with
      action items assigned to you.

2.  Click Search.
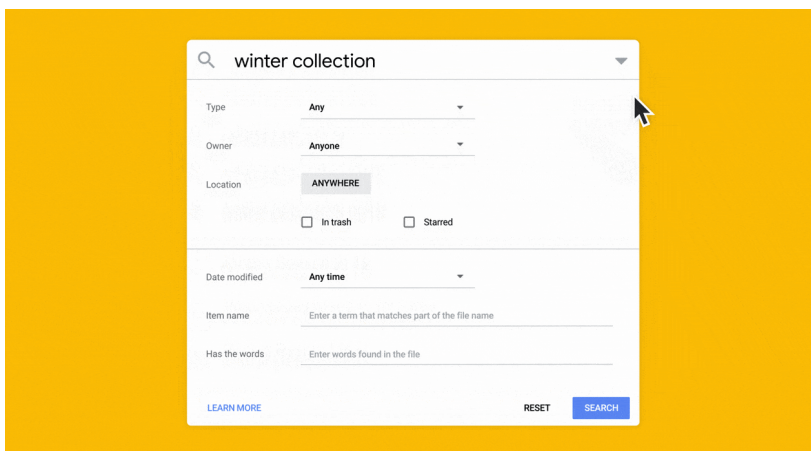
# Access Drive files offline

Working in transit (like on planes or in places without Wi-Fi) shouldn't prevent you from working in Google Drive.

Set up offline access so you can view and edit your files any time.

## Make non-Google files on your desktop available offline

To make non-Google files available offline:

1. If you haven't already, install Drive for Desktop.

2. On your desktop, click Drive for Desktop.

3. Click Open Google Drive.

4. Go to the file or folder you want to access offline, right-click it, and select Drive for Desktop > Available offline.

| Make Google files available offline | Make Google files on your mobile devices available offline |
|---|---|
| To make Google files such as Docs, Sheets, and Slides available offline: <br><br> 1. Install the Google Docs Offline extension. <br><br> 2. In Drive, click Settings ⚙ > Settings. <br><br> 3. In the Offline section, check the Create, open, and edit your recent Google files while offline box. <br><br> 4. Click Done. <br><br> 5. Right-click a file and turn on Available offline. | Turn offline access on or off: <br><br> 1. Open the app for Google Drive. <br><br> 2. Next to the file, tap More ⋮ . <br><br> 3. To save a file offline, turn on Available offline. <br><br> 4. Find files you saved for offline access: <br><br> 5. Open the app for Google Drive Docs, Sheets, or Slides. <br><br> 6. Tap Menu ☰ > Offline. |

Section three:

# Resources for administrators

# Everything you need to manage Drive for your team

Drive Enterprise provides a powerful set of administrative controls to help your organization manage and customize Drive to meet your unique needs.

This section provides Drive admins with a list of key resources they can use to manage Drive.

You'll learn how to:

1. Migrate large groups of files.
2. Configure management settings, including:
   - Sharing permissions
   - Native Office editing
   - Offline access
   - Shared drives
   - Mobile settings
   - File activity permissions
   - Third-party app integrations
   - Billing
3. Configure security settings, including:
   - Using security checklists
   - Setting up password requirements
   - Creating data-loss prevention (DLP) rules
   - Setting up and using the Security Center

## How to access Google support

The Drive Admin Help Center provides easy access to a variety of resources such as the Drive FAQ for Admins and tips for troubleshooting Drive.

You can always contact Google support or, if you purchased your Google service from a Google reseller and have questions related to billing or payments, you can also contact your reseller for additional support.

The security center provides advanced security information and analytics, and added visibility and control into security issues affecting your domain. If you have specific questions about security, you can contact support for the security center.

# Migrate large groups of files

Admins can help users migrate large groups of files to Drive manually or by using Drive for Desktop.

## Migrate files with Drive for Desktop
To migrate files with Drive for Desktop:

1. Turn on sync for your organization.

2. Deploy Drive for Desktop and enable real-time presence.

3. Configure Drive for Desktop.

4. Transfer files to Drive for Desktop.

## Upload files manually
To manually migrate files to Drive:

1. Go to Drive.

2. At the top-left, click New  File Upload or Folder Upload.

3. Choose the file or folder you want to upload.

## Migrate content to a shared drive
As an administrator, you can let file editors in your organization move content into a shared drive. Admins can also migrate your organization's existing Drive folders to shared drives.



### G Suite Migrate

If you verify your domain, you can migrate user data from Microsoft® Exchange, SharePoint®, file shares, or Box® to your domain using G Suite Migrate.

# Configure management settings

Drive's management settings give you the controls to customize Drive to meet the needs of your team and your organization.

## Set sharing permissions
You can control how documents are shared by default or whether users can share documents outside of your organization by setting sharing permissions.

## Enable Office editing
When you enable Office editing, users can open and work on Microsoft® Office™ files directly in Google Docs, Sheets, and Slides.

## Enable offline access for all users
The easiest method to allow offline access is to enable offline access for all users.

## Manage shared drives
As you know, shared drives are spaces where departments or working groups can manage files belonging to their team. As an administrator, you can also manage a variety of settings for shared drives.

- Shared drives access levels: To manage shared drives and their contents, users must have the appropriate access levels.

- Control access to files in shared drives: Restrict access to files in a shared drive and set the default access for new shared drives.

- Shared drive limits: There are limits to the number of items, members, and daily uploads you can have in shared drives.

## Set up your paid Drive Enterprise plan

To avoid interruptions to your Drive Enterprise account, set up a billing account for your subscription.

To manage your Drive Enterprise subscription, sign in to your Google Admin console and click Billing. You can update your payment details or cancel your subscription.

# Manage mobile devices for your organization

You can use Google Mobile Management to manage, secure, and monitor mobile devices in your organization. You can manage a range of devices, including phones, tablets, and smartwatches. People in your organization can use their personal devices for work (BYOD), or you can give them company-owned devices to use.

There are two levels of mobile management—basic and advanced. Each level of management gives you a different set of features.

**Mobile device resources:**

- Get started with Google endpoint management: Follow these steps to get started with managing mobile devices in your organization.

- Protect corporate data on mobile devices: Help protect corporate data on users' personal mobile devices and on your organization's company-owned devices by enrolling the devices for management.

- Set up basic mobile device management: Use basic mobile management to enforce passwords on devices and keep your organization's data safe. You can also wipe corporate information from lost or stolen devices and manage apps on Android devices. You can see which devices are accessing your organization's data in the Google Admin console.

- Set up advanced mobile device management: Use advanced management if you want to enforce passwords on devices, have control over device policies, manage apps on Android and Apple® iOS® devices, and have the ability to wipe all data from devices.

- Apply advanced settings to mobile devices: Enforce advanced policies for security, including encryption. You can also control how users synchronize corporate data and whether or not they can access other Google services on their mobile devices.

- Manage apps: Securely manage work apps on Android and Apple® iOS® devices.

Google Drive

# Set file activity permissions

As an admin, you can control whether users see each other's file activity on an Activity dashboard. File activity includes the names of users who have viewed Google Docs, Sheets, and Slides files and the time they viewed them.

## Integrate Drive with third-party apps

Drive offers a number of powerful integrations with other apps. Here are some of the most frequently used ways to support app integrations that make Drive even more useful across your organization:

- **Control user installation of apps:** Choose which third-party apps users can install from the G Suite Marketplace.

- **Allow or restrict add-ons in Docs editors:** Use add-ons in Google Docs, Sheets, Slides, and Forms to bring more functionality to files.

- **Let users export SAP data to Sheets:** SAP® administrators can set up their systems to let users export SAP data to Google Sheets via Google Drive.

- **Allow third-party apps for Drive files:** Control whether users can open Drive files with third-party apps and Google Apps Scripts that use the Google Drive API.

- **Let users access Salesforce from Sheets:** The Salesforce® data connector add-on lets users connect to their Salesforce accounts from within Google Sheets.

- **Edit files on third-party storage systems:** Empower users in your organization to edit Google Docs, Sheets, and Slides stored on third-party storage systems, such as Box.

---

### Assigning admin privileges to others

You can make another teammate under your account an administrator to help you perform management tasks in your Google Admin console. This way, if you're busy or on vacation, your team can rely on someone else to perform common tasks like resetting passwords or running reports.

Learn more about how to give admin privileges to members of your team.

# Manage security

Google provides a wide array of security settings for Drive. As an administrator, you can use these settings to help strengthen the security and privacy of your business data.

## Manage passwords

You can help users keep their accounts, and thus your business, secure by requiring users with weak passwords to change them. You can also require a certain number of characters for passwords, prevent users from reusing old passwords, and regularly communicate the importance of strong passwords.

**Password resources:**

- Manage your users' password settings: Enforce password requirements to protect your users' managed Google Accounts and meet your organization's compliance needs.

- Set up password recovery for users: Choose how to let users who aren't administrators and non-super administrators get back into their account if they forget their password.

- Create a strong password and a more secure account: Help users create strong passwords by sharing these password tips.

## Use Security checklists

Take the security measures outlined in the checklists linked below to help you protect your business information.

Security checklist for small businesses (1-100 users): Very small (1-20 users) and small (21-100 users) businesses might not have a dedicated IT administrator. These security measures can help protect your business information.

Security checklist for medium and large businesses (100+ users): Medium and large businesses should follow these security best practices to help strengthen the security and privacy of company data.

**Google** Drive

## Prevent users from sharing sensitive content

You can prevent users from sharing sensitive content in Google Drive or shared drive with people outside of your organization by using Data Loss Prevention (DLP) rules to scan files for sensitive content. For example, if a user shares a file with bank account or tax ID numbers, you can send an email to super admins to let them know. You can also warn users when they try to share a file or completely block anyone outside of your organization from accessing the file. Only shared files are scanned.

## Use Google's security center

The security center expands on advanced settings in the Google Admin console to surface your security data through insightful, customizable reports that you can share with colleagues in your organization. Administrators can also monitor the configuration of Google Admin console settings from the security health page. Additionally, admins can use the investigation tool to identify, triage, and take action on security and privacy issues in your domain.

**Security center resources:**
The security center provides advanced security information and analytics, and added visibility and control into security issues affecting your domain.

- Sign in to the security center.

- Customize your security dashboard.

- Get started with the security health page.

- Monitor the health of your Drive settings, device management settings, and security settings.

### DLP resources

Scan and protect Drive files using Data Loss Prevention (DLP) rules: Work with a predefined template or create your own. You assign a rule to your whole domain, an organizational unit, or a group in Google Groups.

Google Drive

# Unlock shared knowledge with Drive Enterprise

As an intelligent, secure enterprise content platform, Drive Enterprise is the simplest way for teams to work together in the cloud. You get enterprise-grade security features such as Data Loss Prevention and password management, and only pay for what you use.

With features like Drive for Desktop, seamless compatibility with 100+ file types, search, shared drives, and a powerful admin console that puts you in control, it's no wonder Drive is easy to use and easy to scale.

After reading this guide, you should be able to:

- Set up Drive for your team.

- Use Drive.

- Connect administrators to Drive resources.

For additional information and resources, visit Drive Enterprise.