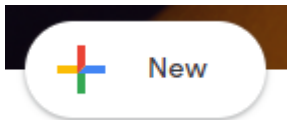


Manage Google Team Drives

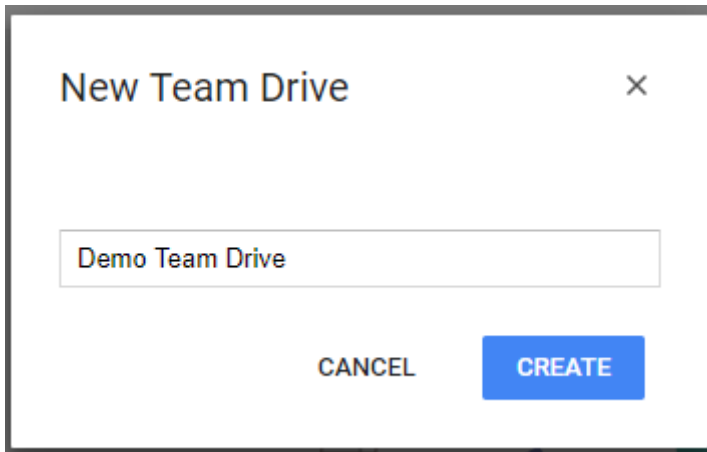
This article is a quick overview of basic Google Team Drive functionality. For more information see Google's Learning Center article on the subject ([link](#)).

Creating a Team Drive

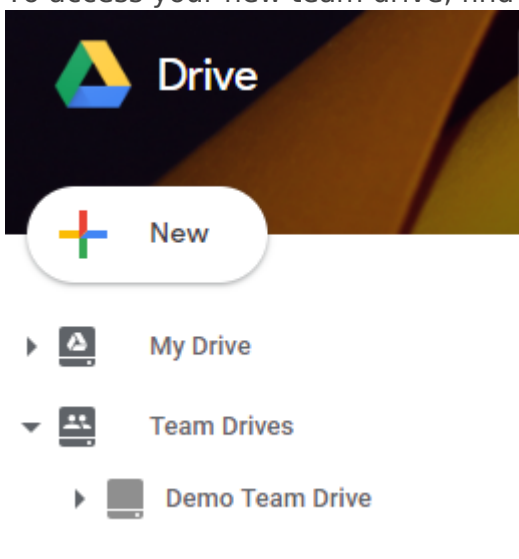
1. From the Team Drives page ([link](#)), click **New** (upper-left corner).



2. Give the Team Drive a **title** and click **Create**.



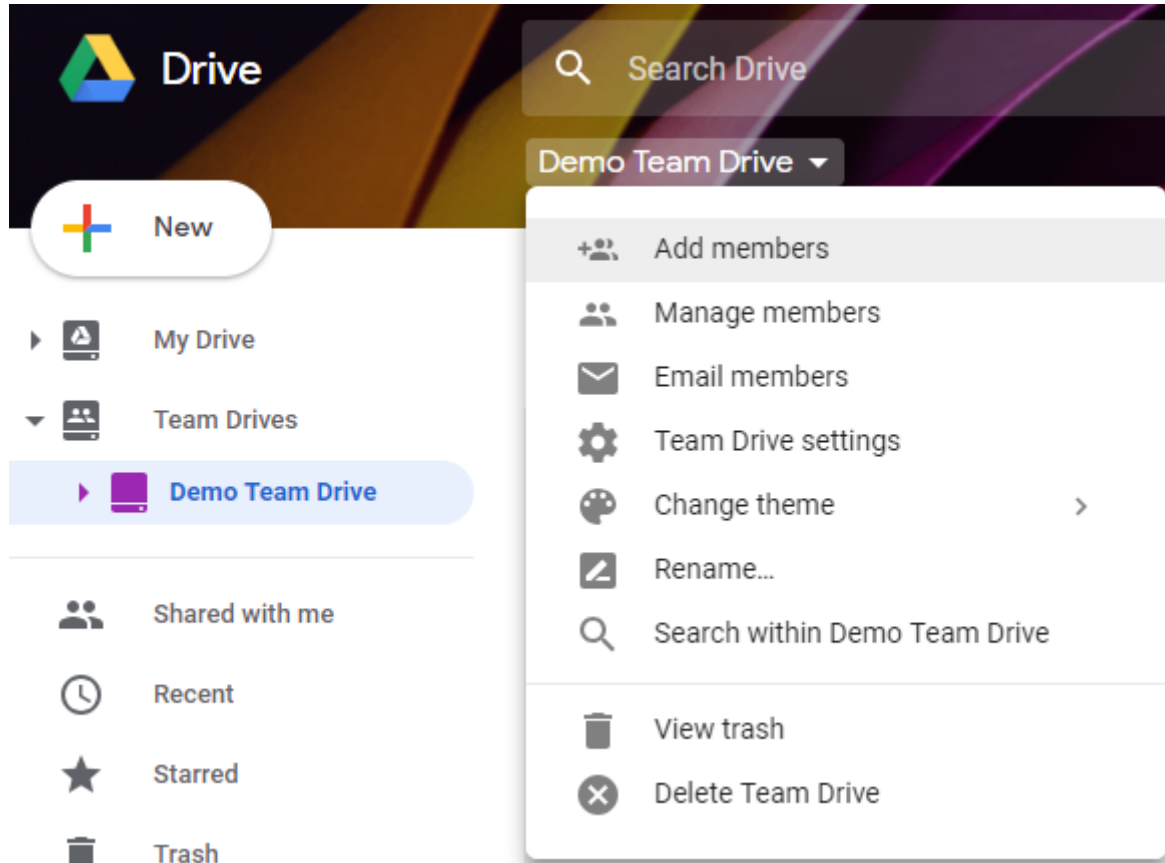
3. You will be prompted to complete a short tutorial. If you already know how to use Team Drives click **Got It** to be sent to your new Team Drive. Otherwise, feel free to complete the tutorial.
4. To access your new team drive, find it in the **left panel** under **Team Drives**.



Adding Team Drive Members


You must have Full permissions to the given team drive in order to add members.

1. Navigate to the desired Team Drive.
2. Click on the **name of the Team Drive** (below the search bar) and click **Add members**.



3. Start typing the desired person's email address until their name appears then click on their name.

001.s

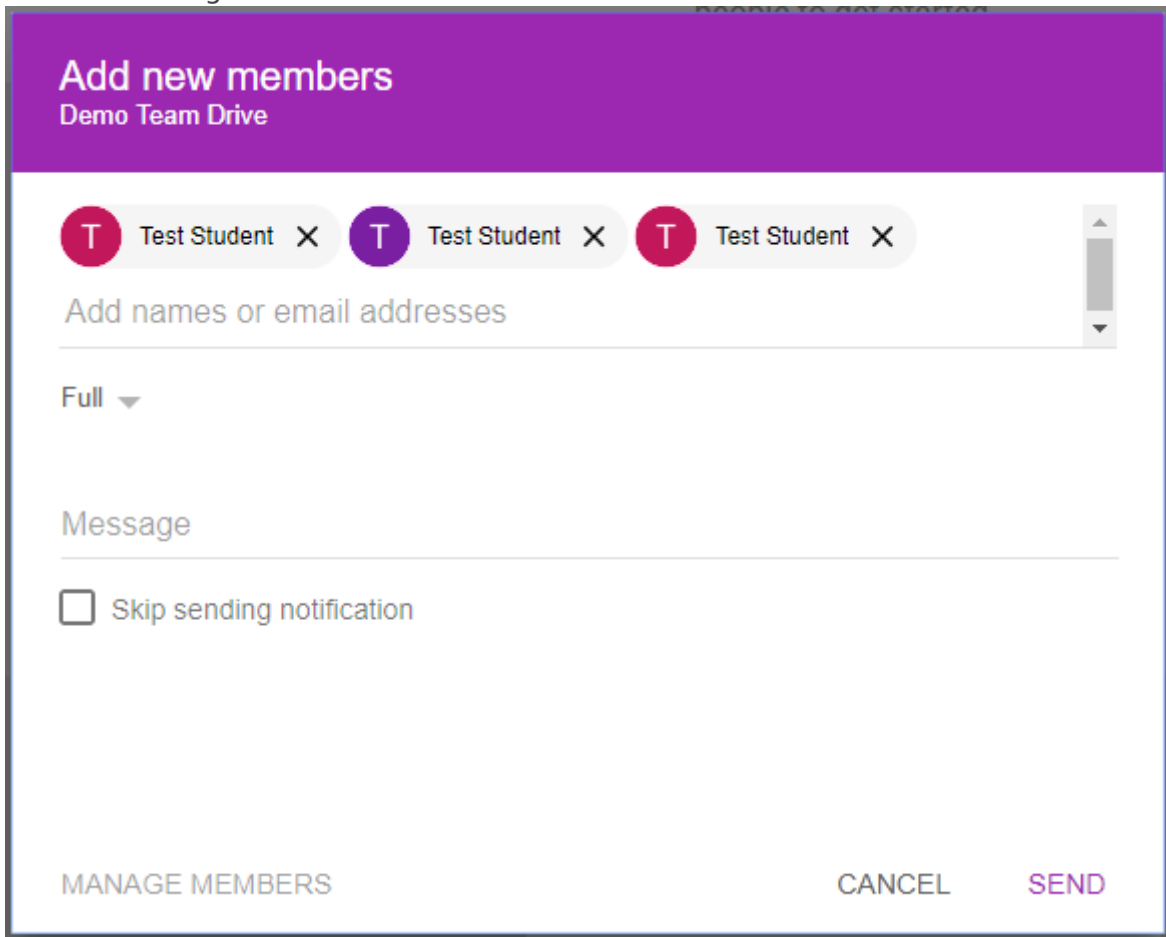
 **Test Student**
001.student@princetonisd.net

Message

☐ Skip sending notification

MANAGE MEMBERS CANCEL SEND

4. Repeat step 3 until all of the desired users are selected. Your screen should look similar to the below image.



The screenshot shows a modal dialog titled "Add new members" for a "Demo Team Drive". At the top, there is a purple header bar with the title and team name. Below the header, three user selection chips are displayed, each with a circular icon (red with 'T', purple with 'T', and red with 'T') and the text "Test Student" followed by a close button (X). Below the chips is a text input field with the placeholder "Add names or email addresses". Underneath the input field is a dropdown menu currently set to "Full". Below the dropdown is a "Message" text input field. At the bottom left, there is a checkbox labeled "Skip sending notification". At the bottom right, there are three buttons: "MANAGE MEMBERS" (disabled), "CANCEL" (disabled), and "SEND" (active, highlighted in purple).

Add new members
Demo Team Drive

T Test Student X T Test Student X T Test Student X

Add names or email addresses

Full ▼

Message

☐ Skip sending notification

MANAGE MEMBERS CANCEL SEND

5. Click on the permissions dropdown (in red below).

Add new members

Demo Team Drive

T Test Student X

T Test Student X

T Test Student X

Add names or email addresses

Full ▼

Message

☐ Skip sending notification

MANAGE MEMBERS CANCEL SEND

6. Select the desired permission level. This will apply to all of the users that you have selected in the previous step.

Add new members
Demo Team Drive

T Test Student X T Test Student X T Test Student X

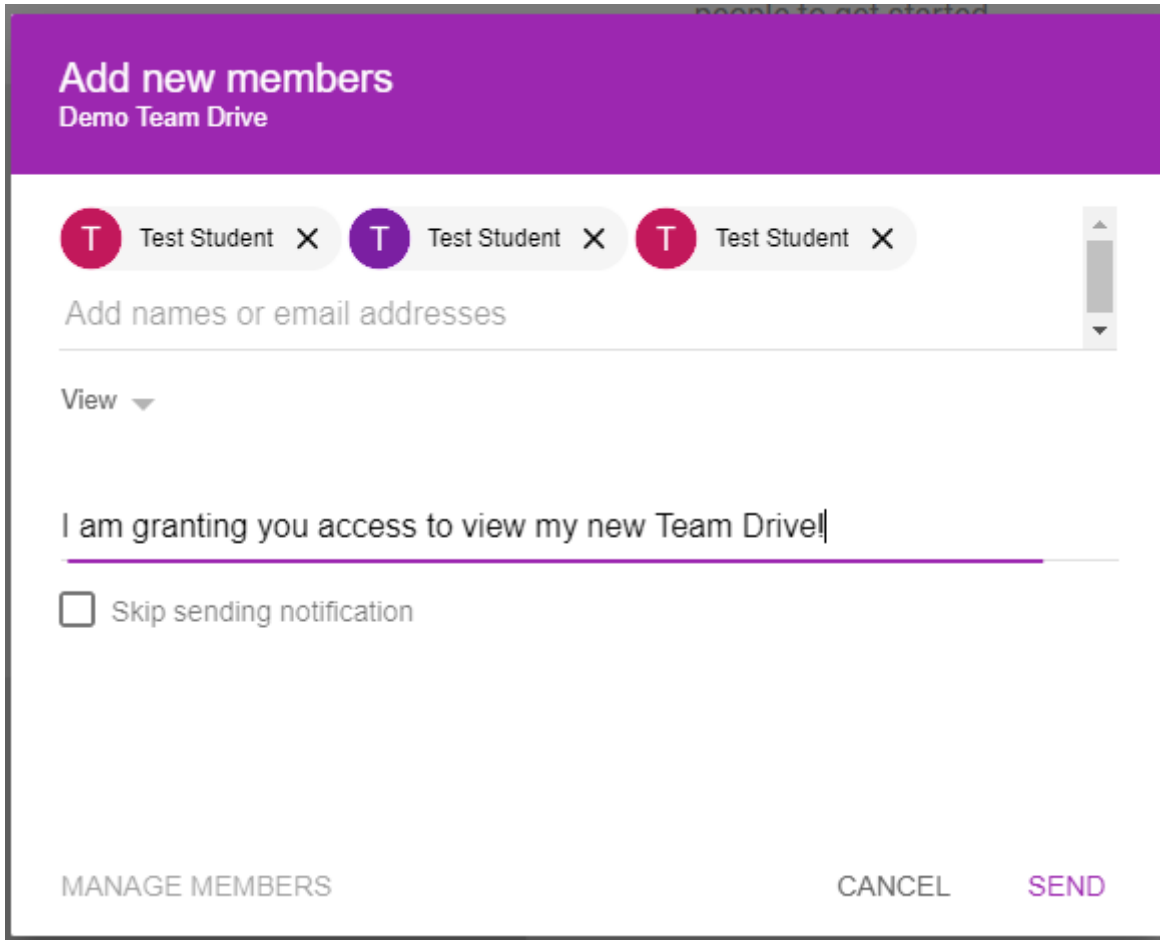
Add names or email addresses

- ☒ **Full access (default)**
Can manage members & can upload/edit/delete all files
- ☐ **Edit access**
Can edit all files & upload new files
- ☐ **Comment access**
Can comment on all files
- ☐ **View access**
Can view all files

Member may have additional permission on some files
[LEARN MORE](#)

MANAGE MEMBERS **CANCEL** **SEND**

7. Fill in a short message which will be sent to each of the users you have selected.
Alternatively, check the Skip sending notification box to prevent any message from being sent.



The screenshot shows a dialog box titled "Add new members" for "Demo Team Drive". At the top, there is a purple header bar. Below it, three user avatars (red circles with a white 'T') are shown, each labeled "Test Student" with a close button (X). Below the avatars is a text input field with the placeholder "Add names or email addresses". Underneath the input field is a "View" dropdown menu. A message field contains the text "I am granting you access to view my new Team Drive!". Below the message field is a checkbox labeled "Skip sending notification". At the bottom of the dialog, there are three buttons: "MANAGE MEMBERS" (disabled), "CANCEL", and "SEND" (highlighted in purple).

8. Click **Send** (or **Add**, depending on the state of the Skip sending notification check box).

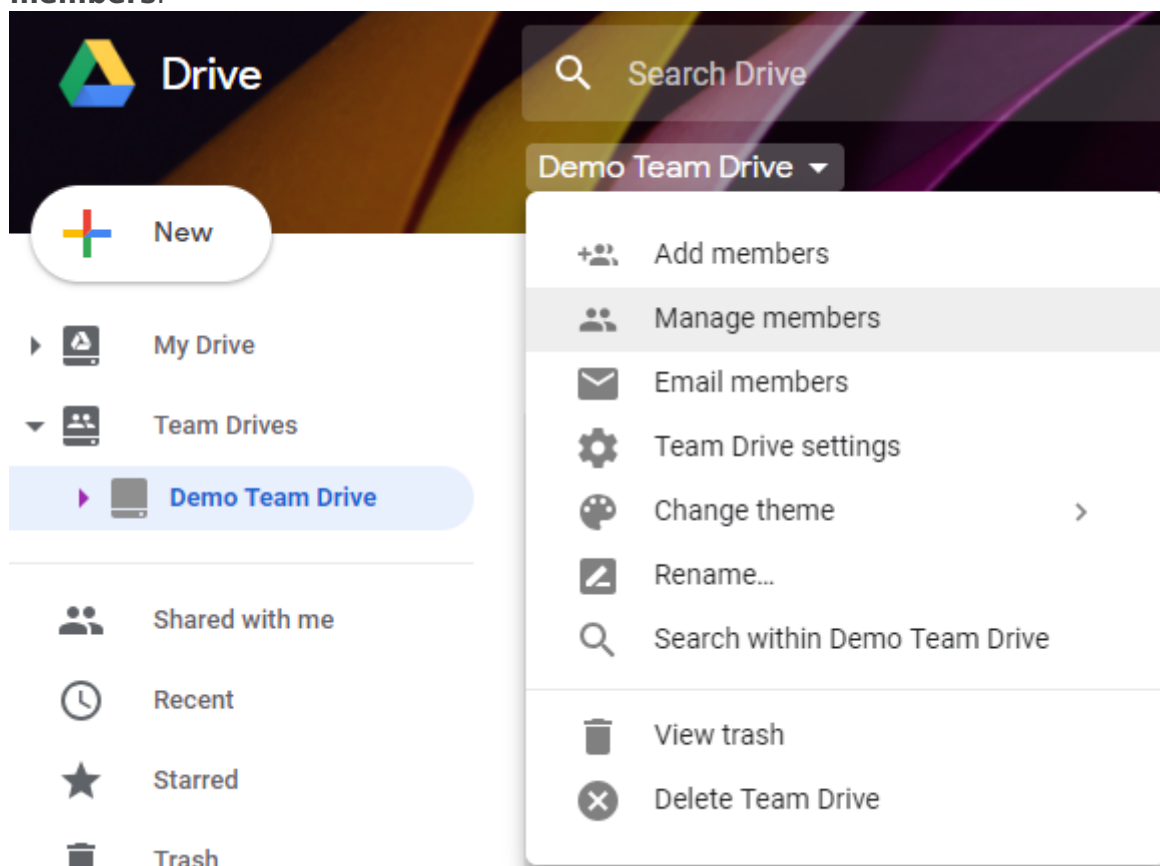
Managing and Removing Team Drive Members

You must have full permissions to the given team drive to manage or remove members.

It is possible to downgrade your own permissions and to remove yourself from the team drive. If you attempt to do either you will receive an additional warning prompt.

1. Navigate to the desired Team Drive.


2. Click on the **name of the Team Drive** (below the search bar) and click **Manage members**.



3. Click on the dropdown (in red below) to the right of the name of the person that you want to change or remove.

Member access

Demo Team Drive



Demo User

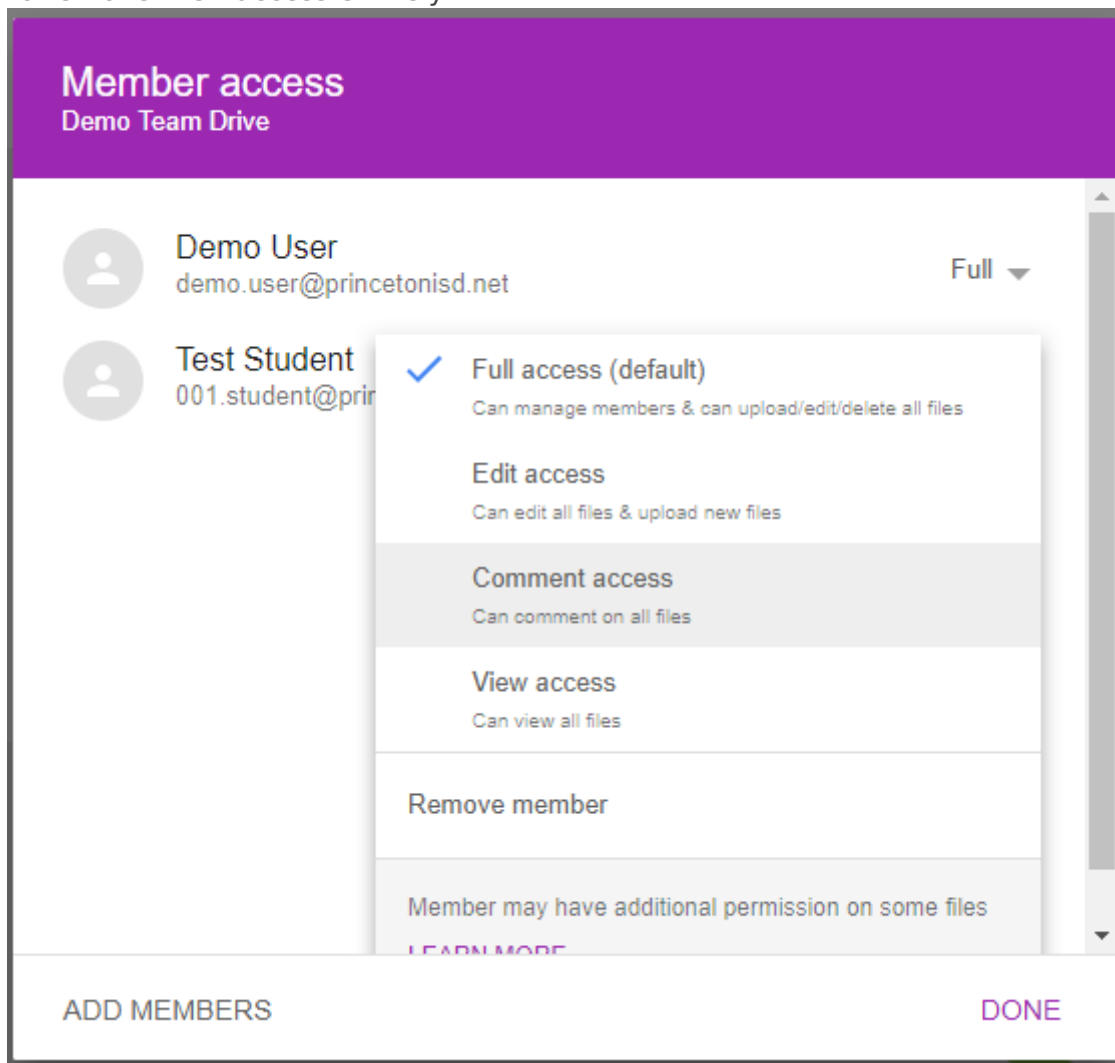
demo.user@princetonisd.net

Full ▼

ADD MEMBERS

DONE

4. Click on the **desired permission level** to change permissions or click **Remove member** to remove their access entirely.



5. When finished, click **Done** to close the window.

Revision #7

Created 9 August 2018 20:39:30 by Joshua Prince

Updated 18 February 2020 21:19:00 by Joshua Prince