Google Team Drives

Google Team Drives are shared spaces where teams can easily store, search, and access their files anywhere, from any device.

Unlike files in "My Drive," files in Team Drive belong to the team instead of an individual. Even if members leave, the files stay exactly where they are so your team can continue to share information and get work done.

Brandeis Account holders can create "Team Drives" to collaborate with colleagues, classmates, club members, project teams, and more.

Please remember that all Team Drives must follow Brandeis' Code of Conduct, Privacy Policy, and WISP.

Each Team Drive will need to be moderated by an Academic or Department Coordinator or Faculty/Staff Advisor. This individual will control the content that is stored on the drive as well as membership permissions and access to the Team Drive.

Getting Started

Start by watching Google's 5-minute product video.

Also see Google's "Get Started with Team Drives" documentation.

Support

Support for Team Drives comes directly from Google for "How-to" and usability needs.

Available resources:

- Google's Team Drive "help" documentation
- Google's Drive forum where users of Google Drive can ask product-based questions
- Google's "Get Started with Team Drives"

For help with access to existing Team Drives, contact Brandeis' Technology Help Desk.

Related articles

- Google Team Drives
- Google Takeout
- Faculty Google Guide
- Using Double Image Layout Slide Template
- Gmail