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.

General Usage Guidelines

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 the Brandeis University Business Conduct, Computer Usage, and Information Security Policies. Sensitive information (PII) should NOT be stored/shared via Google Drive. Box is suited for this kind of use.

Each Team Drive's content and permissions will need to be managed by at least one faculty or staff member. This individual will control the content that is stored on the drive as well as membership permissions and access to the Team Drive. Maintaining memberships to Team Drives is a responsibility owned by the creating organization. ITS may be able to help in some cases, but Team Drives are meant to be self-managed.

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

- What's New in LATTE, January 2018
- Google Team Drives
- Google Takeout
- Faculty Google Guide
- Using Double Image Layout Slide Template