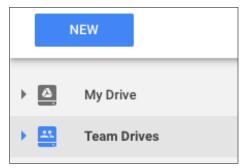


Creating Team Drives

- 1. Log into Google Drive at http://drive.google.com Note: Please be sure you are logged in with your 4J account rather than a personal Gmail account.
- 2. In the left sidebar, click on Team Drives.
- 3. Click the New button.

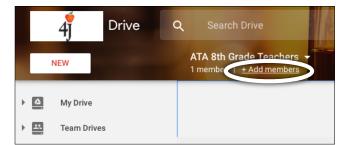


- 4. Give your drive a describe name.
- 5. Click the Create button.

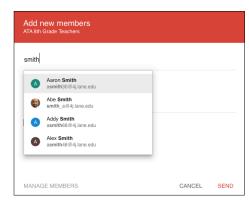
New Team Drive	×
ATA 8th Grade Teachers	
CANCEL	CREATE

Adding Users

1. Click Add Members near the top of the page.



2. Search a 4J user you want to add by typing part of their name.



3. After selecting the members you want to add, click the dropdown that says Full. From here you can decide if you want type of access to grant. Most users should be Edit so they can modify files. Those with Full Access have additional permissions

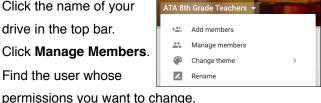
	Kellyclare Gardner × Add names or email addresses
~	Full access (default) Can manage members & can upload/edit/delete all files
	Edit access Can edit all files & uplcad new files
	Comment access Gan comment on all files
	View access Can view all files

4. Click the Send button when finished.

Change Permissions

- 1. Click the name of your drive in the top bar.
- 2. Click Manage Members.

3. Find the user whose



	ber access Grade Teachers	
8	David Nelson nelson_d@4j.lane.edu	Full 👻
	Kellyclare Gardner gardner_ke@4j.lane.edu	Full 👻

4. Click the Done button.