

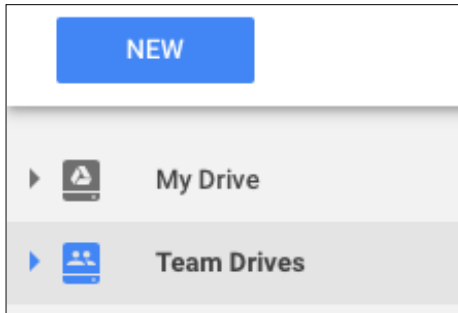
Google Team Drives

Creating Team Drives

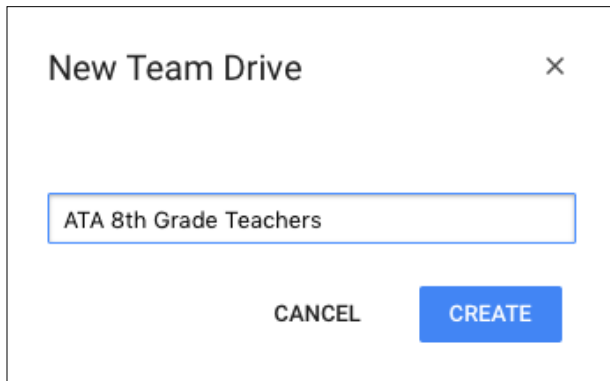
1. Log into Google Drive at <http://drive.google.com>

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.

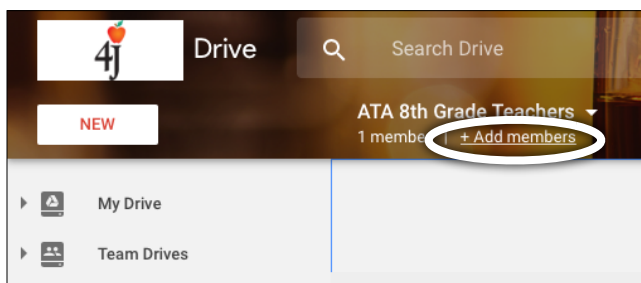


4. Give your drive a describe name.
5. Click the **Create** button.

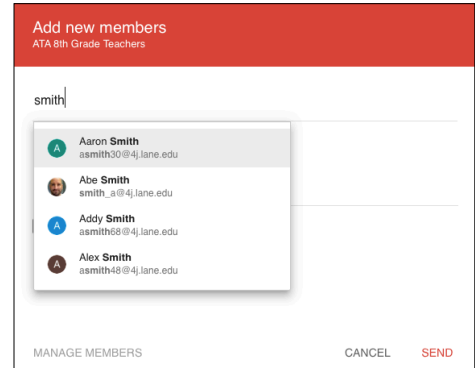


Adding Users

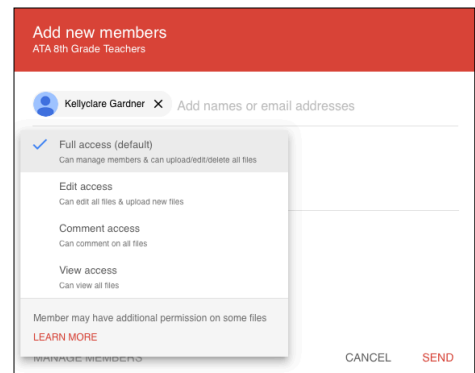
1. Click **Add Members** near the top of the page.



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



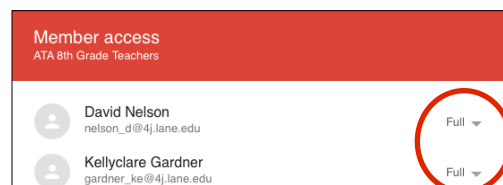
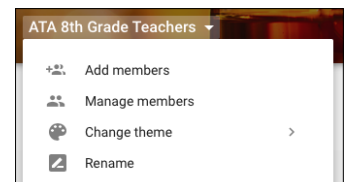
3. After selecting the members you want to add, click the dropdown that says **Full**. From here you can decide if you want type of access to grant. Most users should be **Edit** so they can modify files. Those with **Full Access** have additional permissions



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 permissions you want to change.



4. Click the **Done** button.