

Google Team Drives

Collaborating just got easier.

[About](#) [Store](#)

[Gmail](#) [Images](#)



[Sign in](#)



Google

Google Search

I'm Feeling Lucky

Sign in to Google



Sign in

with your Google Account

_____@lafilm.edu

[Forgot email?](#)

Not your computer? Use Private Browsing windows to sign in. [Learn more](#)

[Create account](#)

Next

English (United States) ▼

[Help](#)

[Privacy](#)

[Terms](#)

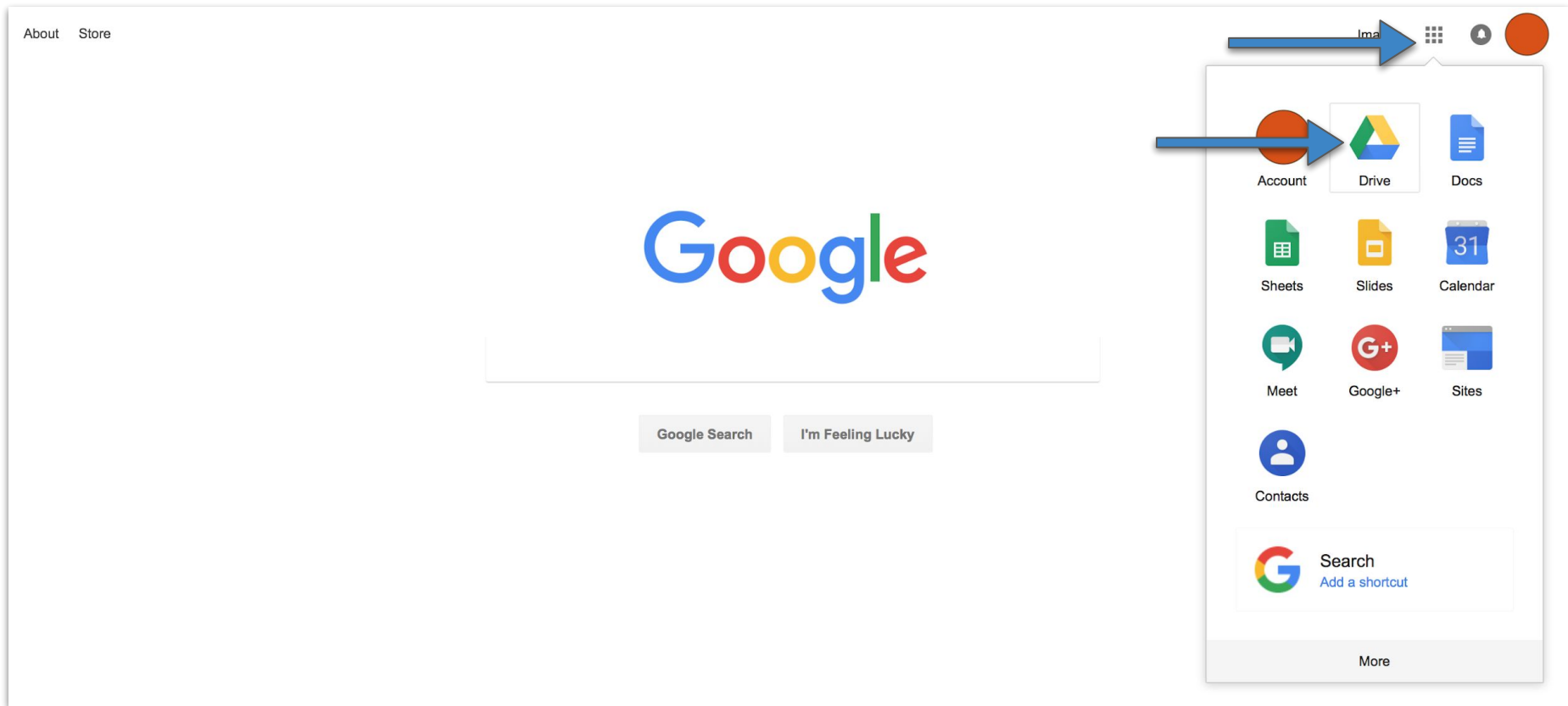
Type in your LAFS email



Welcome, please log in

Sign in

Login using your LAFS username and password



Click on the small squares, then click on Drive



Drive

Search Drive



New



My Drive



Team Drives



Shared with me



Recent



Starred



Trash



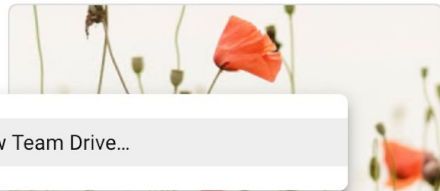
Storage

6.1 GB used

Team Drives



New Team Drive...



Team 1 Drive

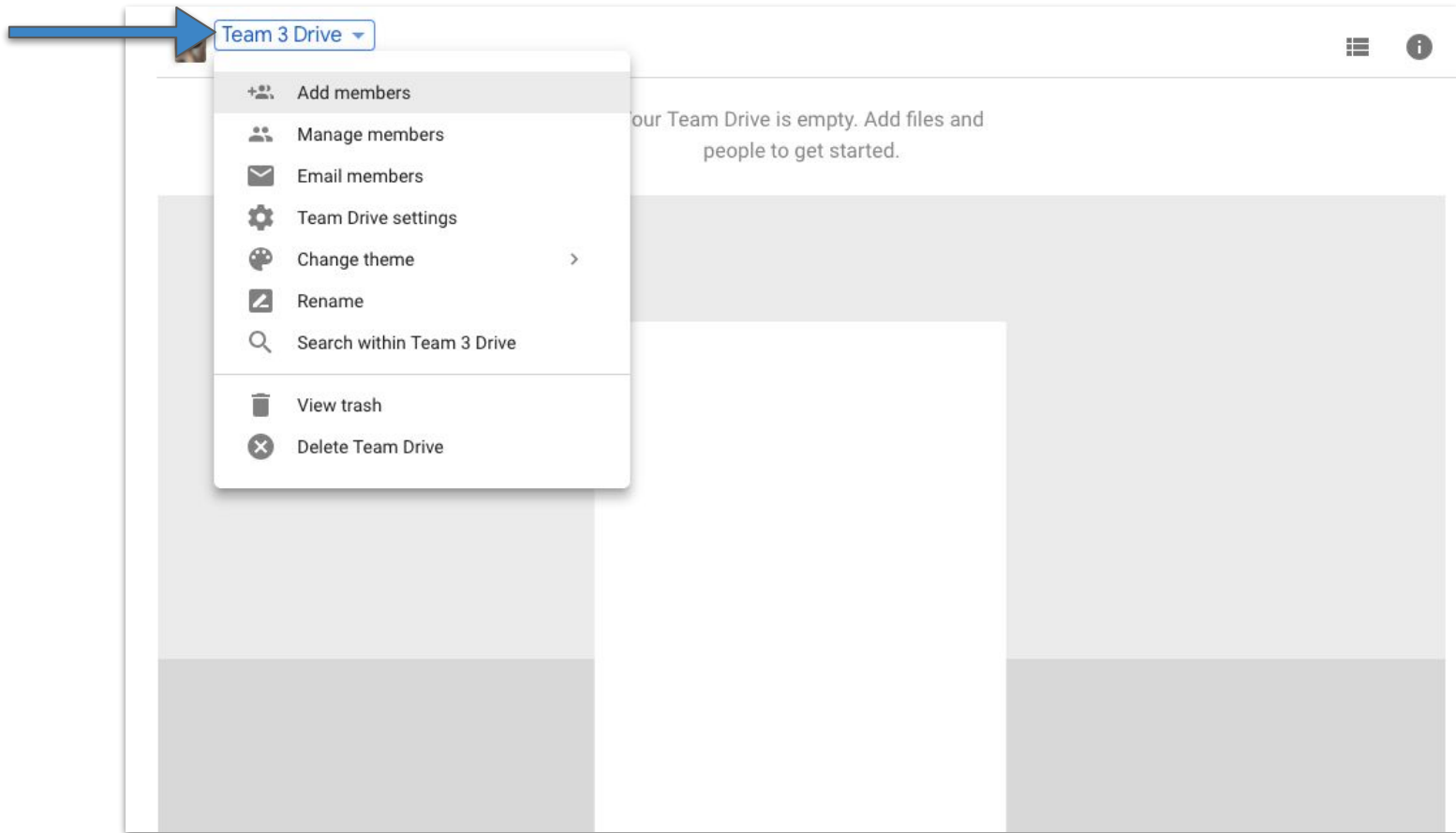
15 members



Team 2 Drive

4 members

Right click to create a new Team Drive



You can add new members and manage their role

Team 3 Drive ▾
1 member · Add members

Your Team Drive is empty. Add files and people to get started.

Add new members

Team 3 Drive

Add names or email addresses

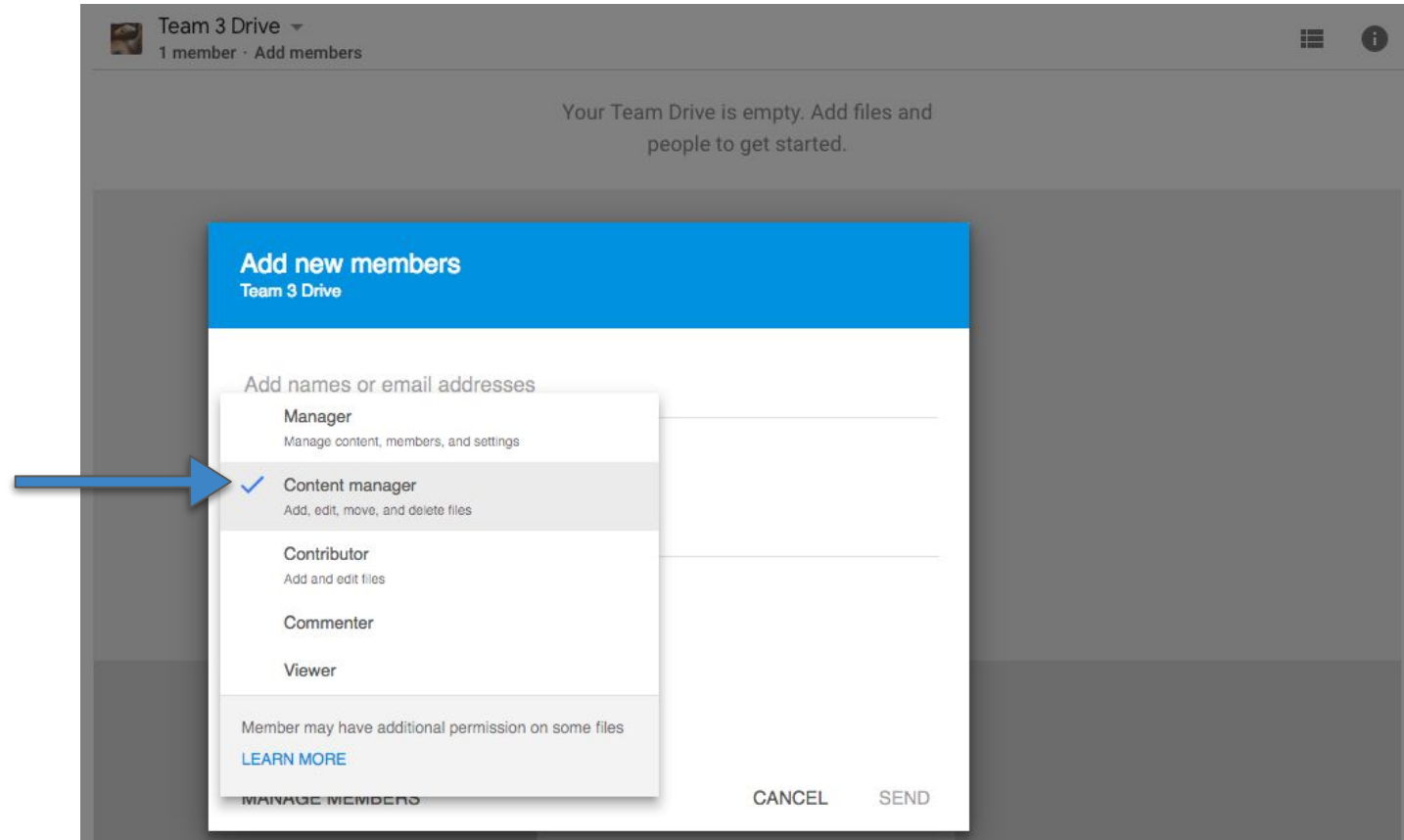
Content manager ▾

Message

☐ Skip sending notification

MANAGE MEMBERS CANCEL SEND

Type in the member's email (make sure it is LAFS email ____@lafilm.edu)



You can also manage your member's role here

Team 3 Drive ▾
1 member · Add members

Your Team Drive is empty. Add files and people to get started.

Add new members


Team 3 Drive

Add names or email addresses

Content manager ▾

Message

☐ Skip sending notification

MANAGE MEMBERS  SEND

Click send and the member will be notified



Get started with Team Drives

1

Set up a Team Drive

2

Add files and folders

3

Manage Team Drive files and folders

4

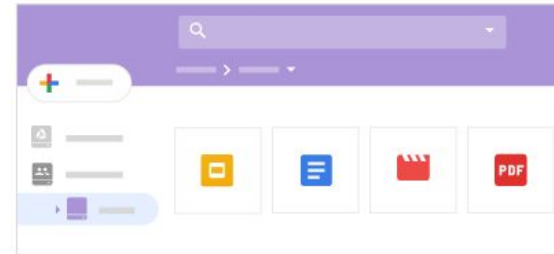
Share and collaborate

What can you do with Team Drives?

Team Drives is a shared space where teams can easily store, search, and access their files anywhere, from any device.

Unlike files in My Drive, files in a 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.

Important: Team Drives is only available with the [G Suite Enterprise, Business, or Education editions](#). If you don't see Team Drives in Google Drive, it might not be available for your organization. For details, contact your [G Suite administrator](#).



If you want to learn more on how to get started with Team Drives click [here](#).