

# Google Teams

## Quick Reference Guide

### Google Teams Basics

Google Teams is a part of Google Drive. Google Team Drives create a shared, cloud-based workspace where users can create and store shared files that belong to a group.

Rowan University accounts have unlimited storage space. Users can tailor permissions for editing, commenting, reorganizing and deleting of files.

Files stored in the **Team Drive** will remain there, even if a team member leaves the University.

### Log In to Google Drive

Go to <http://drive.google.com/a/rowan.edu>. You will be directed to log in using your Rowan Network username and password. Select **Drive** from the Google applications icons.

### Create a New Team Drive

To create a new Team Drive, select the **New** button, then type in the name of the new Team Drive. Select **Create**. You can also right click on **Team Drives** on the left-hand side tree, then select **New Team Drive**.

### Add Members

Select **+ Add Members** from the top of the screen. Enter in the names or email addresses of the team members. Either allow **Full** to default or select the drop down menu to change the access level for the members. Enter in a message to the team members, then select **Send**. The number of members will show on the top of the screen, next to the **+ Add members** link.

### Managing the Team Drive

You can now select **New** and then upload files or subfolders, or create new files using a Google App. To further manage your drive, you can either right-click on the Team Drive listed on your left-hand tree or select the drop down next to the Team Drive

name to **Add** or **Manage members**, **Change the theme**, **Rename** the Team Drive or other functions.

You can only **Delete a Team Drive** if you have removed or deleted any files or folders first.