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.