

Google Drive

Articles

Overview

Drive is a cloud-based file storage and sharing system with built-in tools for word processing (Google Docs), spreadsheet creation (Google Sheets), slideshow creation (Google Slides), and other collaboration and productivity applications. Through our Google Workspace (formerly G Suite) licensing, every CCA faculty, staff, student, storage space in **Drive**. Users can share files and collaborate with other **Drive** users.

Access

On the web, access **Drive** by navigating to <https://drive.google.com/a/appstate.edu>.

Note: If you are logged into a personal **Google** account in the same browser, you may be redirected to the inbox for that account. See this [Help Document](#) to add a second account to your browser session.

On a mobile device, access **Drive** via Google's **Drive** app, which is available for free in the **App Store** (iOS devices) or **Play Store** (Android devices)

Note: CCA recommends using the official Google **Drive** app rather than third-party mail apps such as Apple Mail.

Help

For general assistance, please view Google's [Support Page](#).

- [Google Shared Drives](#)

Google Shared Drives

What can you do with Shared Drives?

Shared 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 Shared 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.

Not sure whether to use My Drive or Shared Drives?

Ask yourself these questions:

- Are the files of interest to most or all members of a particular project shared?
- Do the files share a consistent theme?

A "yes" to both questions means creating a new Shared Drive is a good idea. If the files and folders are for many different projects, create multiple Shared Drives.

More Information

For more on when to use Shared Drives, see this [**Guide for Best Practices**](#)