

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**](#)

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