



Google Drive: Set up your organization's fileshare

As an administrator, you can use Google Drive to manage, organize, and share your organization's files in a single, centralized repository. After you set up your Drive fileshare, users will be able to find, store, and share documents efficiently in an organized folder structure.

Note: You'll want to use an account you trust, such as your administrator account or a [Google role account](#) specifically for this purpose (like [companydrive@solarмора.org](#)). Since this account will own your company file system, you may want to use extra security measures like [2-step verification](#). In this example, we'll use the administrator's account for the fictional company Solarmora.

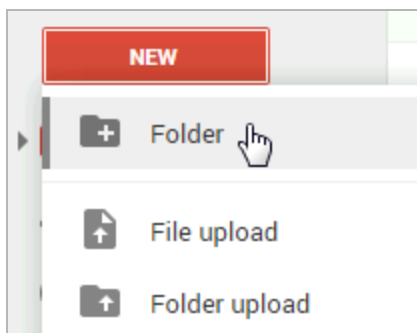
We recommend this setup for organizations with 200 people or less using simple sharing permissions. If your organization has more than 200 people, they may experience access delays, especially if the fileshare has a very large number of documents (in the tens of thousands) or a deeply nested folder structure.

Organizations with more than 200 people can still use this following setup for storing and searching documents. However, for large organizations, this setup works best if the fileshare is static or low-activity, has approximately four or less sub-folder levels, and uses simple sharing permissions.

Create a top-level folder for your organization

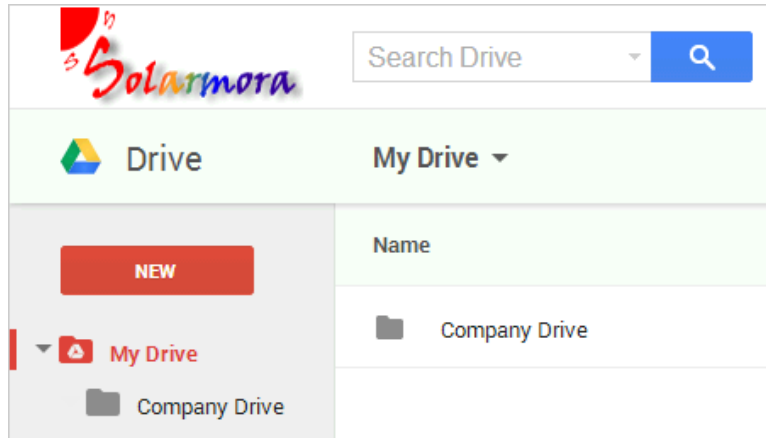
Having a single, top-level folder in Drive is like having a "My Documents" folder for your entire organization. It simplifies the management and maintenance of your organization's documents.

1. Open [Google Drive](#).
2. If you haven't already, sign in with your email address ([username@yourdomain.com](#)) and password.
3. Click **NEW** and then select **Folder**.




4. Enter a name for the folder, such as "Company Drive," and click **OK**. Your new folder is now created

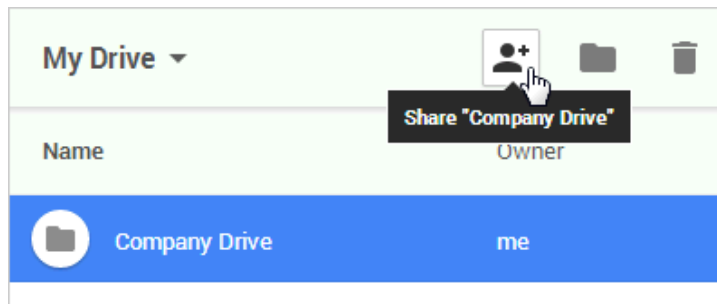
in **My Drive**.



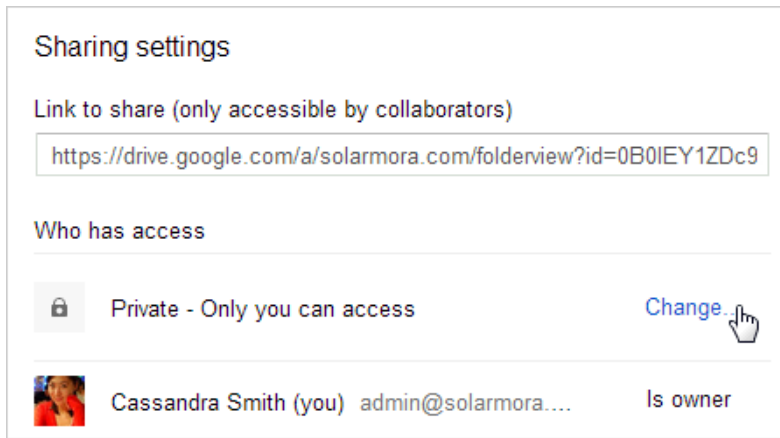
Change the top-level folder access

Next, you need to give folder access to the people in your organization so that they can view its contents but not make changes to it, such as deleting sub-folders or files. Later on, we'll show you how to grant edit access to other folders so that you can delegate the management of certain folders to various departments.

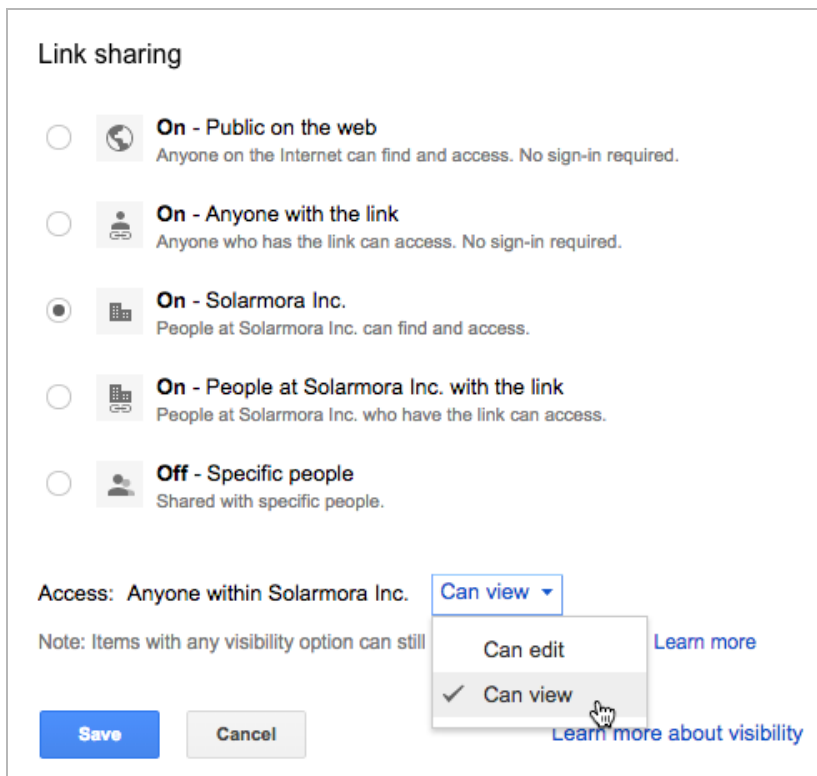
1. Select your top-level folder.
2. Click the  **Share** icon.



3. Click **Advanced**.
4. Click **Change**.



5. Select **People at <your organization> can find and access**.
6. Select **Can view**.

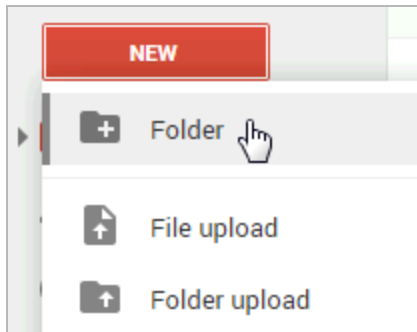


7. Click **Save** and then click **Done**.

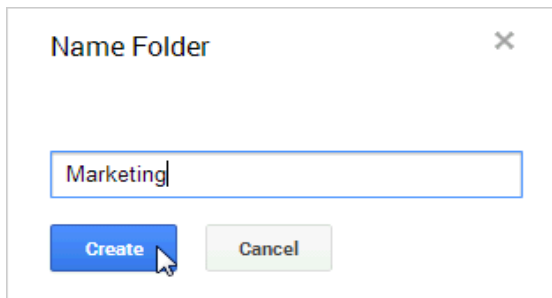
Create sub-folders for each department

Now that you have a central repository for all your organization’s files, it’s time to set up folders for each team or department. In this example, we’ll create a sub-folder inside the top-level folder for the Marketing department.

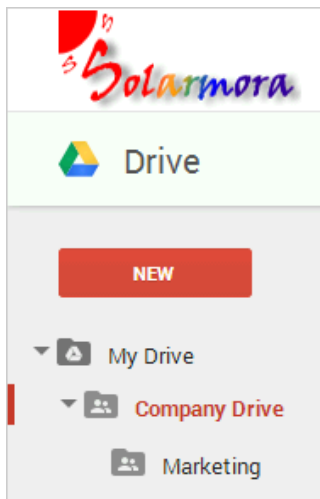
1. Open your top-level folder.
2. Click **NEW** and select **New folder...**



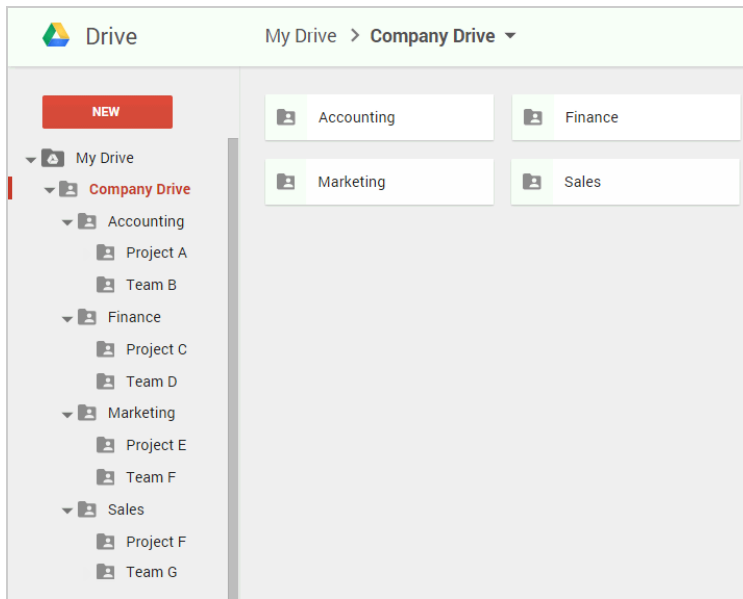
3. Enter a name for the folder, such as "Marketing," and click **Create**.



The sub-folder now appears inside the top-level folder.



You can create more sub-folders for the rest of the departments or teams in your organization the same way, until you have a structure in place for your entire organization.



Create a Google Group for each department

How Google Groups work

Google Groups are an easy way to share files with everyone on a team at once and manage access to those files. If you add five members to a group such as solarmora-marketing@solarmora.com, you can instantly share a Drive folder with them, just by sharing that folder with the group's address.

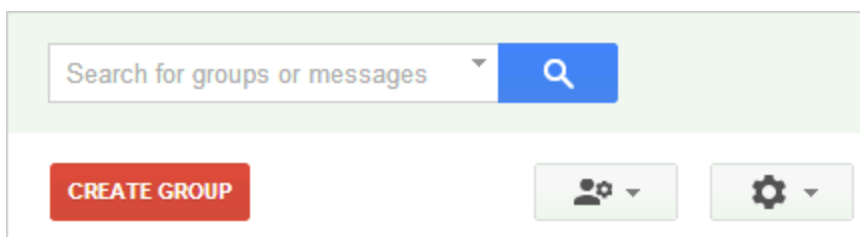
As you add new members to a group, they automatically have access to content you previously shared with the group.

Similarly, if you remove a member from a group, that person no longer has access to any content you shared with the group.

Create a Group

Let's start by creating a Group for Solarmora's Marketing department.

1. Go to groups.google.com/a/yourdomain.com.
2. Click **CREATE GROUP**.



3. Enter information for the group.

The screenshot shows a form with three main sections:

- Group name:** A text input field containing "Solarmora Marketing".
- Group email address:** A text input field containing "solarmora-marketing" followed by a dropdown menu showing "@ solarmora.com". Below this, the full email address "https://groups.google.com/a/solarmora.com/d/forum/solarmora-marketing" is displayed.
- Group description:** A text area containing "Group for Solarmora's Marketing department". A character count at the bottom right indicates "258 characters remaining".

4. Select **Email list**.

The screenshot shows the "Group type" section with a dropdown menu open. The text above the dropdown reads: "Group types are pre-configured settings for your Google group and make configuring your group a little easier. You can always change the specific settings and enable additional features to match your needs. Select a type to get more information." The dropdown menu lists four options: "Email list", "Web forum", "Q&A forum", and "Collaborative inbox". A mouse cursor is hovering over the "Email list" option. A blue tooltip box is partially visible on the left, containing the text "An email list allows... through email. This i...".

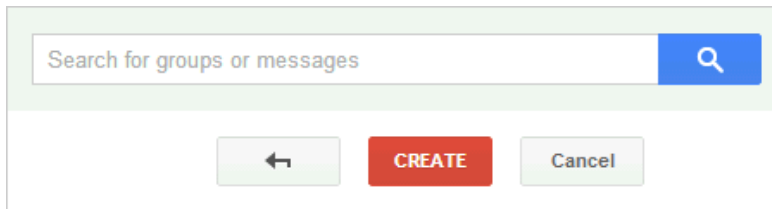
5. Select **Only invited users**.

The screenshot shows a dropdown menu titled "Select who can join" with the following options:

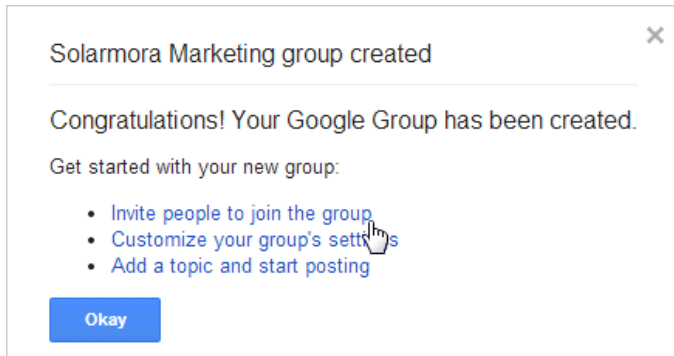
- Public
- Anyone in the organization
- Only invited users** (highlighted with a green background and a mouse cursor)
- Anyone can ask
- Anyone in the organization can ask

Below the dropdown menu, the text "Only invited users" is displayed.

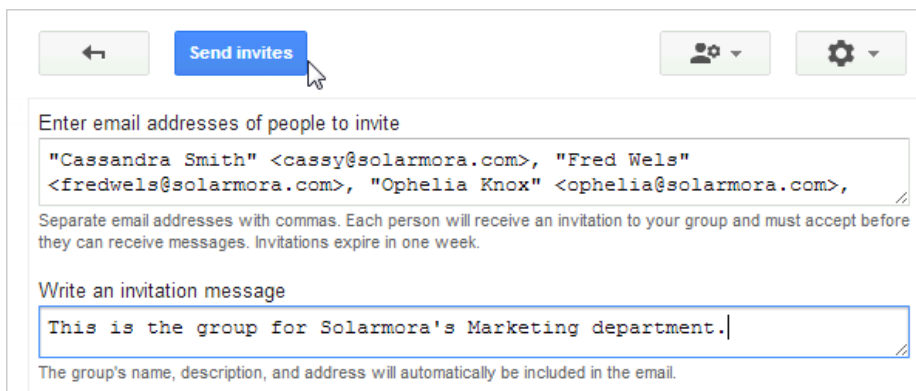
6. Click **CREATE** button at the top of the page.



7. Click **Invite people to join the group**.



8. Enter email addresses for each member of the group.




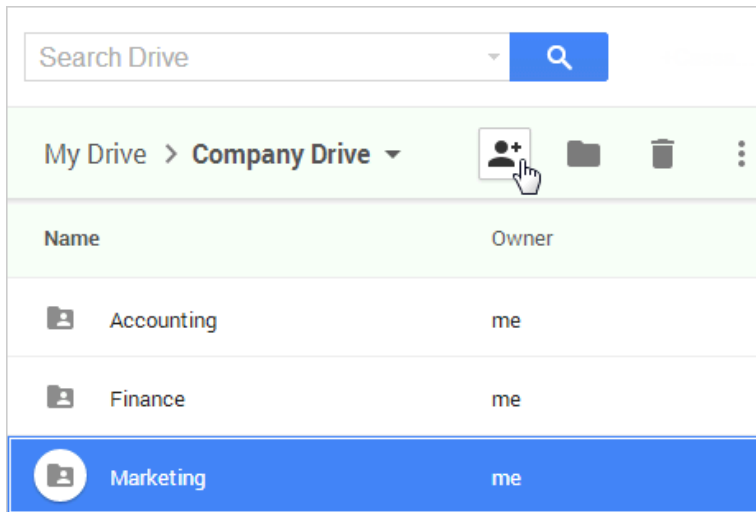
9. Click **Send invites**.
10. Click **Done**.

You can create groups for the rest of the departments in your organization the same way.

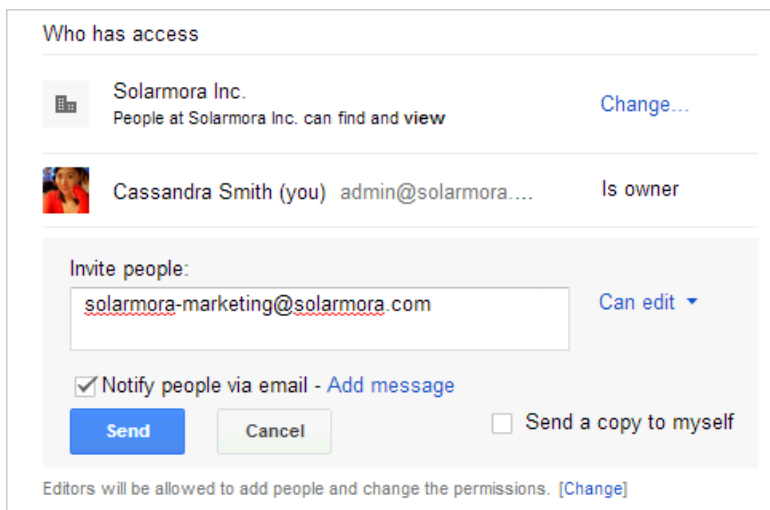
Give groups access to folders

With the structure in place and groups created, you now can specify who has access to each sub-folder. For instance, you might want the Marketing group to manage the Marketing folder and its contents.

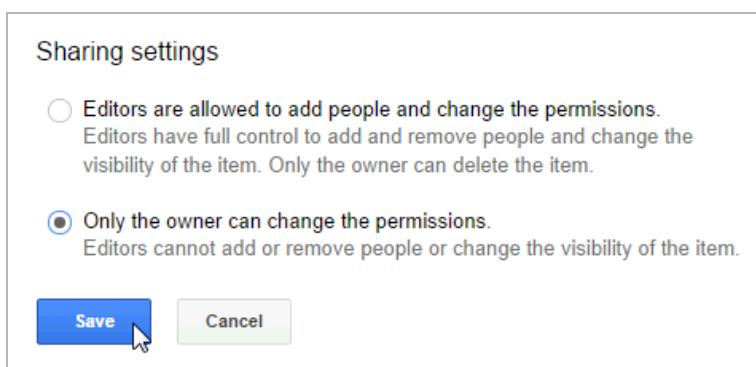
1. Select the sub-folder.
2. Click the  **Share** icon.



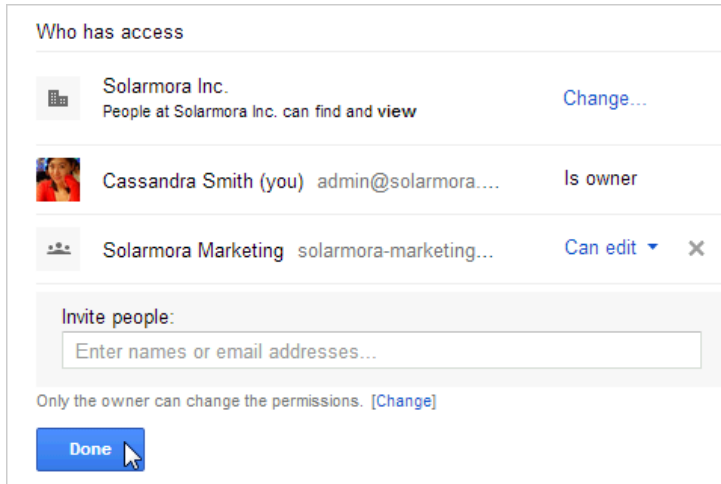
3. Click **Advanced**.
4. Enter the group you want to grant access to and make sure **Can edit** is selected.



5. Optional: To restrict access to sharing permissions, click **Change**, select **Only the owner can change the permissions**, and click **Save**.



6. Click **Send** and then click **Done**.



In our example, now members of the Solarmora Marketing group can make changes to the Marketing folder and its sub-folders, such as by editing and adding files. However, they won't be able to make changes to higher-level folders, such as Company Drive.

If someone with edit access removes a file from that shared Marketing folder, the person who originally added the file and owners of higher-level folders like Company Drive can still find that file using search. However, that file will be removed from everyone else's Drives.

You, the administrator, will have the ability to edit and remove files and folders from all Company Drive sub-folders.

Learn more about [sharing settings](#).

Here's a summary of permissions from our Solarmora example:

Permissions in the fileshare structure	Administrator / Company Drive role account	Solarmora Marketing	Everyone else in your organization (not in Solarmora Marketing)
Add and edit files or folders to top-level Company Drive	X		
Remove files and folders from top-level Company Drive	X		
Add and edit files or folders to the Marketing sub-folder	X	X	
Remove files and folders from Marketing sub-folder	X	X	
Add collaborators to department sub-folders	X		

Change sharing settings for files and folders in department sub-folders	X		
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Next steps for your users

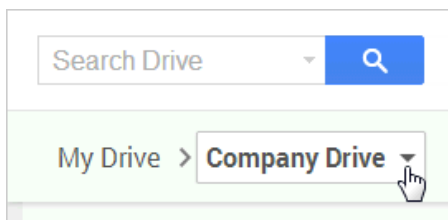
Now that your fileshare and groups are ready to be used, it's time to get everyone in your organization set up. You can send them an email announcement with instructions on how to get started. The following is a template you can adapt.

Sample user email announcement

Welcome to Google Drive. [\[NAME OF TOP-LEVEL FOLDER\] folder](#) is set up as the file share system for [YOUR ORGANIZATION]. This folder will let you find, store, and share documents easily and efficiently in a single, organized repository within Drive.

What to do

1. Open [Google Drive](#).
2. Sign in with your full email address ([username@yourdomain.com](#)) and password.
3. Open the Company Drive folder by clicking [here](#).
4. When the folder opens in a browser, click [NAME OF TOP-LEVEL FOLDER] to open a drop-down menu.



5. Select **Add to My Drive**.

You should now see [NAME OF TOP-LEVEL FOLDER] under your "My Drive." To find the folder for your team, just double-click your department and navigate through the sub-folders. As a member of [TEAM OR DEPARTMENT NAME] (*groupname@yourdomain.com*), you should already be able to add and edit files in your team's folders. If you'd like quick access to that folder, you can add it to "My Drive" the same way you added "Company Drive."

How it works

After you've added the [NAME OF TOP-LEVEL FOLDER] to your Google Drive, you'll be able to edit and add files and folders to your department's folder. The next time you create or store a file in the [TEAM FOLDER NAME] folder, everyone else on your team will have immediate access to it.

Files you create in "My Drive" (outside of [NAME OF TOP-LEVEL FOLDER]) will be private unless you explicitly share them with others, or move them to a shared folder like [TEAM FOLDER NAME]. To learn more about using Drive, visit the [Google Apps Learning Center](http://learn.googleapps.com).

Now you're ready to start creating and storing files with your team in Drive. Please contact me if you have any questions!

Thanks,
[ADMINISTRATOR'S NAME AND CONTACT INFORMATION]

Find more tips, ideas, and training at the **Google Apps Learning Center!**
learn.googleapps.com