Google Drive for SOM

http://go.vcu.edu/SOMDrive
SOMSecurity@vcuhealth.org
Introductions

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Today’s Topics

➢ How to access your Google Drive
➢ Searching Google Drive
➢ Downloading Options
➢ Understanding share settings
➢ Set expiration date on sharing
➢ Edit MS Docs
➢ Help
Google Drive storage limits

VCU Google Drive has unlimited storage per account.

What are Google Docs?

- Documents
- Drawings
- Presentations
- Forms
- Spreadsheets

DitchThatTextbook.com/GoogleDocs
Logging into your account

SOM TS Page [http://go.vcu.edu/SOMDrive](http://go.vcu.edu/SOMDrive)

What’s new with Google for VCU? Go to apps.vcu.edu
I can’t find…
Just Google it!

Click the refresh, Enter “My” in search
Search Options?

Search options: https://goo.gl/dNt1h1
Check out the Advanced under “More Search Option”
How well do you share?

To share with anyone at VCU use eID@vcu.edu not first.last@vcuhealth.org

Sharing outside of VCU? Recipients must have or create a Google account
Data not to Store in Google Drive

What kind of data is recommended not to be stored on my VCU Google Drive?

- Credit card numbers (cannot be stored)
- Social Security numbers
- Patient data or PHI data
- Passport information
- Passwords
- NON VCU files - including personal data, music, photos (use your personal email accounts for this type of data!)
VCU began implementing CloudLock Collaboration Security (CCS) in the first quarter of 2014. CCS protects sensitive data stored in Google Drive by providing data loss protection, auditing and compliance, data management and end-user driven security. CCS uses a “Compliance Scan” pattern matching engine that identifies, classifies, and secures very sensitive information including Personally Identifiable Information (PII) like Social Security Numbers and PCI data like Credit Card Numbers from inadvertently being shared in Google Drive (Docs). Users will not see any reduced functionality in Google Drive.
Adding Files to Drive
To share or not to share?

Add people
Set permissions
Add a note
Click Send
Click Advanced
Sharing Options?

Click Change

Sharing settings

Link to share (only accessible by collaborators)

current/d/1eVDaOYja_FWYB8R5gkv73sKtVu0fe8WLvh_QhReyW3l/edit?usp=sharing

Who has access

Private - Only you can access

RODNEY SHAFER COURT (you) rshaferco is owner
Link Sharing Options

- **On - Public on the web**
  Anyone on the Internet can find and access. No sign-in required.

- **On - Anyone with the link**
  Anyone who has the link can access. No sign-in required.

- **On - Virginia Commonwealth University**
  People at Virginia Commonwealth University can find and access.

- **On - People at Virginia Commonwealth University with the link**
  People at Virginia Commonwealth University who have the link can access.

- **Off - Specific people**
  Shared with specific people.

Note: Items with any link sharing option can still be published to the web. Learn more.
Invite People
Add people by eID@vcu.edu email address
To notify or not to notify

Send Email to those you have given access to.
Will the options ever end?

But wait...there is more!
Expiration Date?

Set expiration dates for access to Google Drive, Docs, Sheets, and Slides files
Edit MS Documents?

Google Chrome extension allows view and edit on Microsoft Word, Excel, and PowerPoint files with Google Docs, Sheets, and Slides

https://goo.gl/WySZpP
A few ways to get additional help:
Use Google Drive Help - Click the gear icon, then Help.
Go to the http://go.vcu.edu/SOMDrive or apps.vcu.edu website
Call the IT Support Center at 828-2227
Email SOMSecurity@vcuhealth.org
The fastest way is Google Training:

For additional training go to apps.vcu.edu look for Training & Help