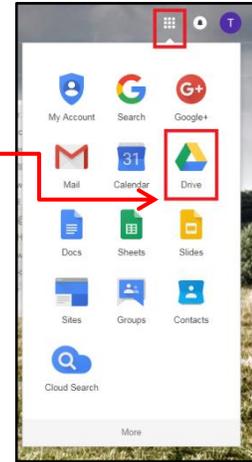


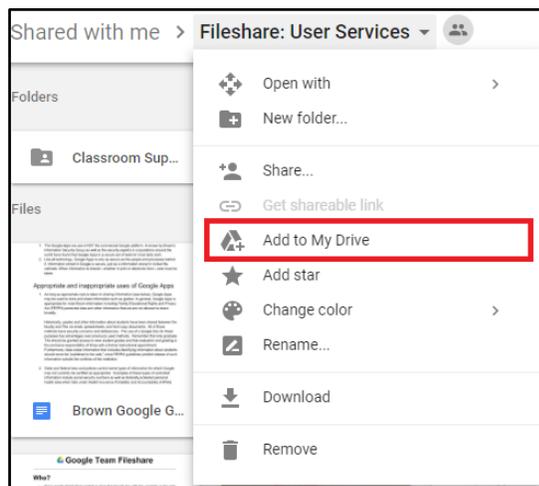
## Things to know about a Google Fileshare

A Google Fileshare is a handy UA tool available to collaborate with your coworkers. Similar to your UA Google Drive, the Google Fileshare can be accessed from anywhere you have internet access by simply clicking the **Google Menu** and selecting **Drive**.

With a Google Fileshare, your department can have streamlined access to collaborate with colleagues, even when they are traveling for work. Ownership of all documents saved to the Google Fileshare belongs to the University of Alaska, rather than the individual creating the document. If you are already using your Google Drive to share documents, the Google Fileshare will provide a place to store them so that anyone in that group has access. This allows for secured sharing of documents within the University.



When a Google Fileshare is created, a link will be sent to the Fileshare managers. After following the link to the Google Fileshare, you can add it to your drive by doing the following:



Click the down arrow by the fileshare name, and select **Add to My Drive**. This will make the folder available in your Google Drive: <https://drive.google.com/>.

Once you have access to the Fileshare, you can create spreadsheets, documents, presentations, and even upload PDFs for collaboration and easy access.

If you think a Google Fileshare is right for you, contact the Helpdesk. The Helpdesk will help you come up with a name based on our current naming convention and get a work order started so our Information Systems Technicians can get that Google Fileshare created. They will help you decide if there is an AD group such as a departmental email or campus fileshare that already exists where we can link management of the new Google Fileshare to or if a new group needs to be created. Once you have a group created, access to the new Google Fileshare will be managed through Group Security Manager, just like departmental emails and current department fileshares. Add users from [UAS Online](#) by simply accessing Group Security Manager, select the appropriate Group, and add their username.