

How to log in, share, and access Google Drive files that have been shared with you.

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Each of us here at FIT have an enormous amount of file space in our Google Drives (10TB). Native Google Drive files have the ability to be shared and worked on with many people. These files include documents, spreadsheets, presentations, and forms. This Tech Tip is useful to help you learn how to access your FIT Google Drive. You will also be able to share files and access shared files from these instructions.

How to log into your FIT Google Drive

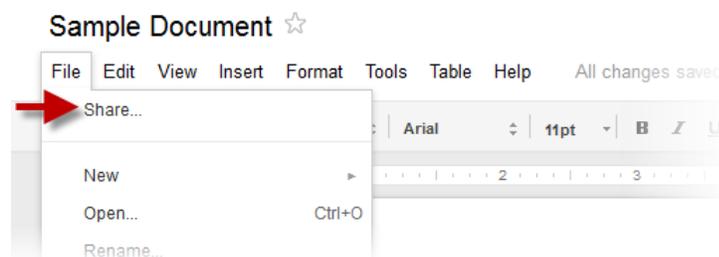
*If you are currently logged into your personal Google account, be sure to log out of it before proceeding. Also, Google Drive works best with the Google Chrome browser. You can download Google Chrome from <http://goo.gl/Jk2diZ>

1. Visit <https://drive.google.com>
2. Log into your FIT Google Drive. Faculty and Staff have Google Accounts that follow this format TRACKSID@go.fit.edu (Student Google Accounts are simply their FIT email addresses). You will be prompted to use your normal TRACKSID and password. Your FIT Google account information is nearly the same as your FIT email address but with **go.** after the @. For example, my Google account is jared@go.fit.edu.

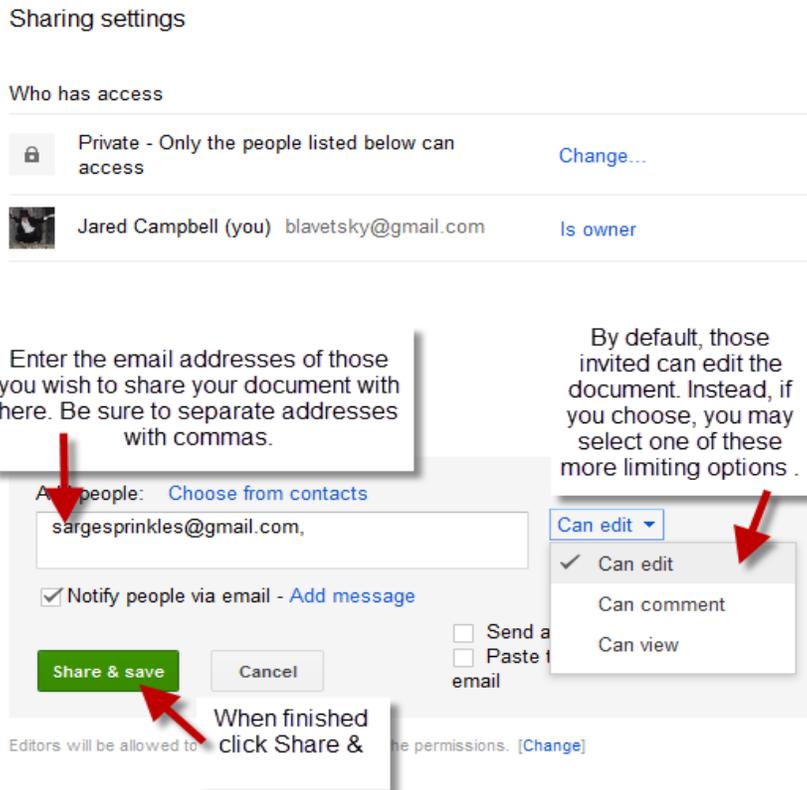
How to share a Google drive file

You can share a Google Drive file with several people and work on it simultaneously. Up to 50 people can edit a file at the same time.

1. From the File menu select Share.



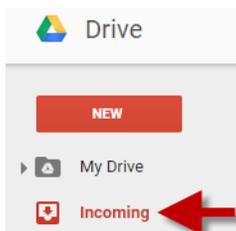
2. A “Sharing settings” dialog box will be displayed. If you are the creator of the document, it will show you as the owner. Follow along with this diagram.



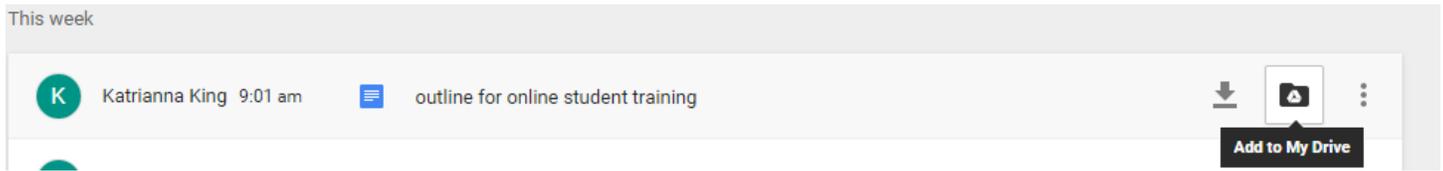
How to access a shared Google Drive file

It can seem tricky to access Google Drive files that have been shared with you. Recently, the workflow for accessing these files has changed. Follow these directions to access these shared items.

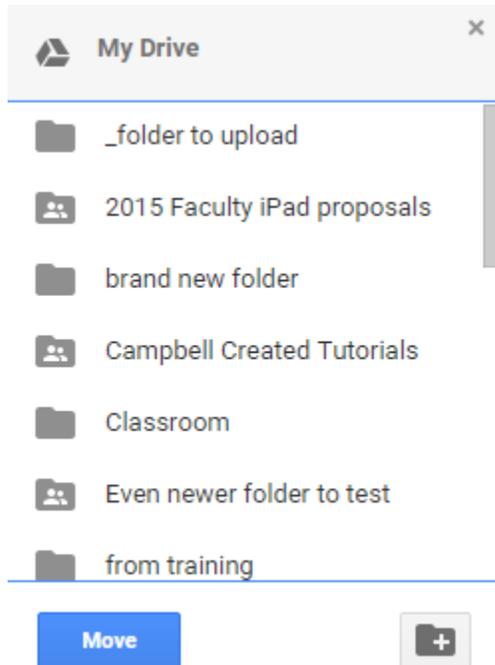
1. Log into your FIT Google account. This means that you may have to log out of your personal Google account. Pro-Tip: If you are using the Google Chrome browser, you can log in to your FIT Google Account without logging out of your personal account by way of an incognito window. You can access an Incognito window in Google Chrome by pressing CTRL-Shift-N on your keyboard.
2. On the left, click on **Incoming**.



3. On the resulting list of items that have been shared with you, find the file you wish to access and click **Add to My Drive**.



4. You will be able to select which Google Drive folder you wish to add the shared item. Do this by selecting the folder and then clicking the Move button. You may wish to create a new folder instead. Do this by clicking the folder button in that same menu.



5. You will now be able to find the shared file in the folder you selected.

