



# How to manage your team files effectively using Google Drive

by

```
<style>
/* Course Entry Route */
.row.courseRoute{
  margin-left:0;
  margin-right:0;
  padding-bottom:1em;
  margin-bottom:1em;
  border-bottom: 1px solid rgb(51, 51, 51);
}
.courseRoute div.caption{
  display: block;
  font-size: 0.75em;
  font-weight: 400;
}
.courseRoute .courseTitle,
.courseRoute .courseLength,
.courseRoute .courseType,
.courseRoute .courseDeadline{
  font-weight: bold;
  padding:6px 0;
}
.courseRoute .courseTitle{
  color: #2993d0;
}
.courseRoute .courseApply{
  padding-top:7px;
  padding-left:0;
  padding-right:0;
}
/*ACCORDIONS / COLLAPSE
*****/

.panel-group .panel {
  border-radius: 0;
}

.panel-group .panel+.panel {
  margin-top: 10px;
}

.panel-default {
  border-color: #e7e7e7;
  border-radius: 0;
}

.panel-default .panel-heading {
  padding: 0;
  background: transparent;
  border-radius: 0;
}

.panel-default .panel-title > a {
  display: block;
  padding: 28px 30px 28px 20px;
  font-size: 18px;
  color: #2993d0;
  text-decoration: none;
}

.panel-default .panel-title > a .prefix{
  display:none;
}

.panel-default .panel-title > a .fa {
  float: right;
}

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```
.accordionStandard .panel-default .panel-title > a{
  position: relative;
}
.accordionStandard .panel-default .panel-title > a .fa.fa-caret-right {
  float: none;
  display: block;
  position: absolute;
  right: 20px;
  top: 40%;
  top: calc(50% - 10px);
}

.panel-default .panel-title > a:not(.collapsed) .fa:before {
  content: "\f0d7";
}

.panel-body {
  background: #eee;
  padding: 20px;
}

.panel-open-all {
  border-top: 1px solid #e7e7e7;
  margin: 20px 0;
  padding: 20px 20px 0;
  font-size: 18px;
}

.panel-open-all .fa {
  margin-left: 5px;
}

.panel-group > .panel-open-all > a.closeAll > i.closeAll:before {
  content: "\f0d7";
}

.banner .accordion_box .panel-group .panel .panel-heading .panel-title a span.flagExternal{
  background-image: url('https://www.ucd.ie/t4cms/ucdmaincore_new_window_icon.png');
  background-repeat: no-repeat;
  background-position: center center;
  display: inline-block;
  width: 14px;
  height: 14px;
}

/*BUTTONS
*****/

.btn {
  border-radius: 0;
}
.btn-spacer{
  height: 34px;
}

.btn.default {
  color: #0a4873;
  background: #eee;
  border: 0;
}

.btn.blue {
  background: #2993d0;
  color: #fff;
}
.btn.blue:hover {
```



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background: #45a1de;
}
.btn.darkblue {
background: #0a4873;
color: #fff;
}
.btn.darkblue:hover {
background: #5f839e;
}
.btn.yellow {
background: #f0c650;
color: #0a4873;
}
.btn.yellow:hover {
background: #f8ce58;
}

main#single-column-content {
background-color: white;
}

.image.video img {
display: block;
margin: 0;
}

img {
max-width: 100%;
height: auto;
}

img {
vertical-align: middle;
}

img {
border: 0;
}

img[Attributes Style] {
width: 100%;
}
</style>

```

```

<!--<h1 class="pageTitle">General Information</h1-->
<h3>General Information</h3>

```

```

<h2>How to manage your team's files effectively in Google Drive: Digital Office Spring 2024 series</h2>

```

Google Drive is the recommended secure system to store and share files at UCD. In this 1-hour session, we discuss Shared Drives and showcase a suggested folder structure for a typical School or unit, best practices for sharing files (and what is the difference between a Shared Drive and Shared with me), how to best ensure confidentiality, how to transfer ownership of files, and the quota extension process if needed.

```

<div class="panel panel-default">
  <div class="panel-heading" role="tab" id="heading:ROWNUM">
    <h4 class="panel-title"></h4>
  </div>
  <div id="collapse:ROWNUM" class="panel-collapse collapse" role="tabpanel" aria-labelledby="heading:ROWNUM">
    <div class="panel-body">
      <p><p>This session could be helpful for any UCD staff member who has questions about how best to save and share team files. In particular: the file management advice could be timely if you/your team members have recently started or will soon be leaving UCD.</p>
    </div>
  </div>
</div>

```



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```
</div>
</div>
</div><!--/panel-->
```

```
<div class="text">
  <h3>General Details:</h3>
  <h10></h10>
  <dl>
    <dt>Start Date:</dt>
    <dd>05 Dec 2023</dd>
    <dt>Start Time:</dt>
    <dd>12:00</dd>
  <dt>Duration(Hours):</dt><dd> 1.00</dd>
  <dt>Location</dt><dd>Zoom</dd>

  <dt>Contact Name:</dt>
  <dd>eag.training@ucd.ie</dd>
  <dt>Contact Number:</dt>
  <dd></dd>

  </dl>
</div class="image video">
  <IMG
src=W_HU_REPORTING.P_WEB_IMAGE?p_parameters=3BD002D2D66839190F9CAE7FD8324C383FE26E1C2559674A0A56E085F6B1E6C0A93833D7274714593BD
7A63D9D5E0132EA735388CEAE41C01D05539A8C39C3EC WIDTH=100%></div>
</div><!--/text-->
```

**Please note that you must be logged into to avail of the Book Now function.**

```
<div class="panel panel-default">
  <div class="panel-heading" role="tab" id="heading99">
    <h4 class="panel-title"></h4>
  </div>
  <div id="collapse99" class="panel-collapse collapse" role="tabpanel" aria-labelledby="heading99">
    <div class="panel-body">
      <p></p>
    </div>
  </div>
</div><!--/panel-->
```

```
<iframe
width="100%"
height="450"
frameborder="0" style="border:0"
src="https://www.google.com/maps/embed/v1/place?key=AlzaSyC54GPiiUtpxQhsRq9fwapW_SVhXsPBo1I&q=Zoom+,,,"
allowfullscreen>
</iframe>
```