

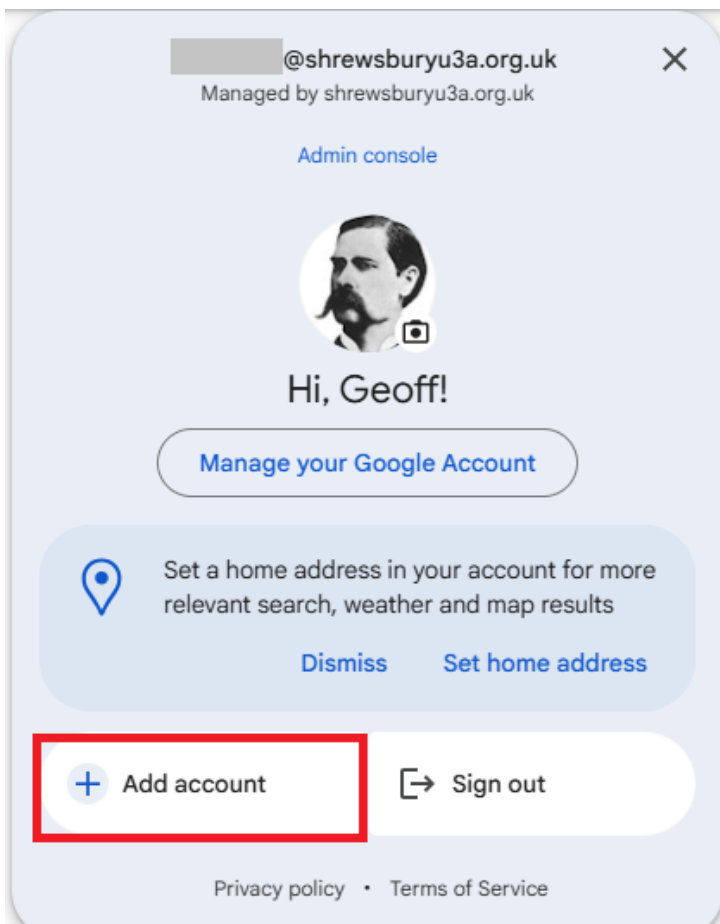
Introducing Google Workspace and Google Drive

Please see associated Read Me file as to why we are using Google Workspace. The main element of that is that it gives us “Shared Drives” for which we need to use Google Drive. Section 1 describes using Google Drive Online (should be straightforward) and Section 2 concentrates on the installation, setting up and use of Google Drive on your local computer.

Section 1:

Using Google Drive Online

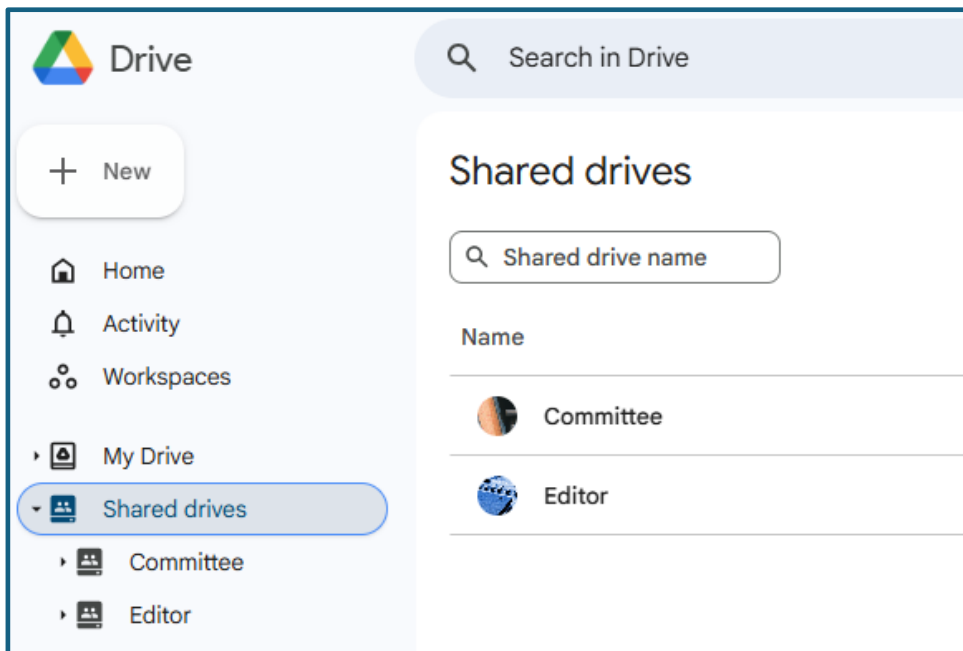
Sign into Google at myaccount.google.com you may find yourself already signed in with a personal account. From your profile picture at the top right, click that and then you need to click the +Add Another Account link at the bottom of that pop up.



Add in the details of you xxxx@shrewsburyu3a.org.uk account with password to sign in.

Once signed in you can go to the 9 dot square at the top right of the screen and select “Drive”

Once in Drive, from the left hand pane select “Shared Drives”. Depending on your Committee position, you will see one or more shared Drives.



Double clicking the Shared Drive will expand its folders and files, just like File Explorer and File Finder.

In this screenshot we can see the Committee and Editor drives. Everyone on the Committee has access to that drive and the Editor has his own for all his docs.

Section 2:

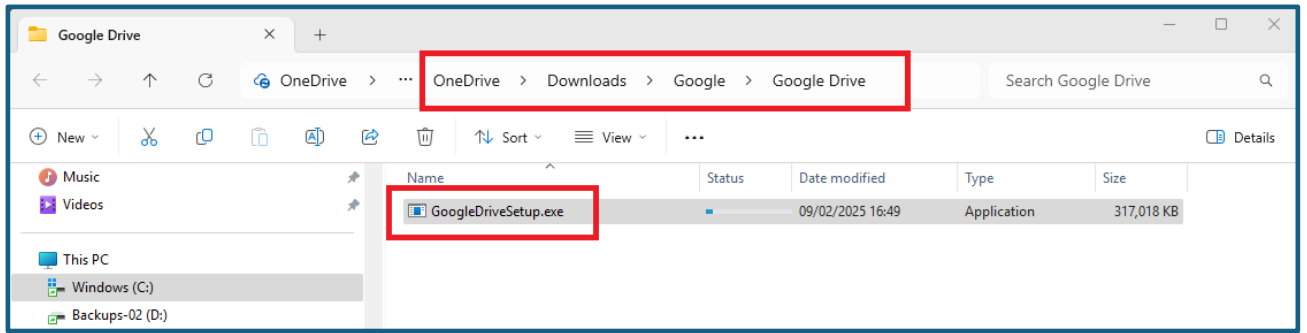
Installing Google Drive for Desktop for use with Google Workspace

If you *already* have Google Drive installed on your computer, go to [Section 3](#).

If you do not have Google Drive installed on your computer.

2.1 Download Google Drive for Desktop

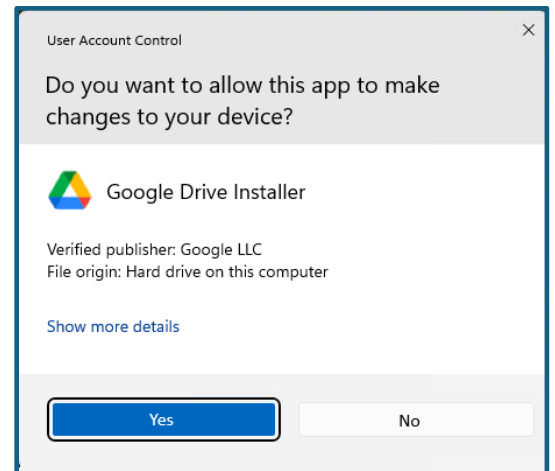
- Visit: <https://www.google.com/drive/download>
- Click “Download Drive for desktop”. You can either download the file, save it to a suitable location and then navigate to it and double click the GoogleDriveSetp.exe file, or let the download happen and then click open from your browser download window. It’s quite a large file, some 320GB so it’ll take a couple of mins to download.
- In my case, I followed the first option, and saved it in my Google | Google Drive | in the Downloads Folder



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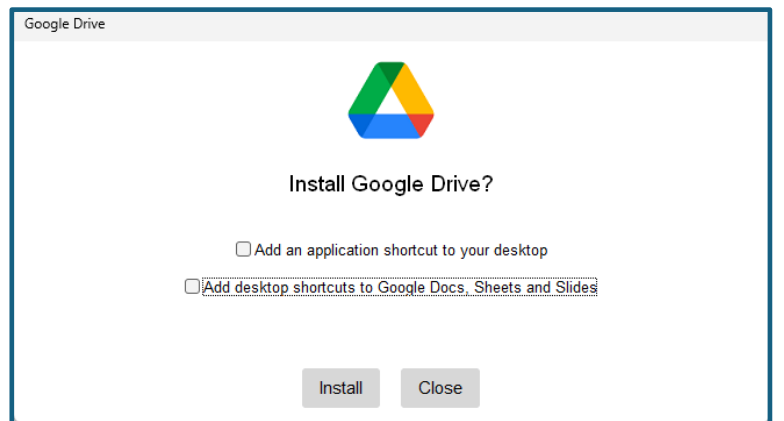
2.2 Installation

- Run the installer and follow on-screen instructions.

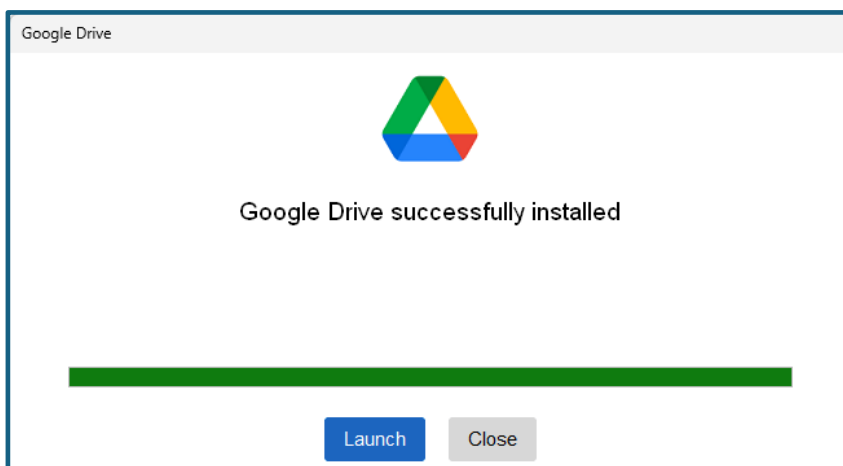


You can either 'Add an application shortcut to your desktop' or 'Add desktop shortcuts to Google Docs, Sheets and Slides' it's your choice. Personally, I unselect both.

- The Drive is installed followed by a confirmation screen. Go ahead and launch it.



2.3 Getting Started

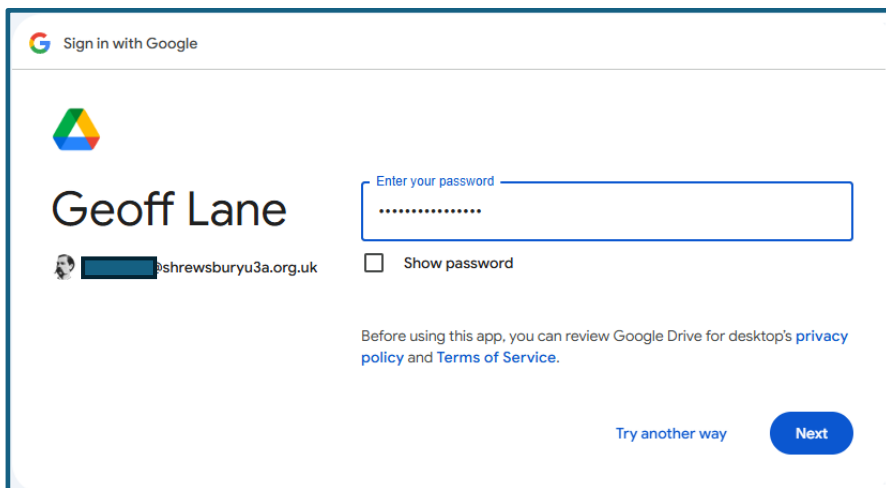
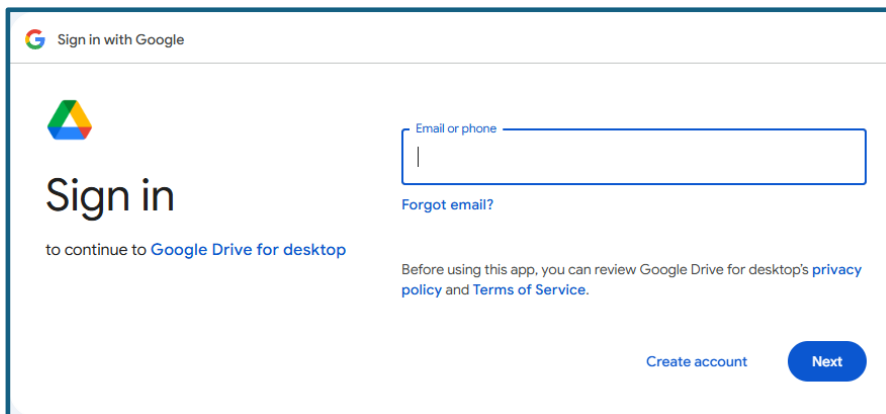
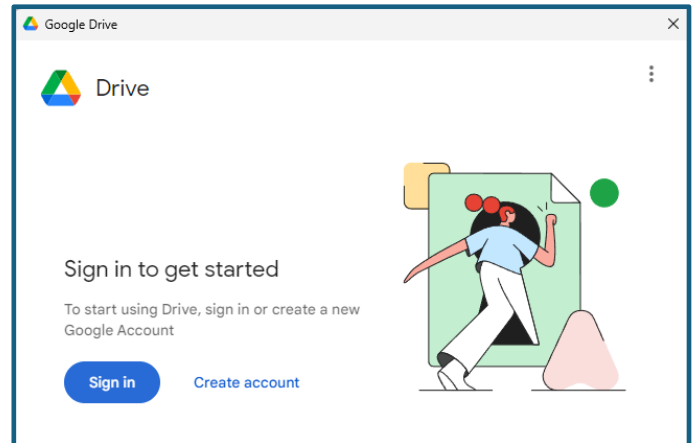


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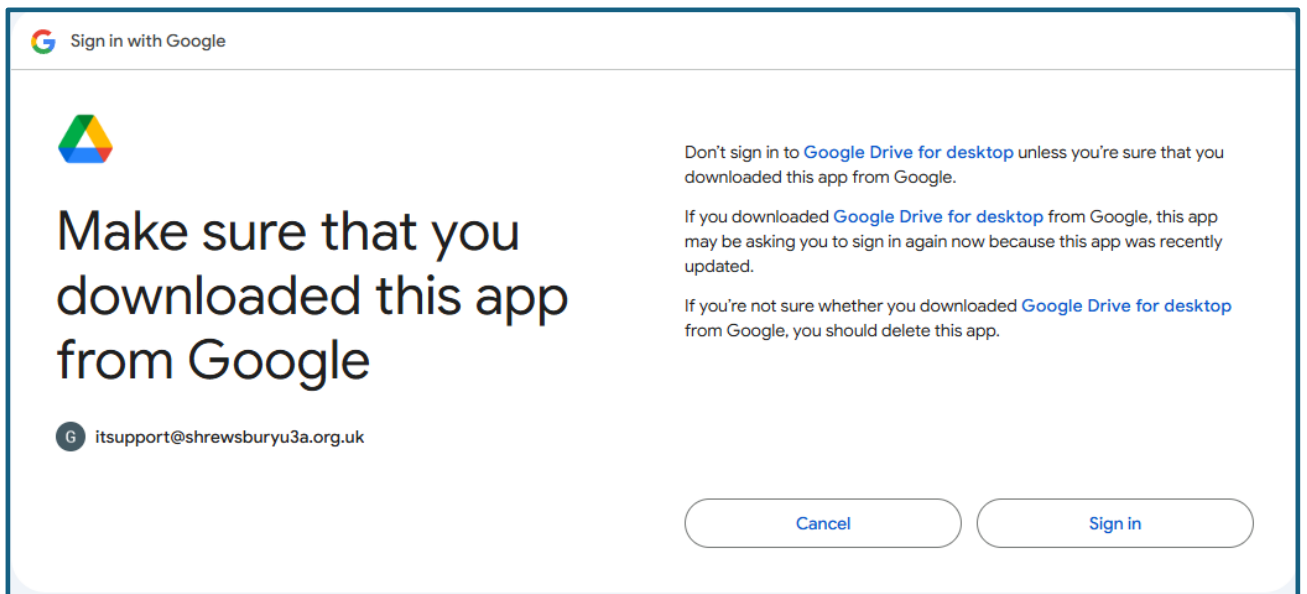
- Click 'Get Started' and then on the next screen 'Sign in'.

2.4. Sign In

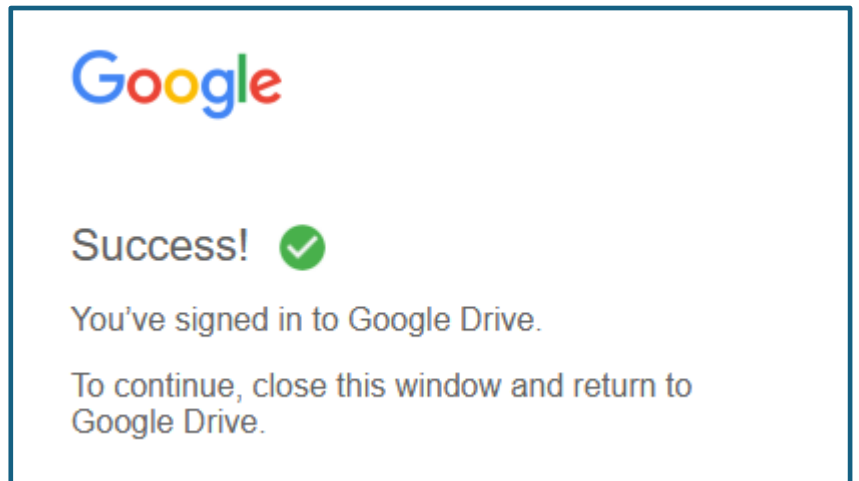
- After installation, open Google Drive from the system tray (Windows) or menu bar (Mac).
- Click "Sign in".
- Enter the credentials provided (email + password). I'll send these to you separately.

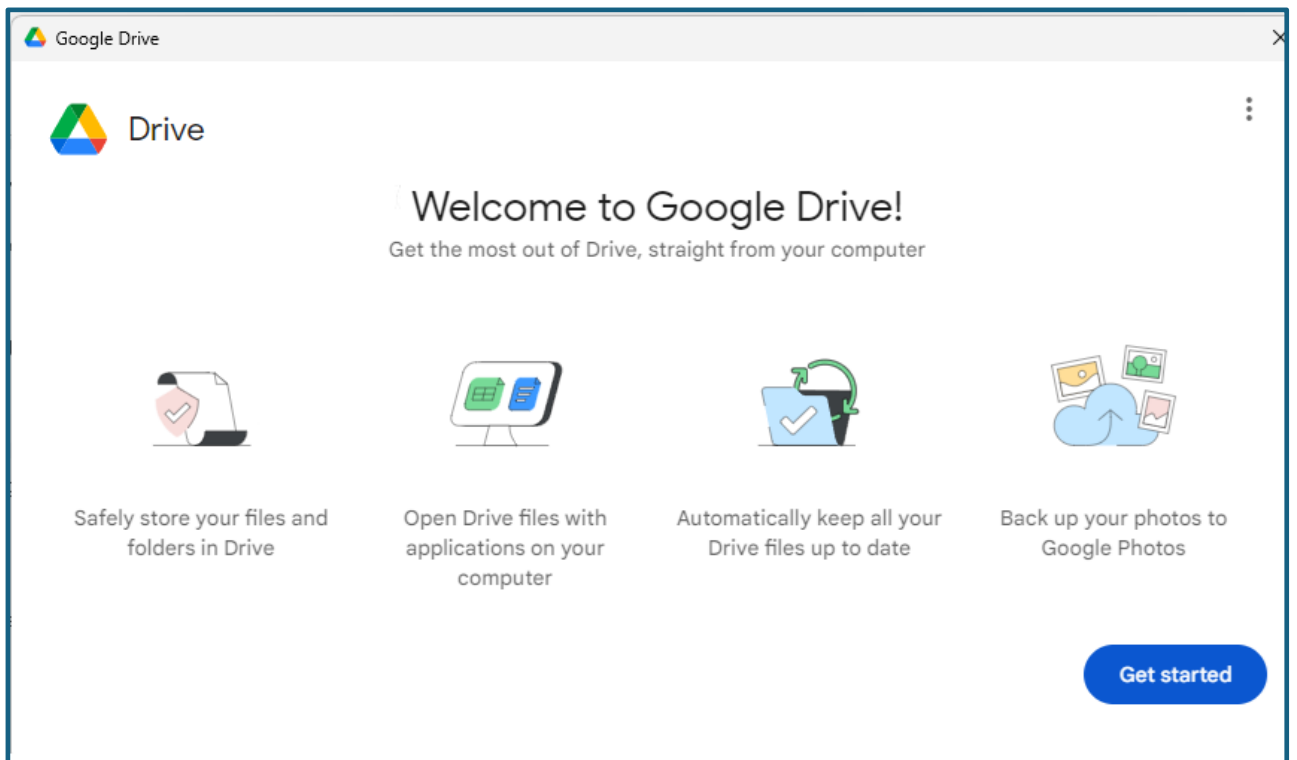


- At the moment, multi factor authentication (MFA) is not enabled for your account, so you should be able to sign in with just your password. We will, in the (near) future, probably enable MFA for tighter security.
- To complete the sign in process Google asks you to confirm you downloaded the app from Google.

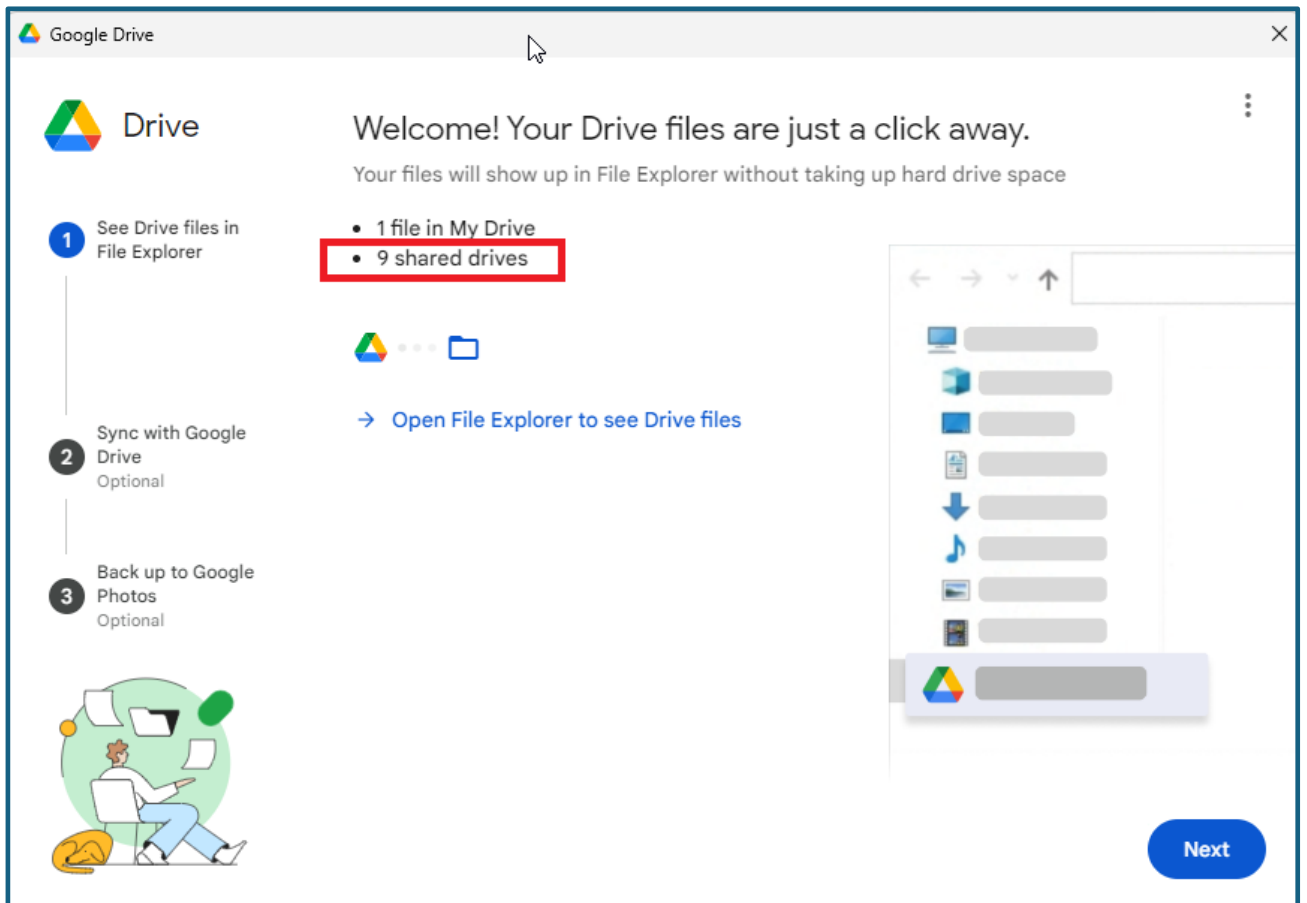


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- Google then opens a webpage confirming you have signed in successfully,
- ... and then tells you to close that webpage. (Note, this hasn't always worked for me, sometimes, you get a 'This site can't be reached' error. Close that page and you probably go around the loop again to sign in). Once you have passed this page you are at the "Welcome to Google Drive" prompt.

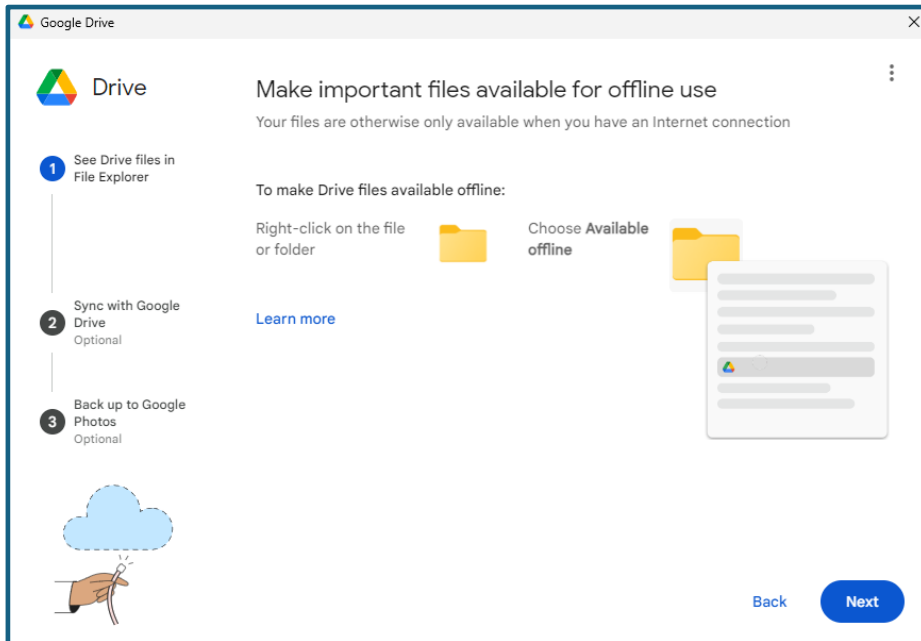




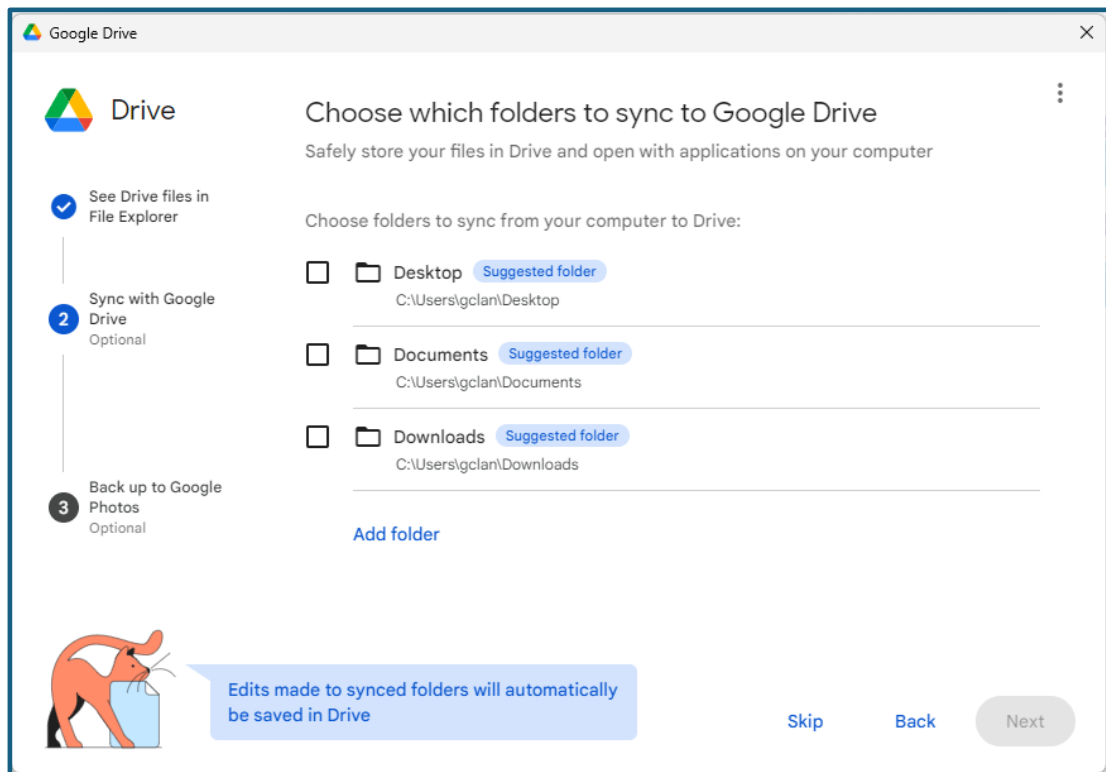
- Click 'Get Started'. As we have set up the shared drives already you will see that you have access to 'Shared Drives' In my case (as an Administrator), I see all the shared drives (all 9 of them), you will either see 1 or 2 shared drives depending on whether you are a core member of the committee or a regular committee member.



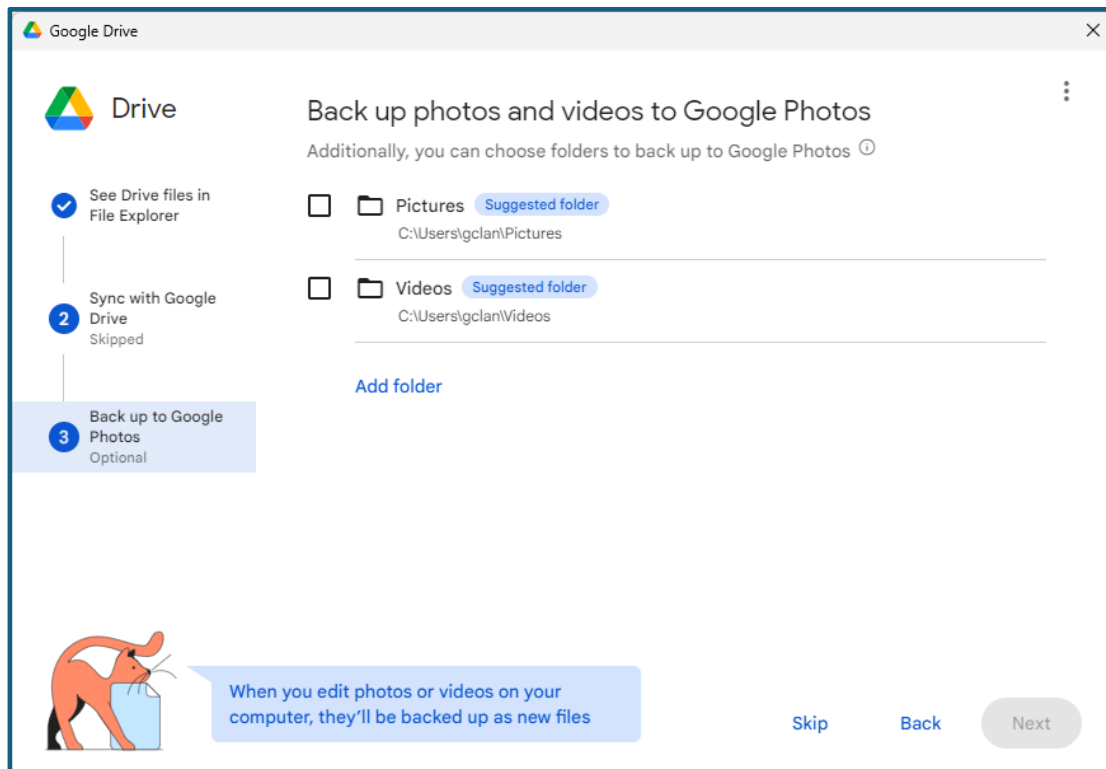
- Please ignore “My Drive”. If you save anything here, only YOU will have access, we will have no control. This is not what we want. If you want to save personal files, save them to ‘My Drive’ in a *personal* account, not the xxx@shrewsburyu3a.org.uk account. At this stage, click Next, rather than ‘Open File Explorer to see Drive Files’
- Here you get a notice how to make (important) files available for offline use. Once in File Explorer you would right click a file or folder and select ‘Available offline’.



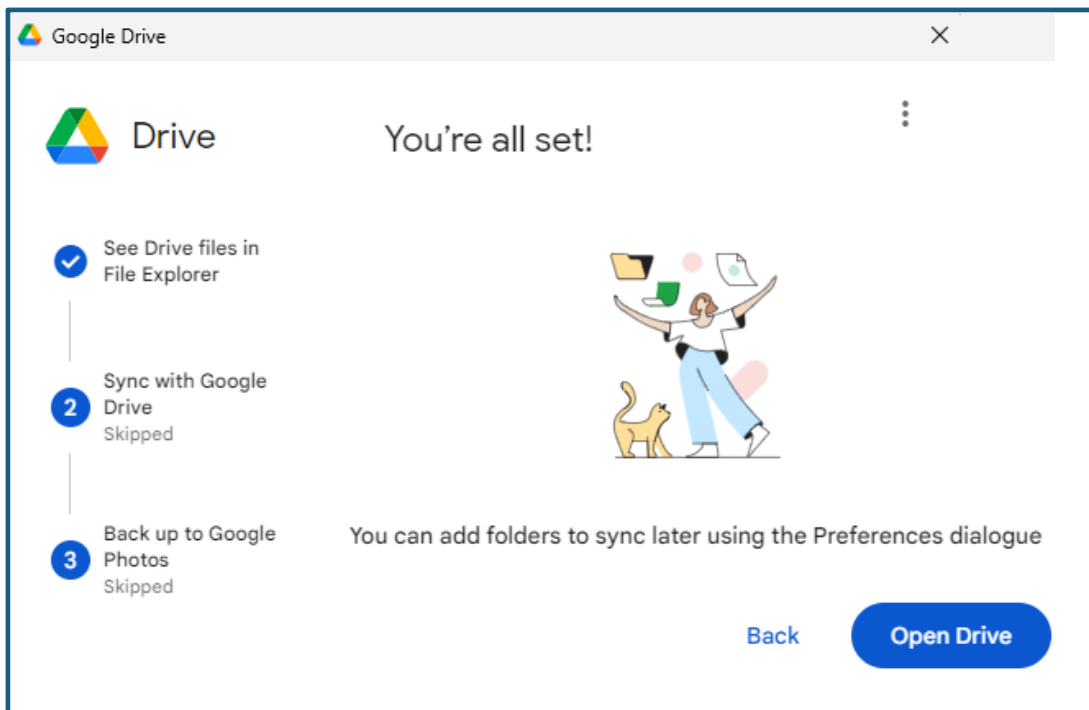
- Click ‘Next’ to go to the ‘Sync’ screen. Here you get an option to sync your personal files from Desktop, Documents & Downloads to the Google Drive. We don’t want this, our Shared Drives are for u3a documents only, not your personal files.
- So, leave the three folders unchecked and choose ‘skip’ to move on.



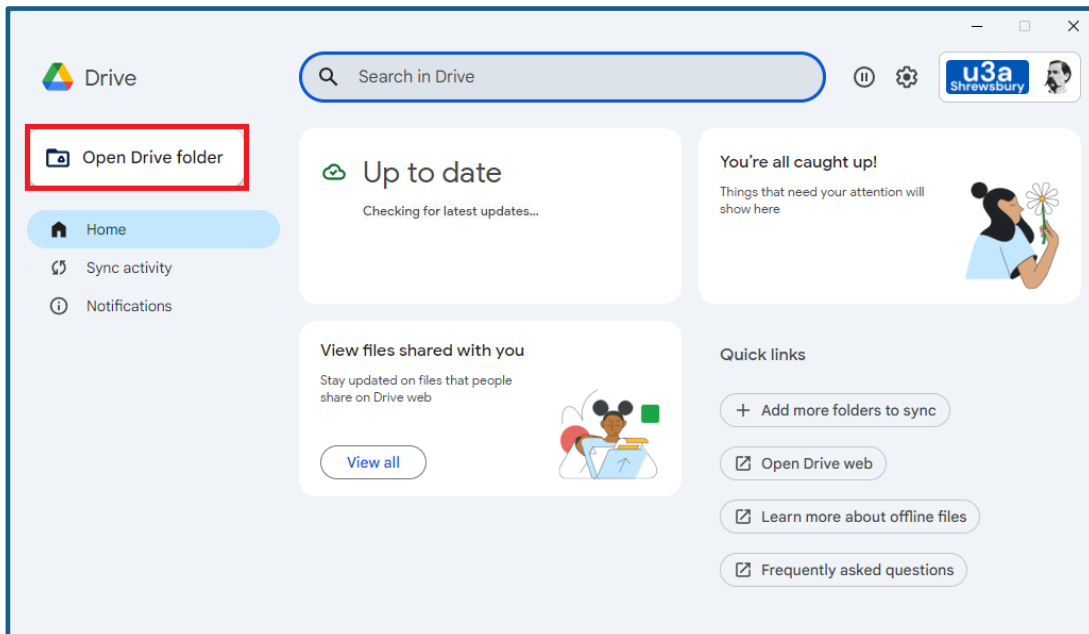
- We now get the same option for Pictures and Videos. Like before, leave them unchecked and choose 'Skip' to move on to the next screen.



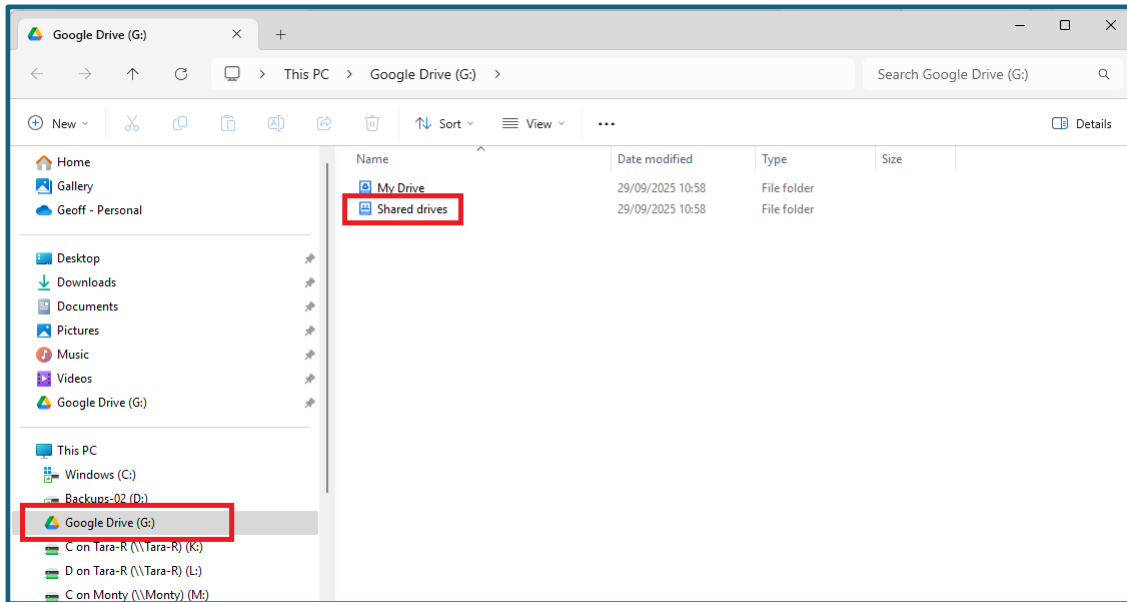
- Google Drive is now all set up and ready to use. Click 'Open Drive'.



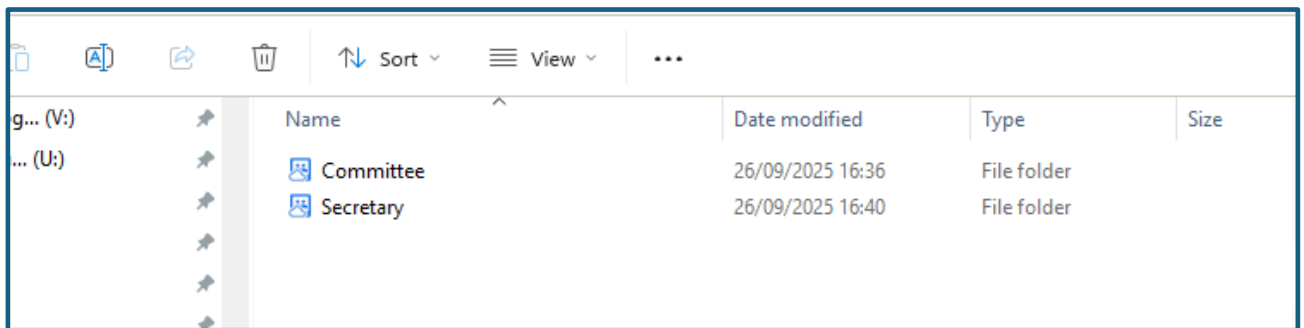
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- This screen gives you a snapshot of your current status. You could action anything that needs your attention, but most likely you will want to 'Open Drive Folder'. Go ahead and click it.



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- This is where the action is. It will open File Explorer where you will see that a new drive, in this case the G drive has been added for the 'Google Drive'.



- As previously discussed, ignore the 'My Drive' and double click 'Shared Drives'. You will see drives that have been made available for you. This screenshot as if I were logged in as the Secretary.



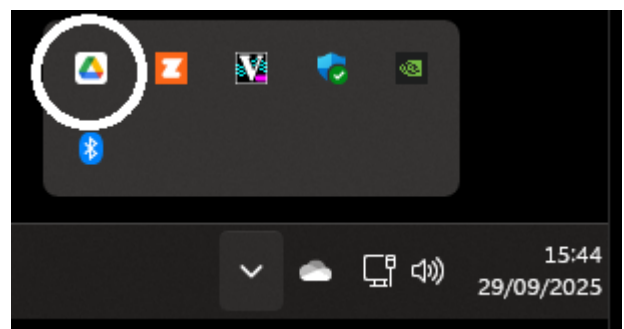
- Double click the shared drive/s and this is where you will see files that have previously been saved to Arda | Committee documents.
- **ACTION required.** If you have saved u3a files locally on your own laptop/desktop computer, then please **move** them to an appropriate place in the shared drives and then continue to use this location for all u3a documents.

Section 3:

Google Drive Settings

3.1. To Access Google Drive Settings

- Click the little upwards arrow down by the clock at the bottom right of the screen.
- Use the Drive icon in the system tray to open Google Drive, pause sync or check status.

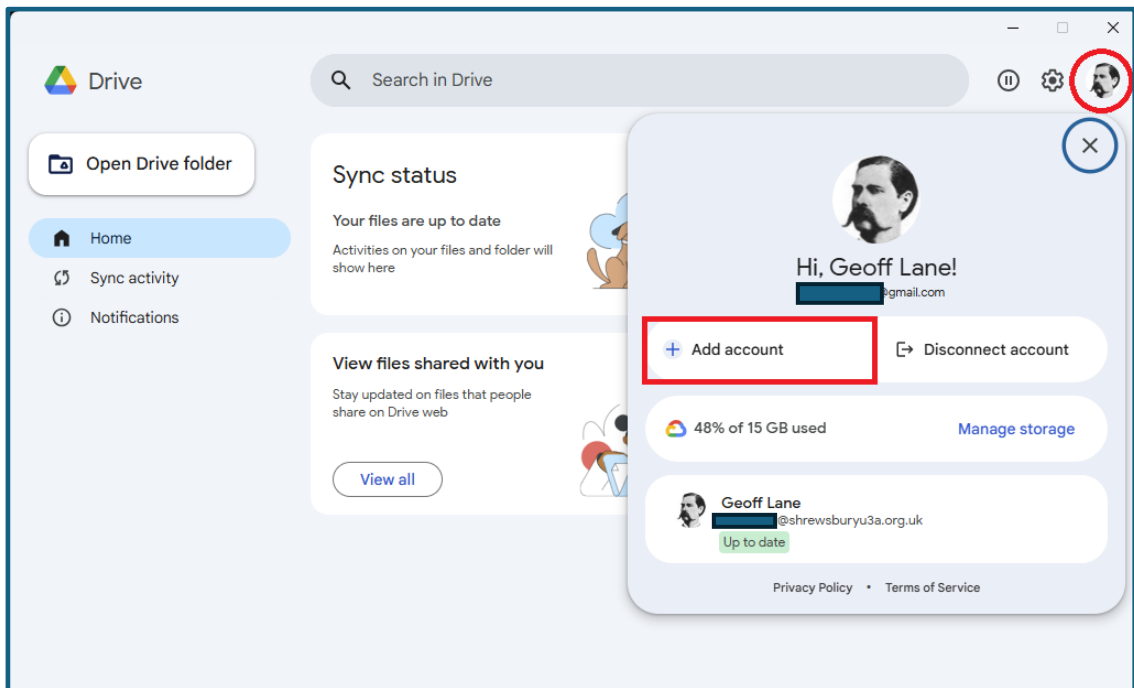


Section 4:

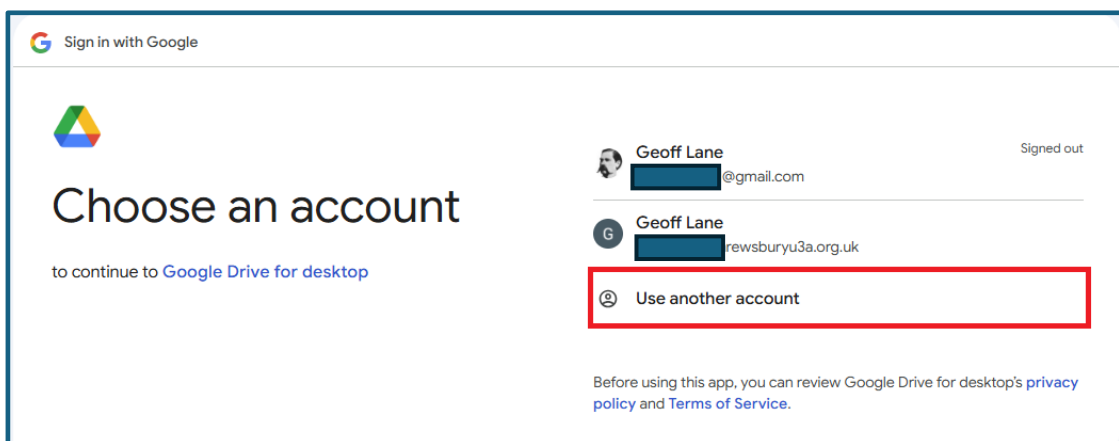
To add another account

4.1 If you already have Google Drive set up on your Computer.

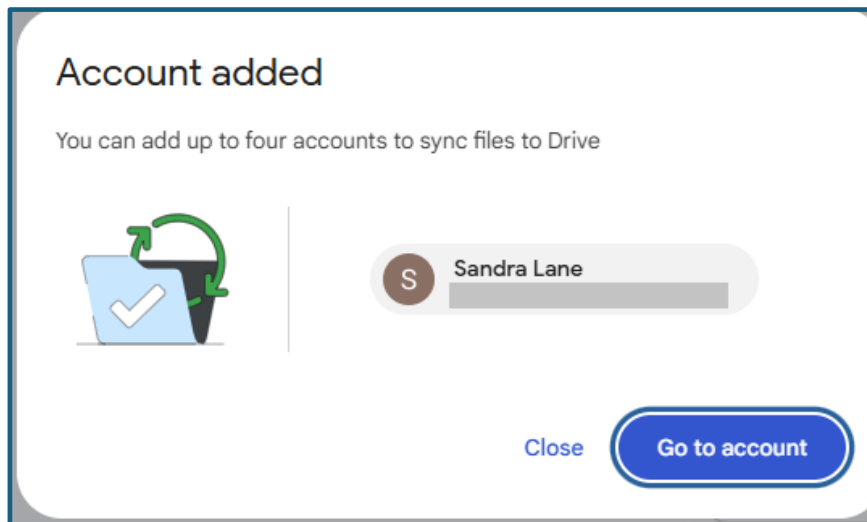
- You can have up to four Google accounts using Google Drive. Assuming that you have set Google Drive up already for your personal account, it is fairly easy to add in an account for your xxxx@shrewsburyu3a.org.uk account.
- Open Google Drive as described in [Section 2](#).
- Click your profile picture and then 'Add account'.



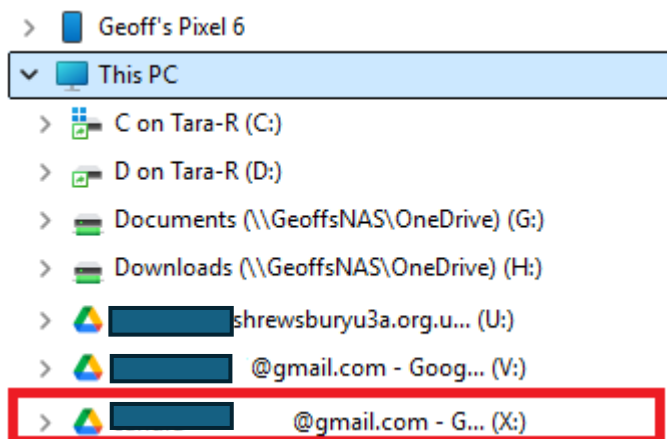
- Here you can see that I already have my personal account and the u3a account (xxx@shrewsburyu3a.org.uk) listed. We want to add a new one, so click 'Use another account'.



- Sign in to the new account with your xxxx@shrewsburyu3a.org.uk credentials as described in Section 1.4
- If all is good, you will see the Account Added screen (I ‘borrowed’ my wife’s account for this example).



- Allow Google Drive to restart and you will see your new account in File Explorer. In my screenshot here, it’s Sandra’s account as I already have my own personal account here already.



Section 5:

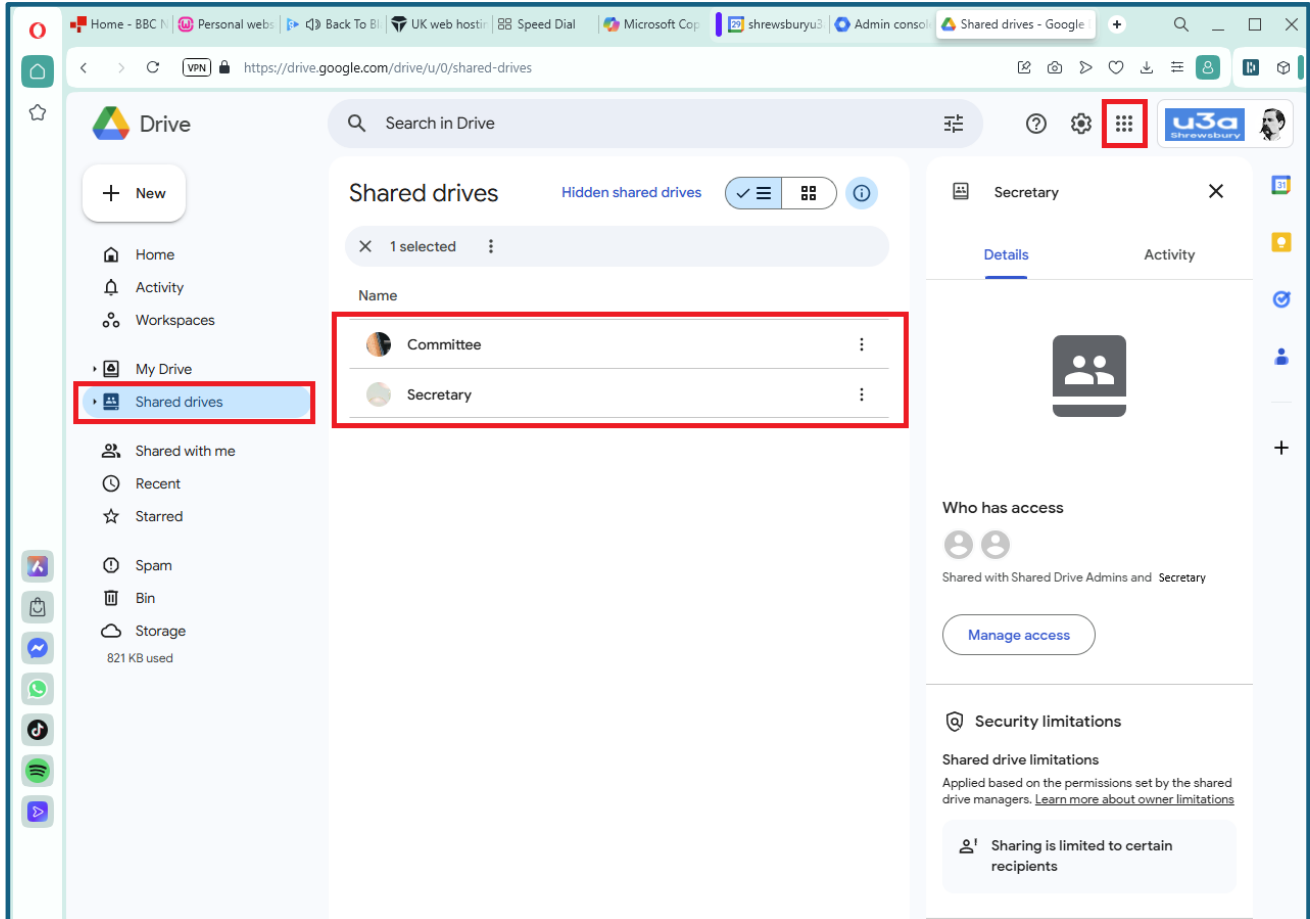
Required Actions

- Sign in to the account online at myaccount.google.com and update your profile; secondary email address, recovery phone number and the like. Once we have everyone sorted, we will almost certainly increase the security by enforcing multifactor authentication, so you will need these details.
- **Move** any files for the u3a from your local laptop or desktop PC to these shared drives.

Section 6:

Google Drive online

- You can of course access the shared drive online at drive.google.com or select Drive from the 9 dot square at the top of a logged in webpage. Personal preference, some people like to work locally, some online.



- This screenshot shows the shared drives that the Secretary has been given access to.
 - End of tutorial.
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