

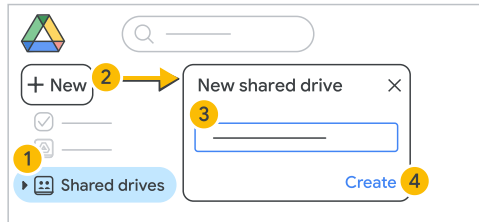
Shared drives cheat sheet

Files in a shared drive belong to a team instead of an individual. Members of the shared drive can come & go, but team files stay in one place.

(For account administrators) This feature is not available with all editions of Google Workspace. [Learn about availability.](#)

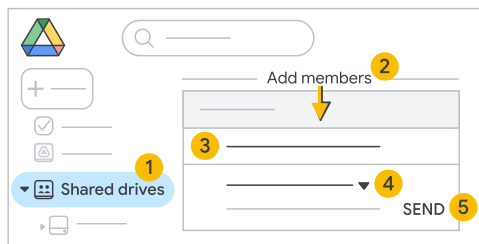
Learn more: [What are shared drives?](#)

Create a shared drive



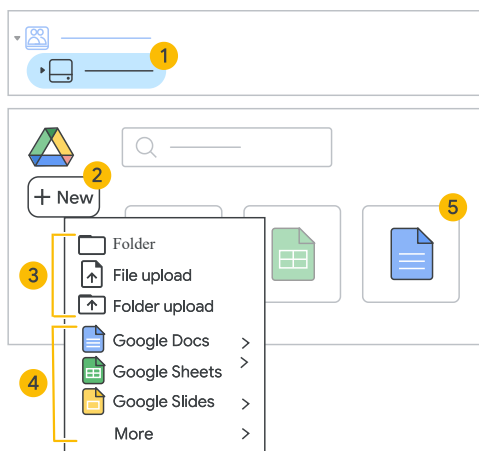
- 1 Click **Shared drives**
- 2 Click **New**
- 3 Name your shared drive
- 4 Click **Create**

Add members



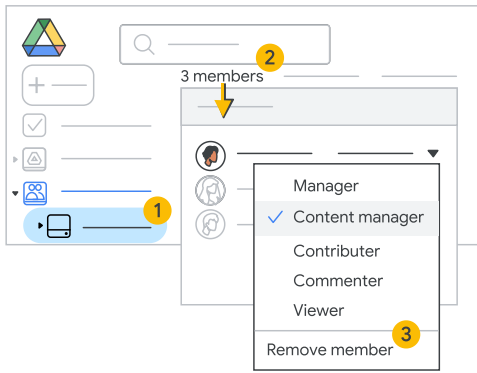
- 1 Choose a shared drive
- 2 Click **Manage members**
- 3 Add names or emails
- 4 Set access level
- 5 Click **Send**

Add files or folders



- 1 Choose a shared drive
- 2 Click **New**
- 3 Create a new folder or upload a folder
- 4 Create a new file or upload a file
- 5 Double-click to open a file

Change a member's access level



- 1 Choose a shared drive
- 2 Click to manage members
- 3 Change member access levels or remove access

Google, Google Workspace, and related marks and logos are trademarks of Google LLC. All other company and product names are trademarks of the companies with which they are associated.
