

Shared Documents in Drive

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It's always good to have a refresher when it comes to your Google Drive. When someone shares something with you on Google, there are a couple ways to locate that file/folder:

1. You will receive an email with a hyperlink to the item that was shared. Flag that email so you can easily return to it.
2. In your Google Drive, navigate to the "Shared with me" section on the left side of your screen. Here are all of the folders and files that have been shared with you (not including Google Classroom assignments or file/folders in your "Shared Drive" with a team).

Things to remember:

- You can move those files/folders into your personal Drive. It will not erase the item from your Shared With Me section, and it will not disrupt any of the collaboration features. It is a simple way to keep organized.
- You can delete a file/folder from shared with me if you do not need it. It will not disrupt the other users on that folder, you will just be relinquishing your ability to access it.
- If the owner of the file removes your permissions to have access to the file, it will no longer be visible in your drive or the Shared With Me section.
- Assignments handed in through Google Classroom will not appear in your Shared With Me section, but will show up in your Google Classroom folder.

If you are utilizing the Shared Drive section (formally known as Team Drives), those files and folders that are included in there are now owned by the team. Shared drives are special folders in Google Drive that you can use to store, search, and access files with a team. Shared drive files belong to the team instead of an individual. Even if members leave, the files stay in the shared drive so your team can keep sharing information and work anywhere, from any device. To read more about utilizing Shared Drives [click here](#).

Enjoy the rest of the week, and if you have any follow up questions regarding Google or any EdTech, please do not hesitate to reach out.