GDrive with Sharing Access

What is CLOUD STORAGE?

GDrive with Sharing Access

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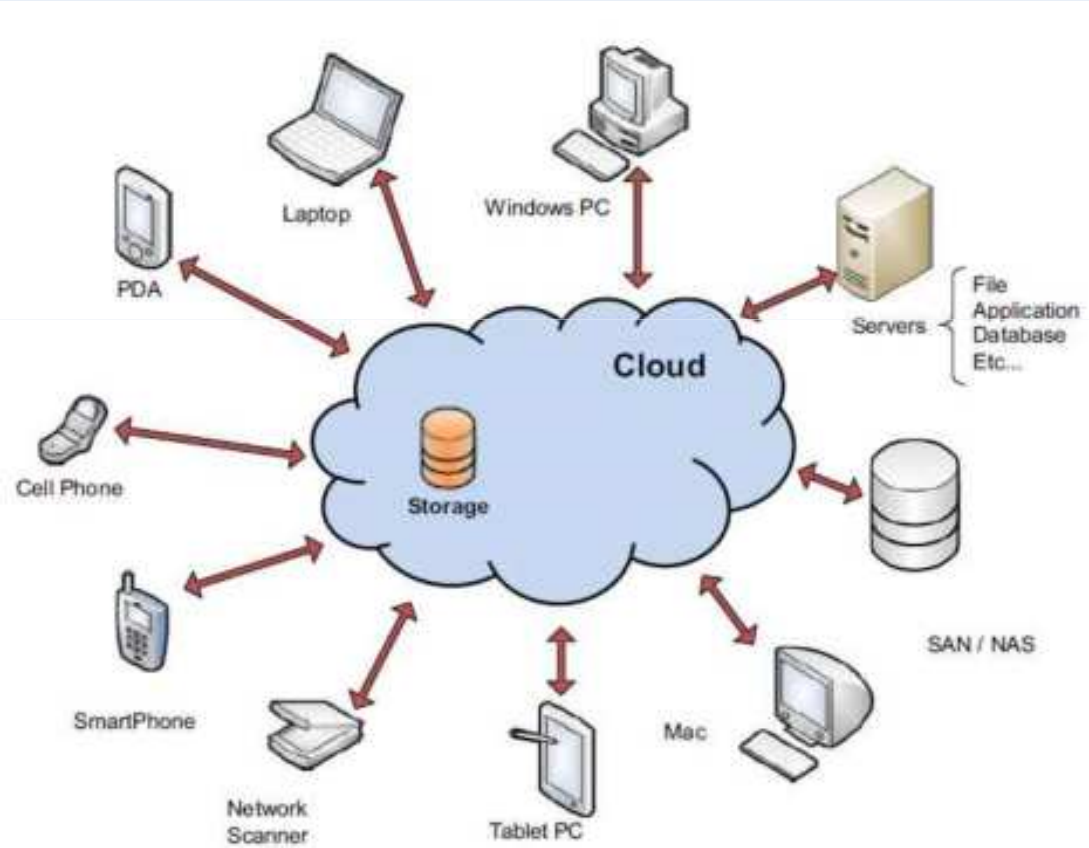


GDrive with Sharing Access

What is CLOUD STORAGE?

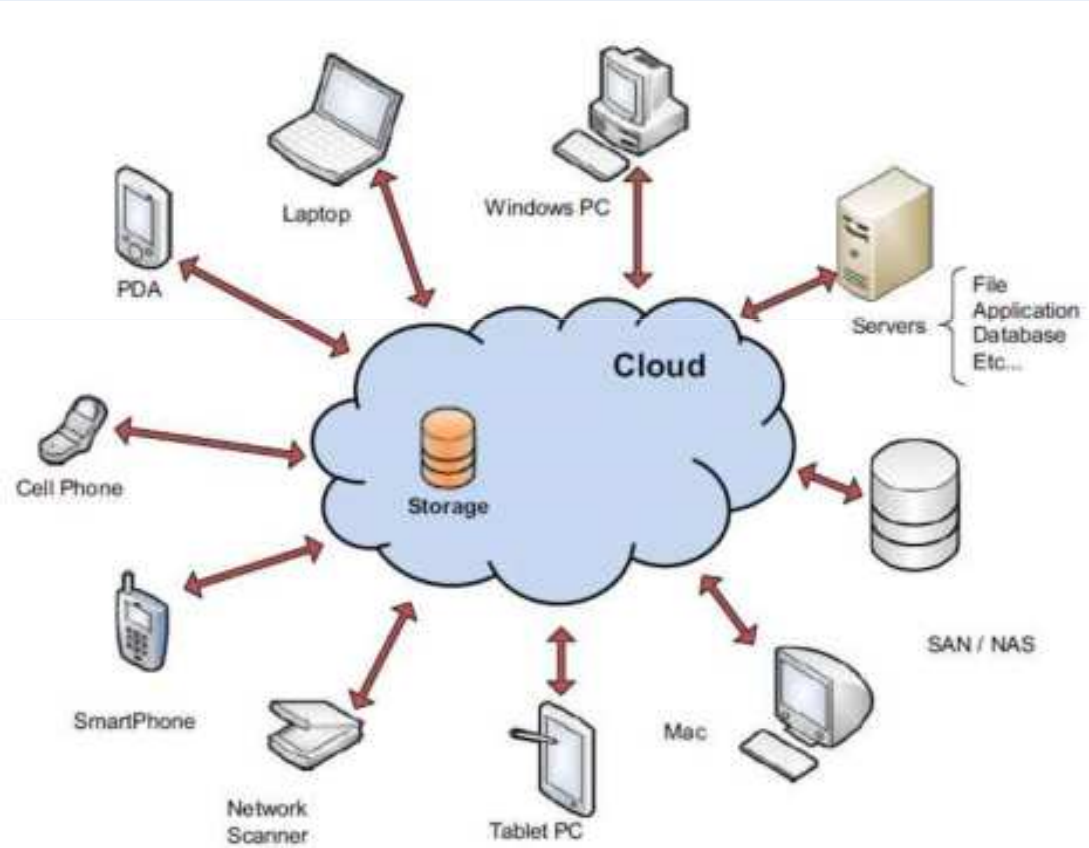
- It is Disk Space accessed via the Internet
- Accessible from any device with Internet
- You can have a copy of a file on your laptop sent to your cloud storage and then access it from your phone, tablet or another PC.
- Useful as a backup and / or for sharing (with permissions)

Dropbox

iCloud

Google Drive

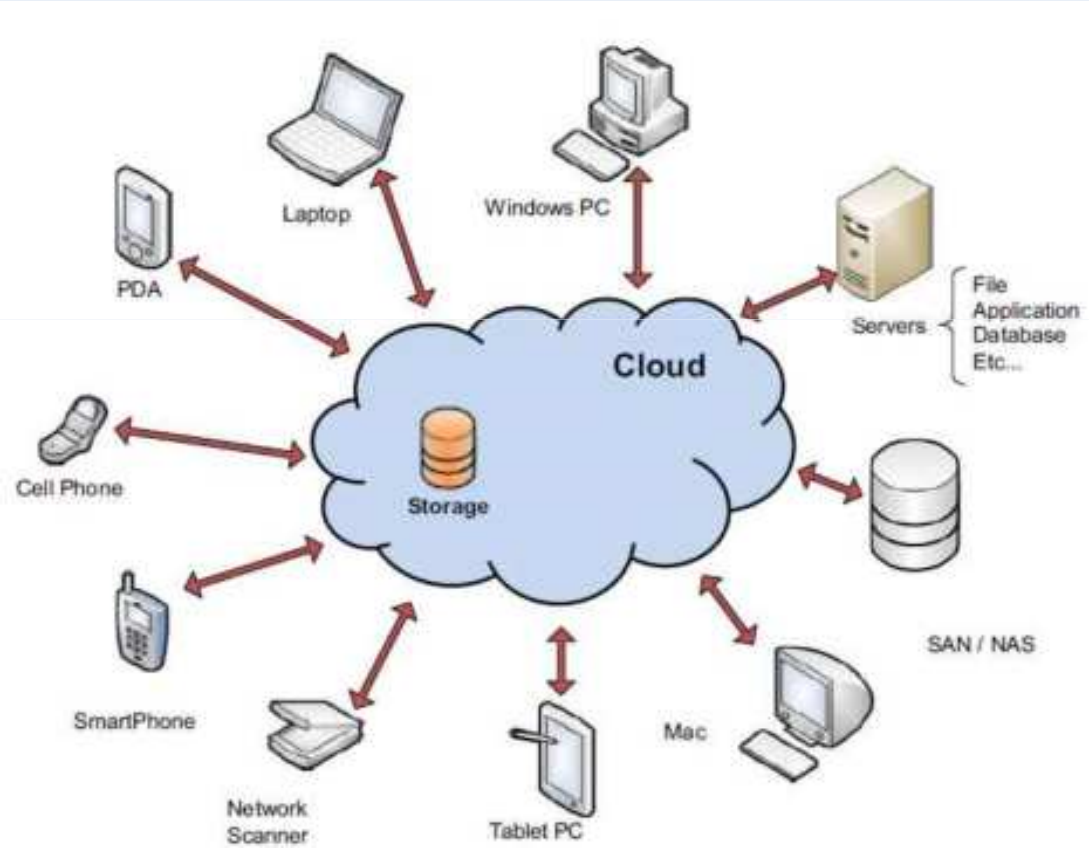
OneDrive



GDrive with Sharing Access

How do you access it.

- You Create an Account which makes the storage space private to you.
- You can then access it via a Web Browser
- And / Or an App (Android / Apple IOS)
- And / Or a program (Windows / Apple) which creates a folder on Your Hard Drive and then automatically synchronises the contents of the Folder and Your Cloud Space.



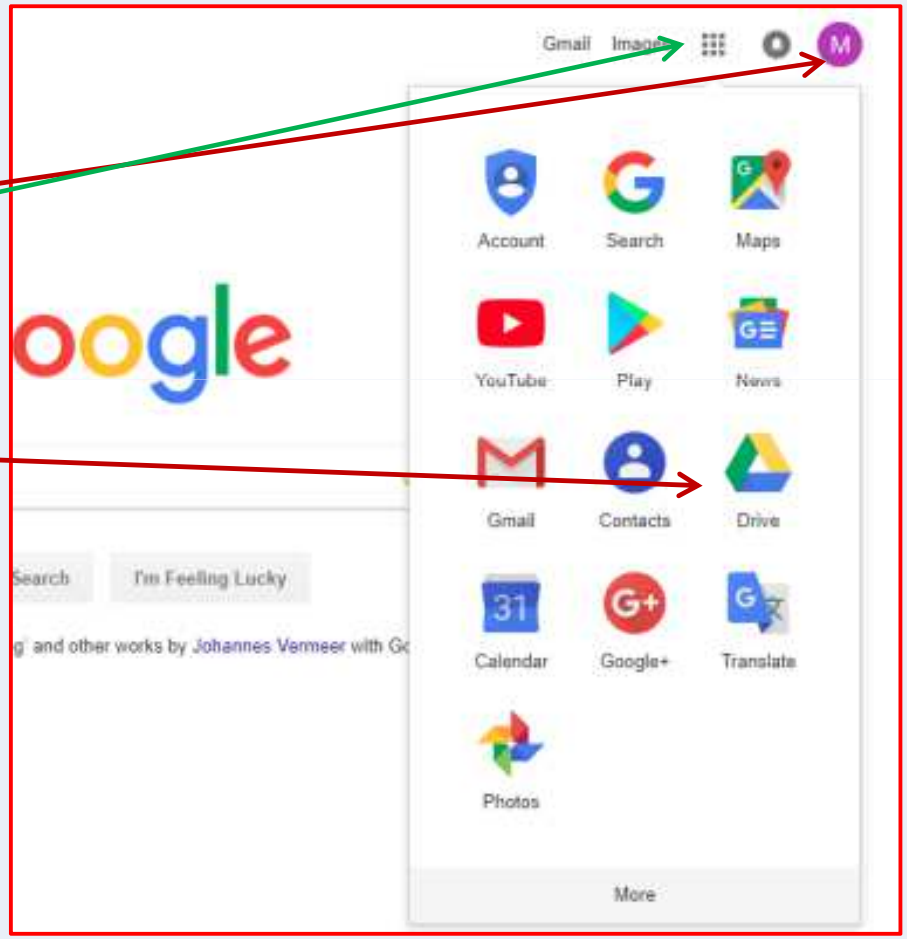
GDrive with Sharing Access

- Create Google Drive (GDrive) space for Purder Mens Shed
- Create Folders for General and Specific Purposes
- Give Access to Other Users
- Set up Backup and Sync on Laptop

GDrive with Sharing Access

Create Google Drive Space

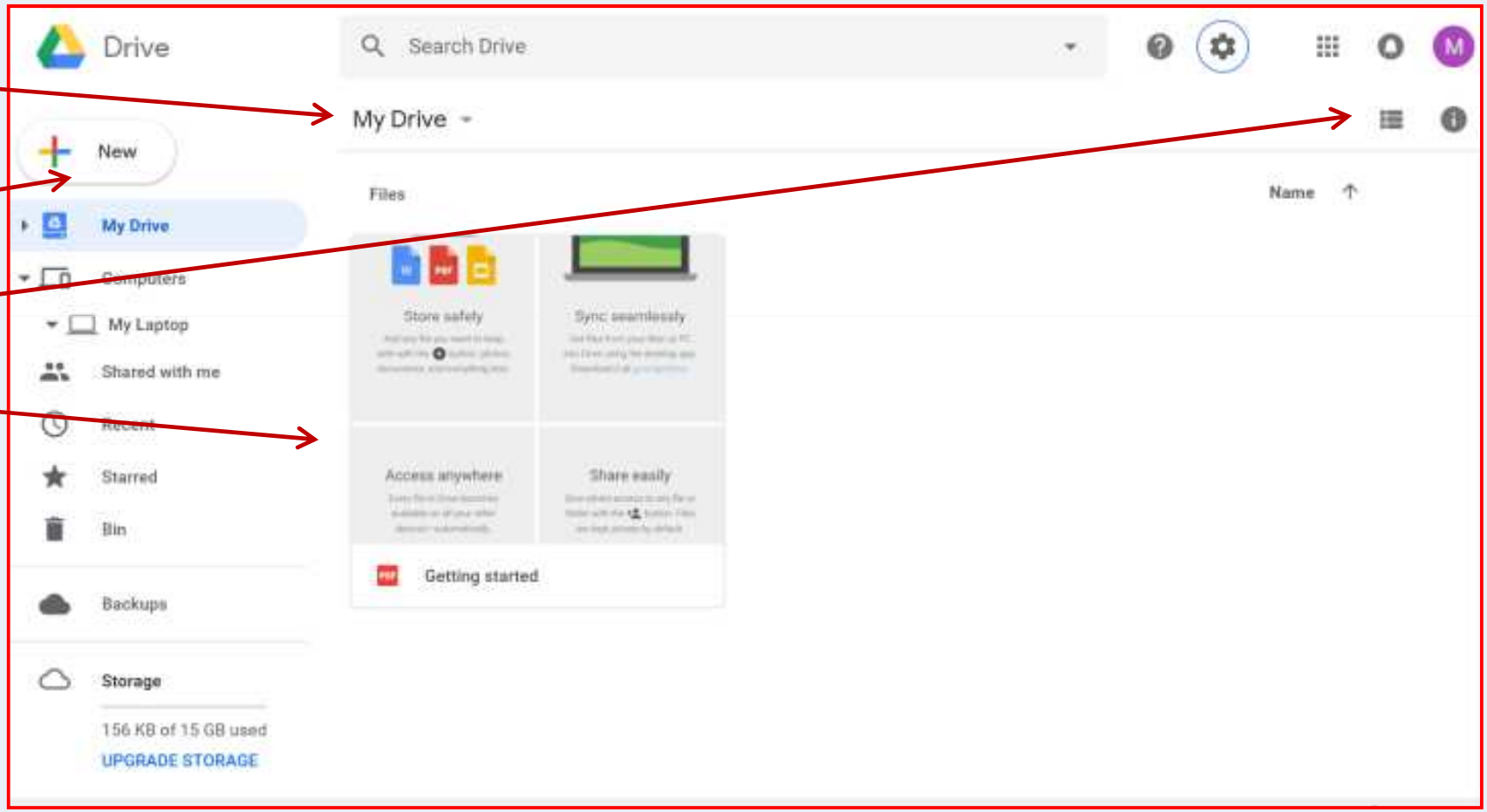
- In Browser, go to www.google.co.uk
- Login as shed (purdermensshed@gmail.com)
- Click on Google Apps Grid
- Select DRIVE Icon



GDrive with Sharing Access

Create Google Drive Space

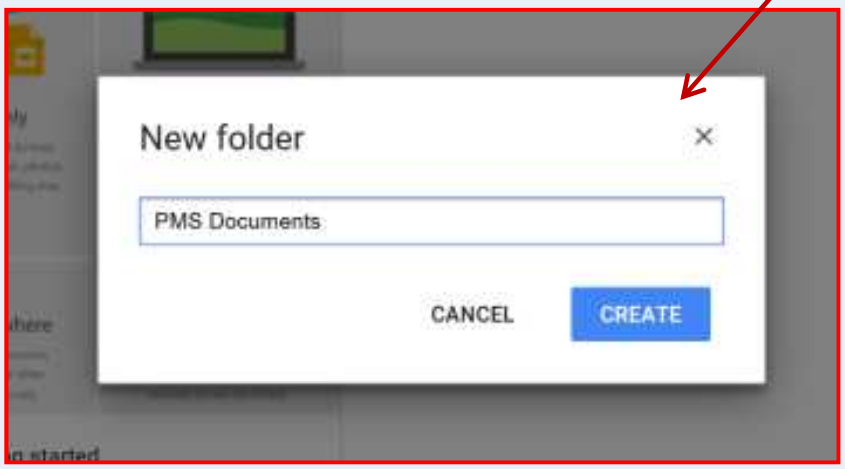
- My Drive (Root)
- New Folders / Files
- Grid / List Option
- Helpful Files

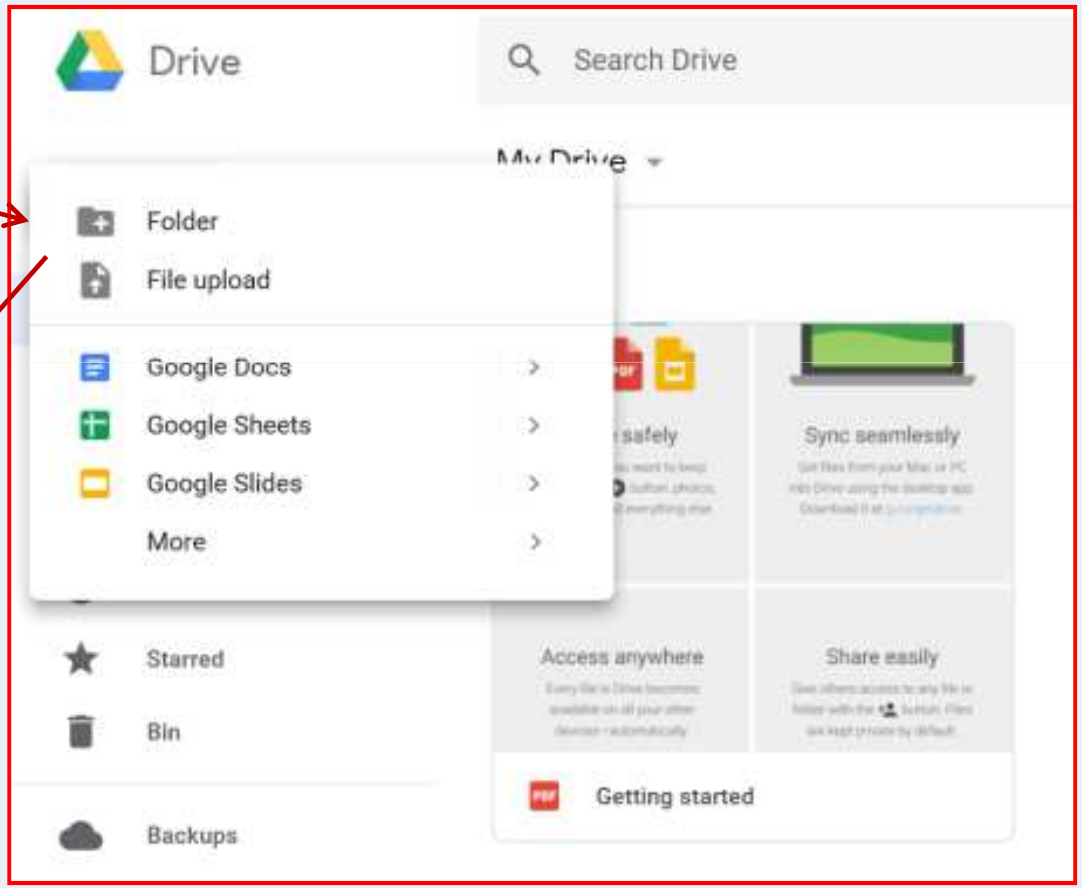


GDrive with Sharing Access

Create Google Drive Space

- **Click to ADD New Folders**
- **Add PMS Documents**

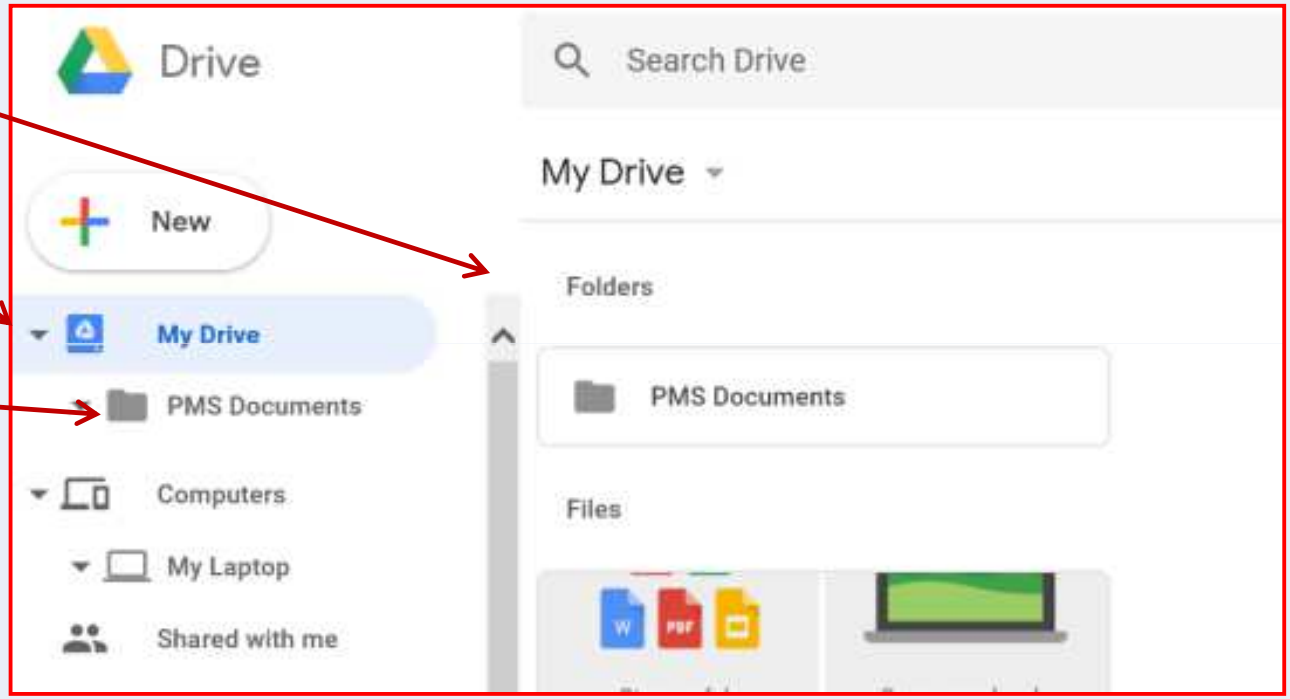




GDrive with Sharing Access

Create Google Drive Space

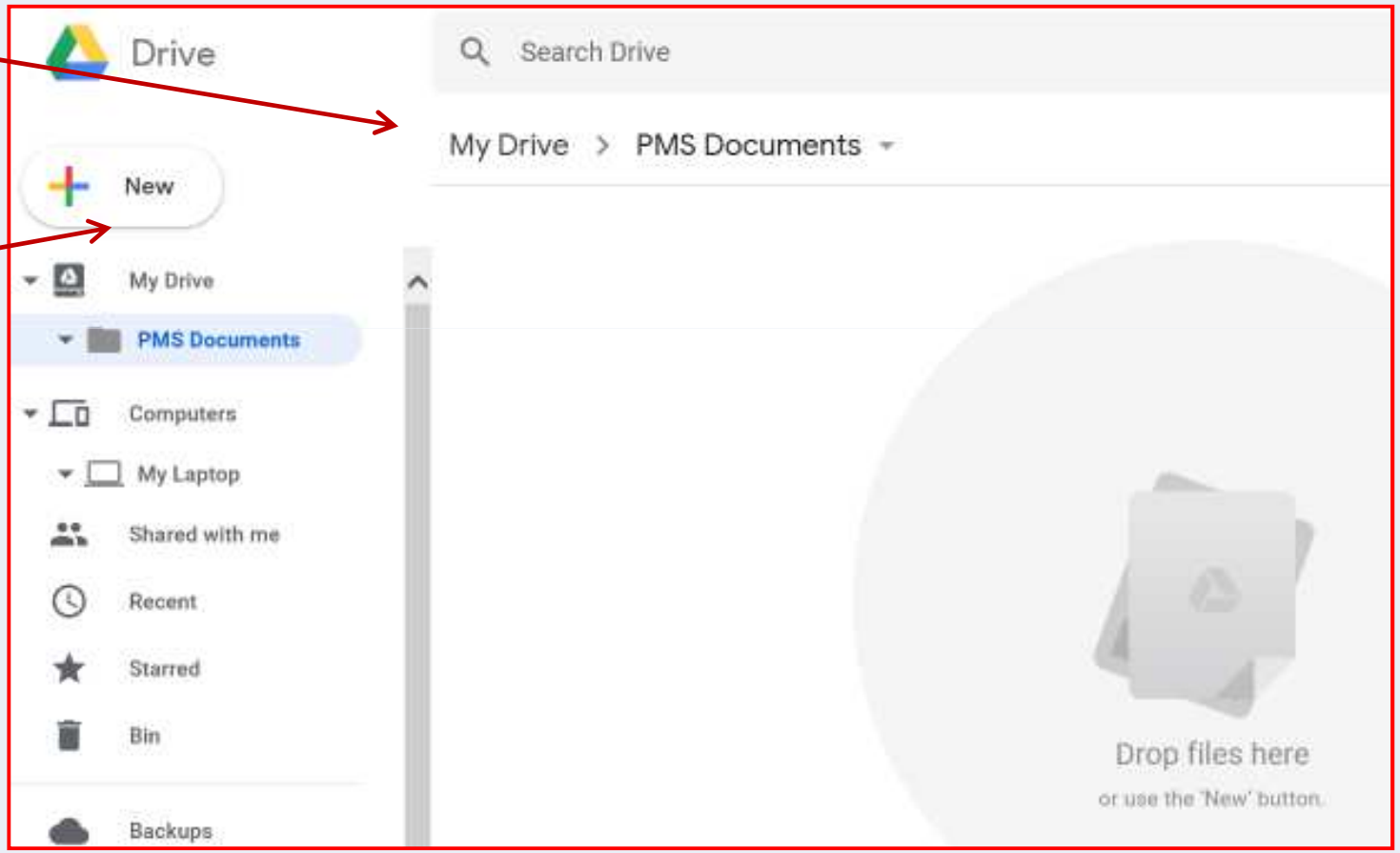
- Now you have a Folder in My Drive
- If you click the arrow you can View / Hide your Folder List
- Click on PMS Documents Folder to Open and View Folder
  (similar to File Manager on Windows)



GDrive with Sharing Access

Create Google Drive Space

- You are now viewing the PMS Documents Folder
- Use the New option again to create multiple folders inside the PMS Documents folder.
- Suggestions: -
  - PMS Accounts
  - PMS Manuals
  - PMS Meetings
  - PMS Membership

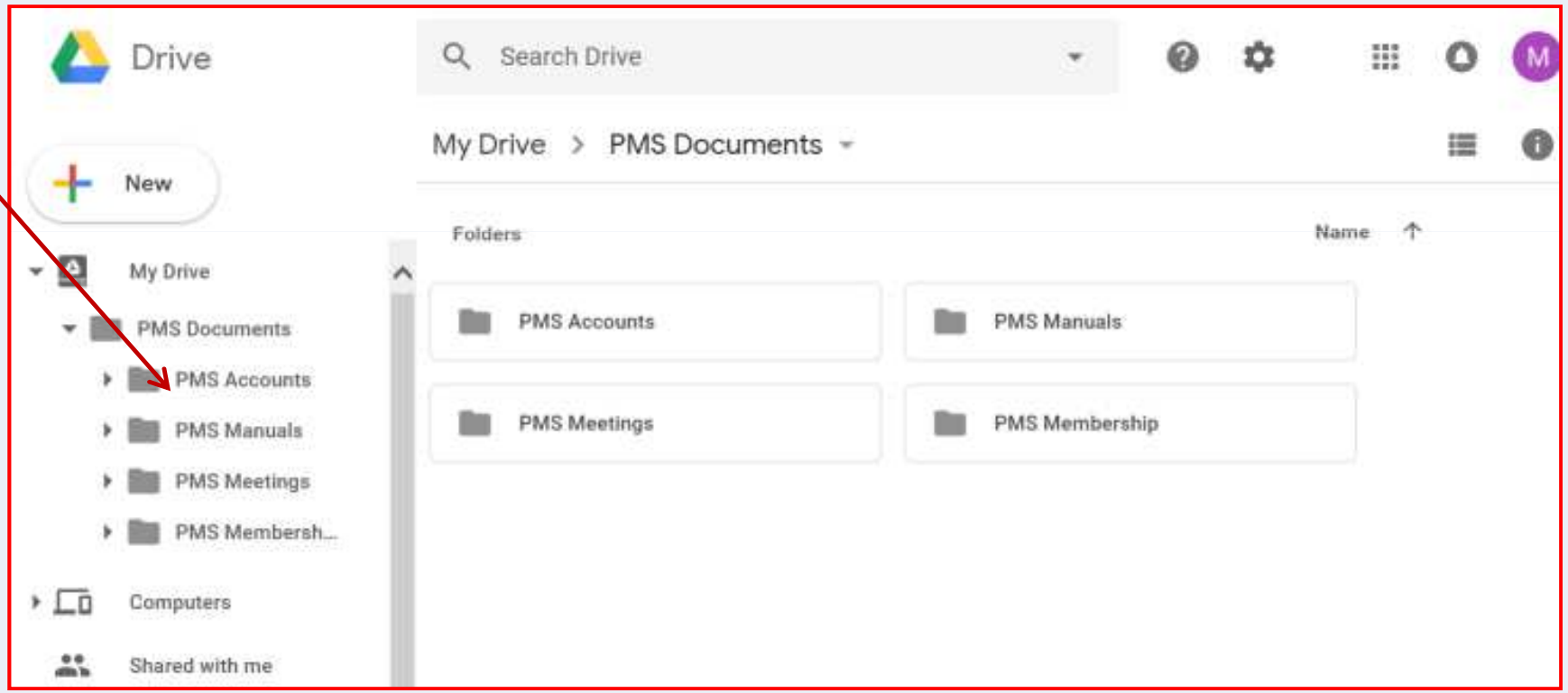


GDrive with Sharing Access

Uploading / Downloading Files

- We now have various Sub-Folders within our Top Level “PMS Documents” Folder

- Click on:
  PMS Accounts

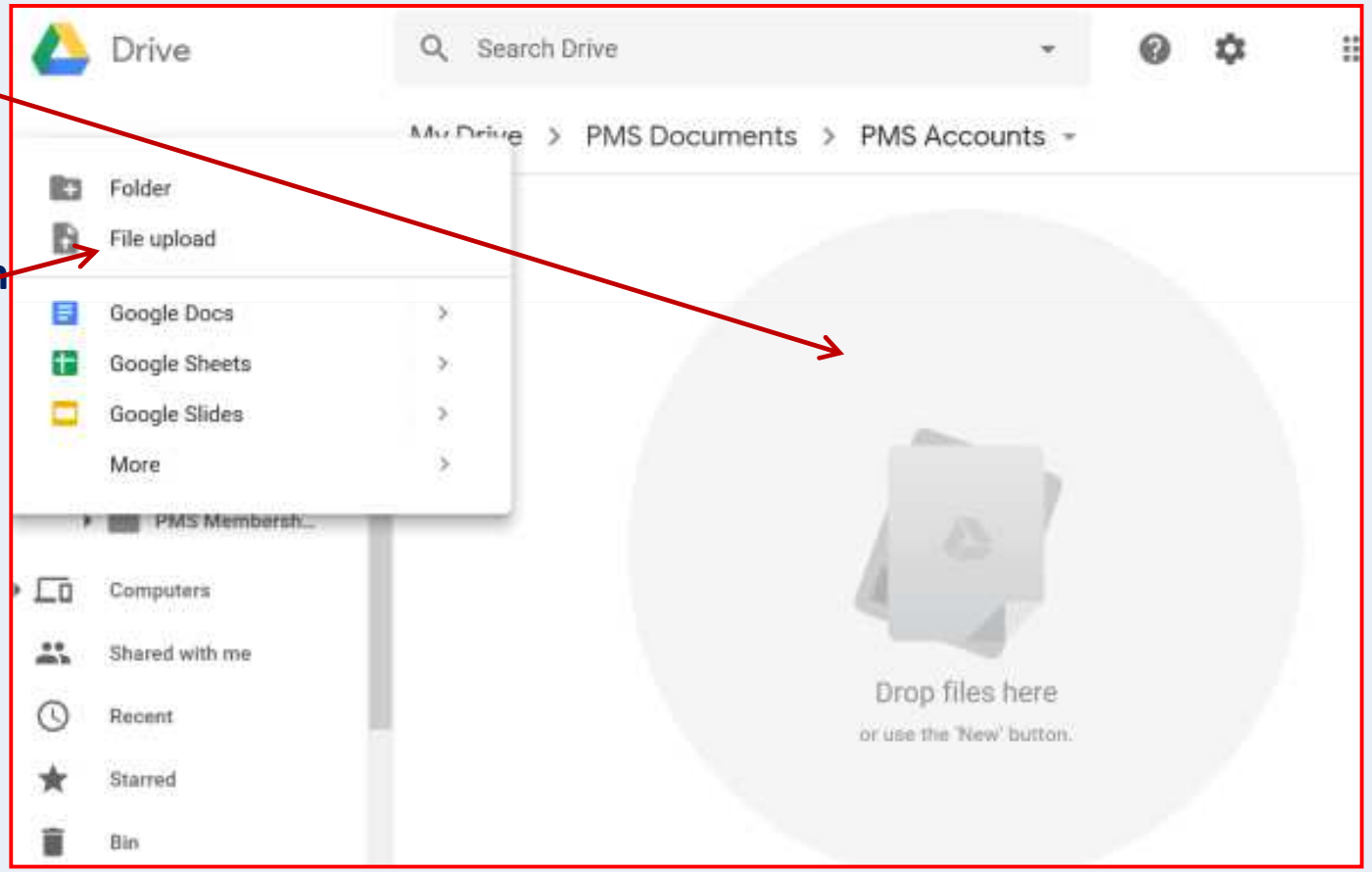


GDrive with Sharing Access

Uploading / Downloading Files

- We are now in the PMS Accounts Folder within our “PMS Documents” Folder
- You can use Drag & Drop to upload Files to your Drive Space
- Alternatively Click the +New button and select File Upload from the Menu.

NOTE: File Upload will add the file to the folder you are displaying. So make sure you are in the required folder.

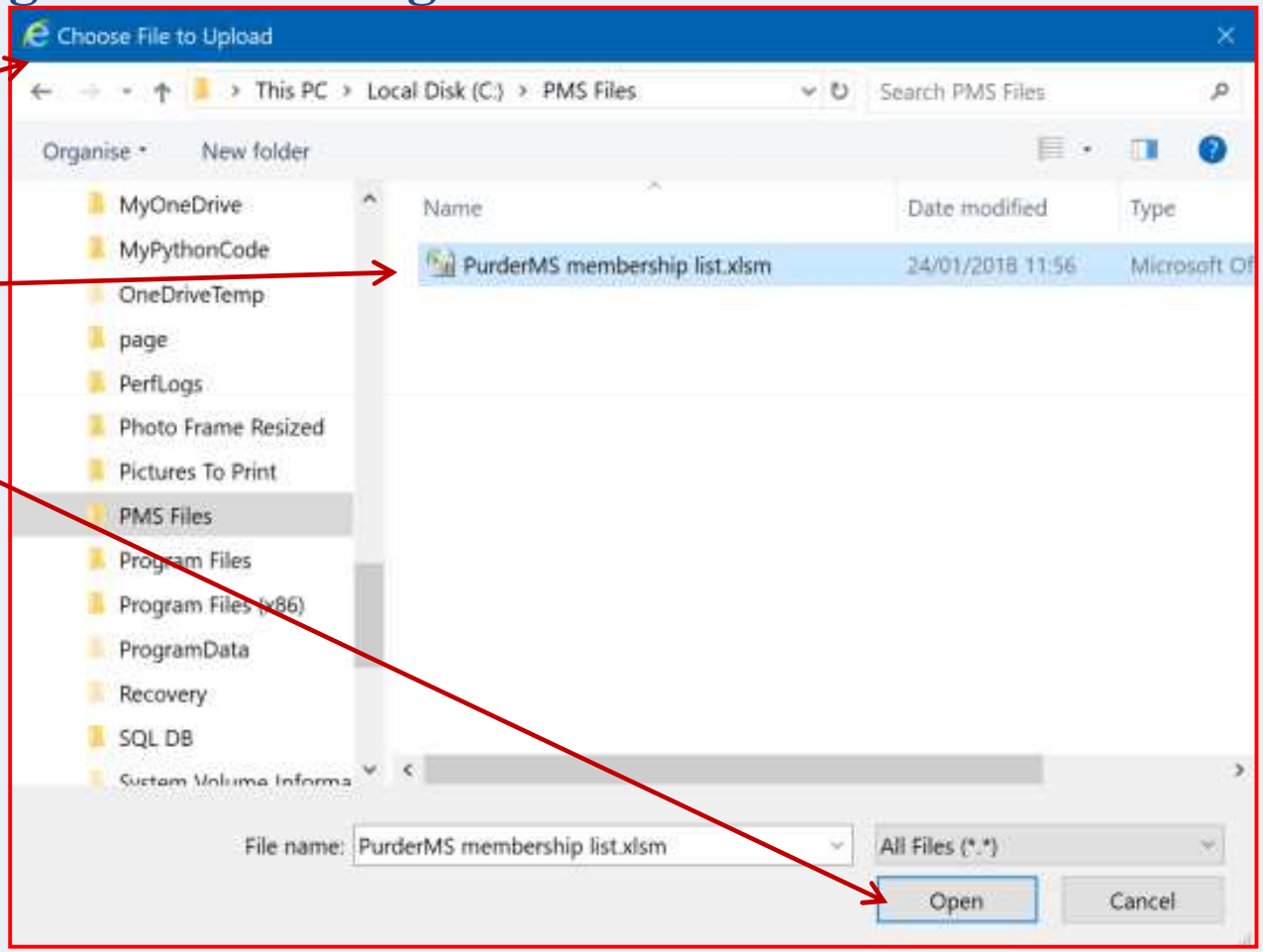


GDrive with Sharing Access

Uploading / Downloading Files

- A Choose File Dialog will be displayed
- Navigate to the location of the file on your hard drive and click the file to select.
- Now click Open to start the upload.

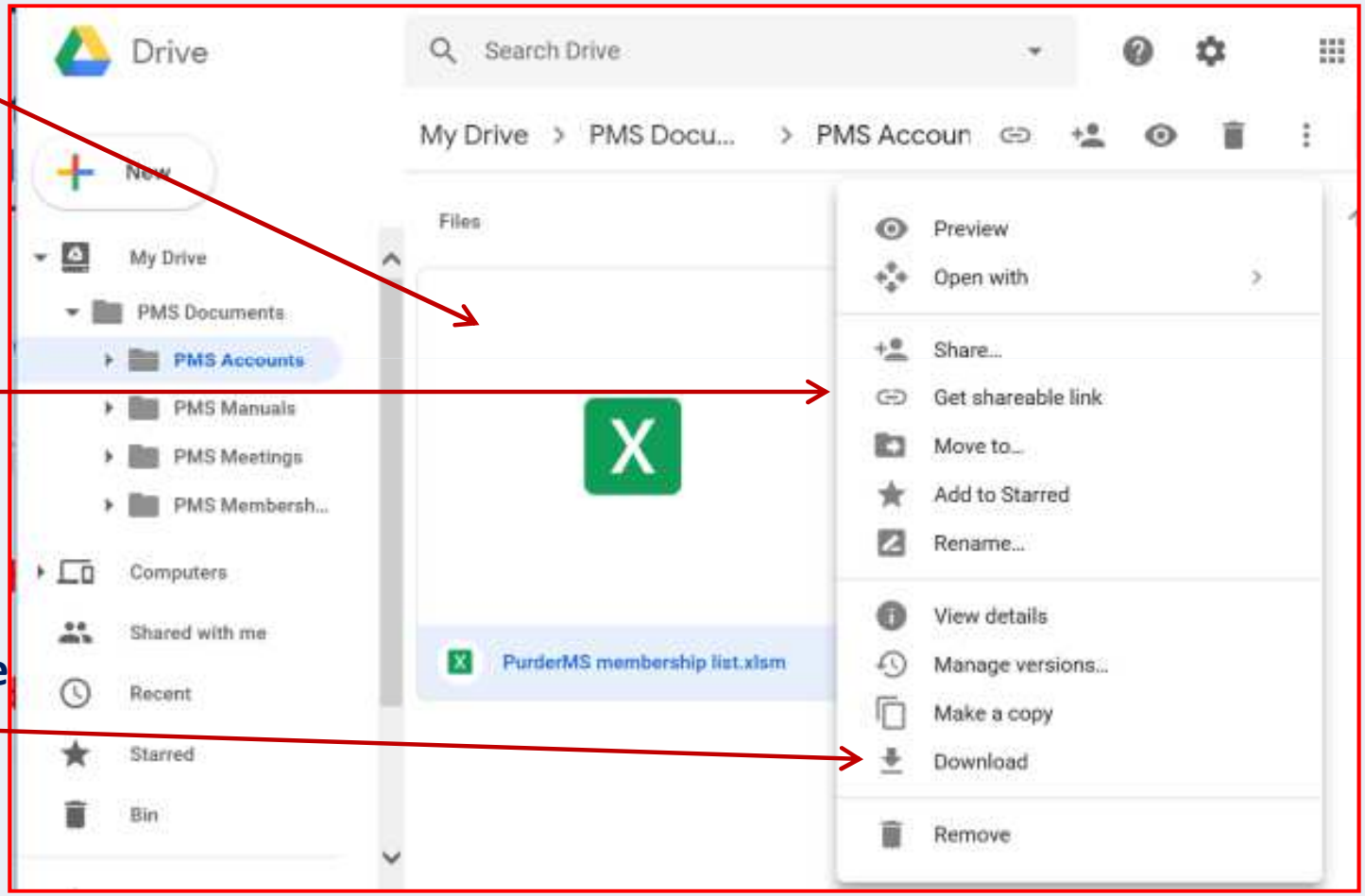
NOTE: You will see a message saying that 1 item is being uploaded. Depending on the size of the file and speed of your internet connection this may take a few seconds or several minutes (Be Patient).



GDrive with Sharing Access

Uploading / Downloading Files

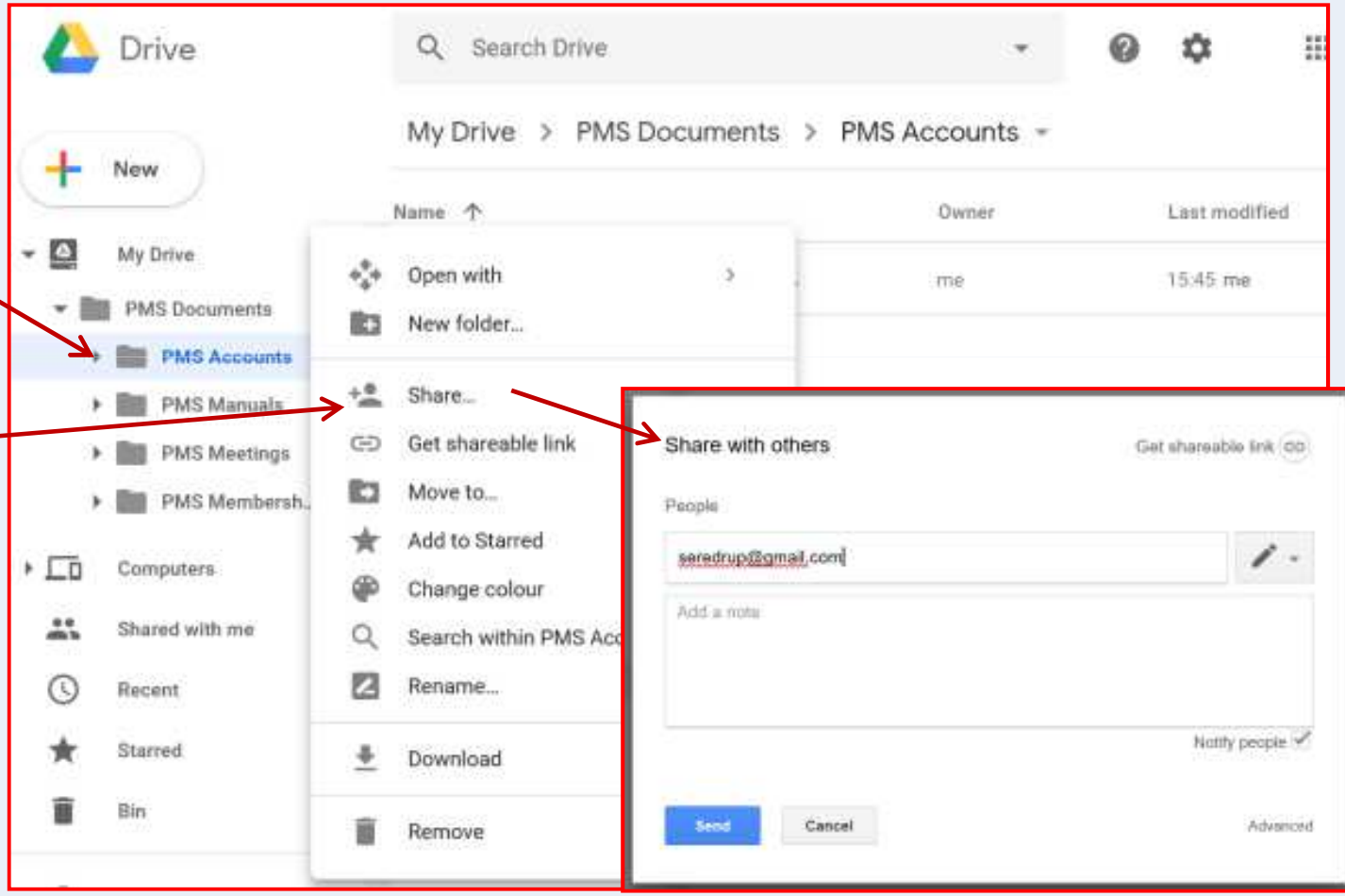
- You can now see the uploaded file.
- If click on the file using the Right-hand mouse (Right Click) you will see a menu of actions that can be applied to the file.
- You can use the Download option to copy the file to your hard drive (this could be useful if you are accessing Google Drive from another device).



GDrive with Sharing Access

Sharing Folders with Access Control

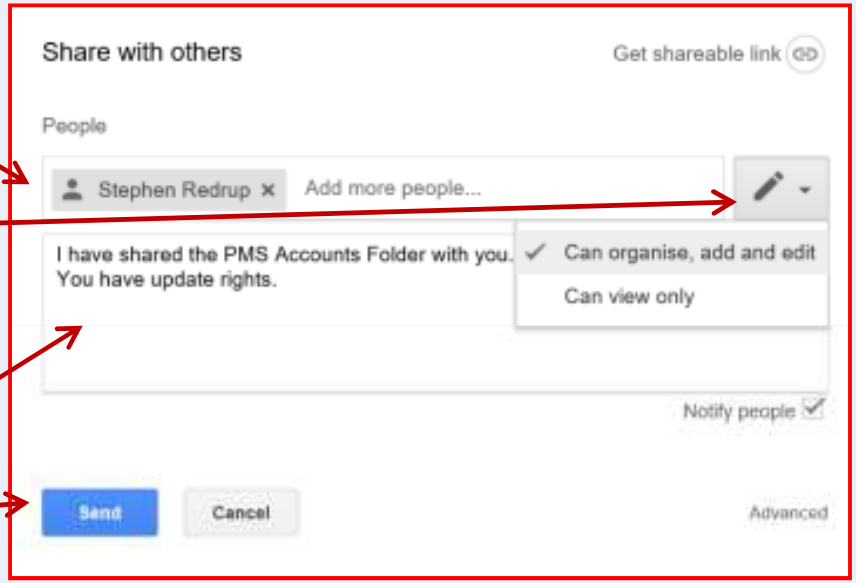
- If you click on a folder using the Right-hand mouse (Right Click) you will see a menu of actions that can be applied to the folder.
- One option is to share a folder with others through their Google Email Address / Drive.



GDrive with Sharing Access

Sharing Folders with Access Control

- You can enter the email addresses of several people (or just one)
- Note: You can set View Only or Update Access Rights
- You can also enter a message which can be included with a notification email message.
- When complete, click Send.



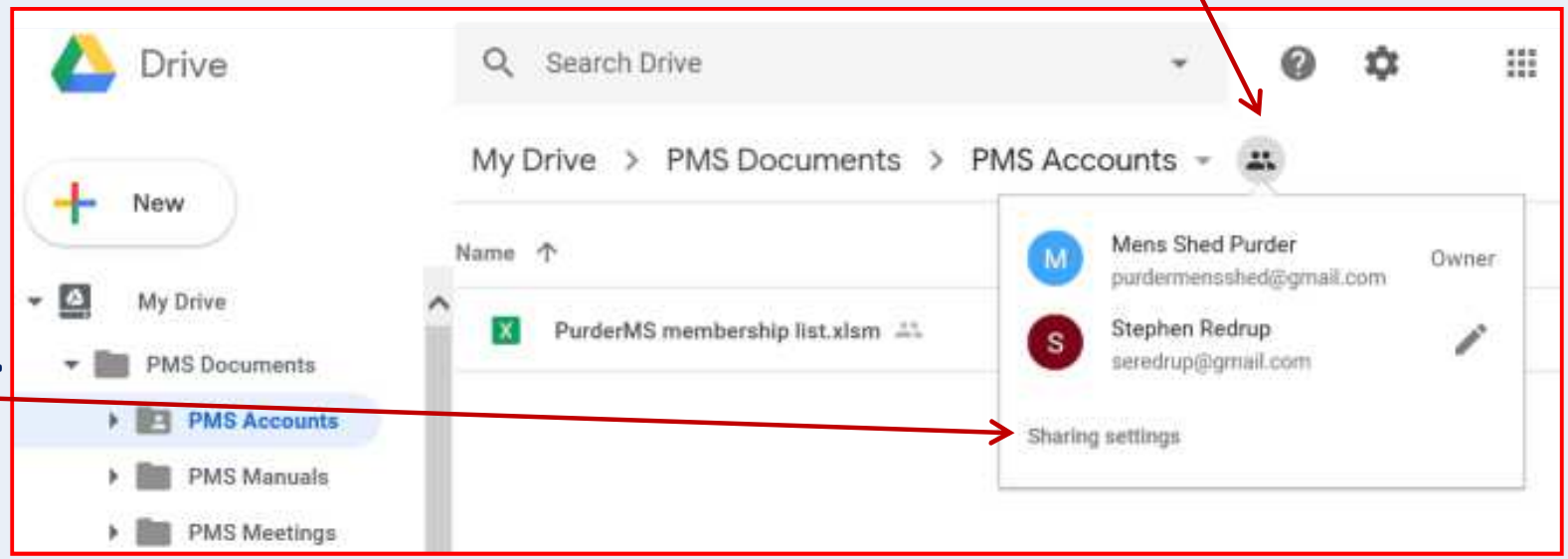
GDrive with Sharing Access

Sharing Folders with Access Control

- You can now see a new (people) icon against the folder header

- If you place your mouse over the icon it will show you who now has shared access to the folder. Also against each person there will be a Pencil (Update) or Eye (View Only) symbol.

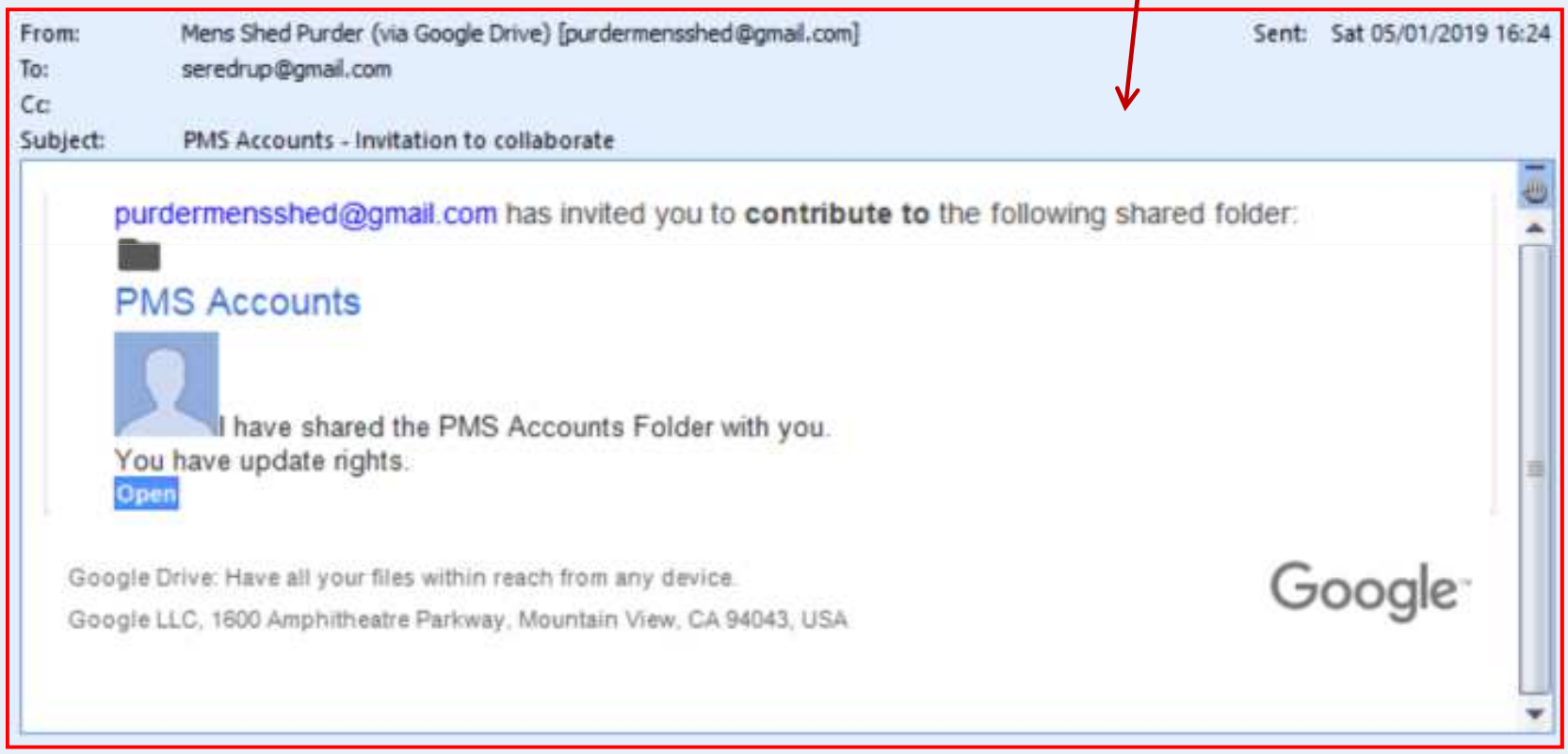
- Access can be changed at any time.
  Existing people can be changed from Update to View and Vice Versa.
  New people can be added and existing ones removed.



GDrive with Sharing Access

Sharing Folders with Access Control

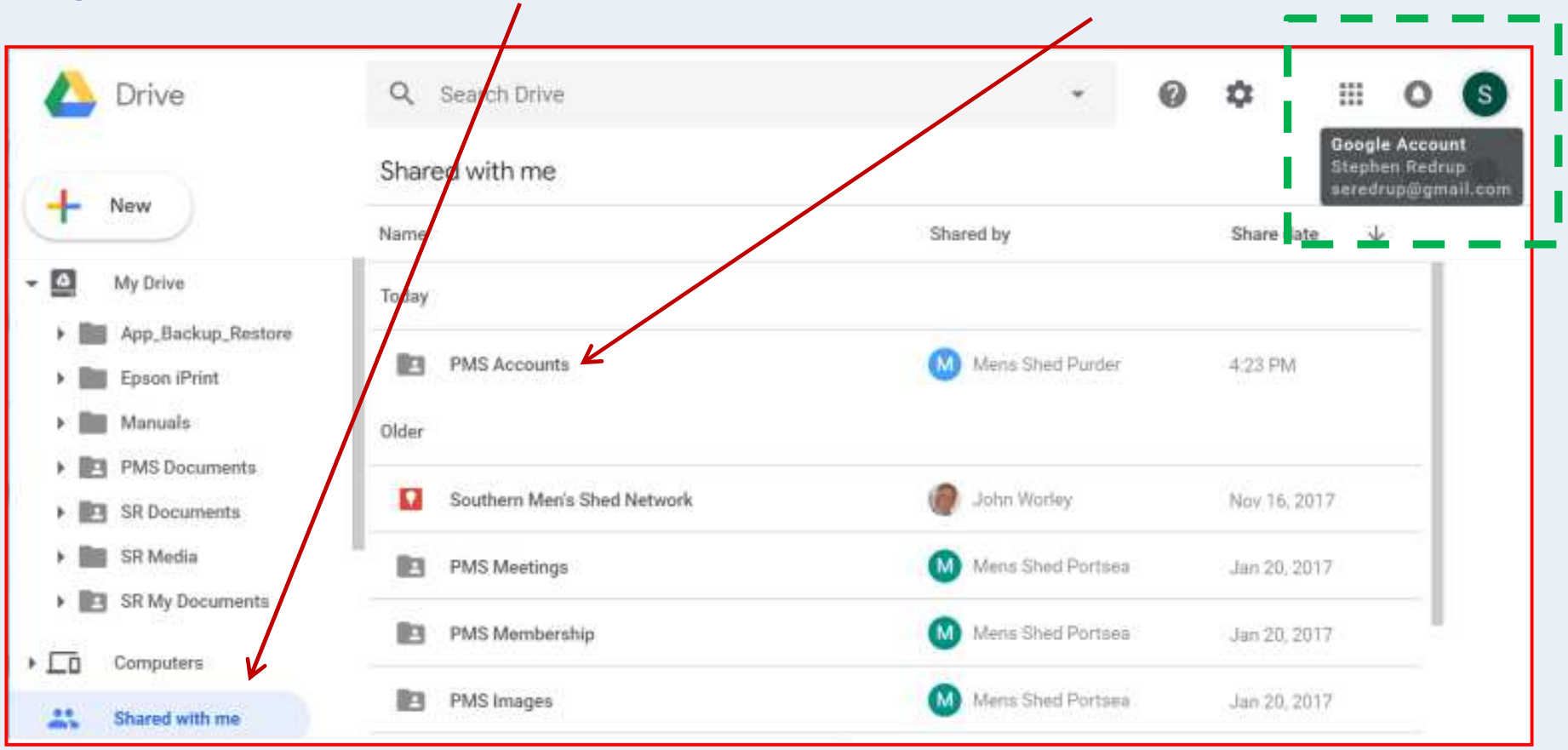
- **The person given sharing rights will now receive an email notification**



GDrive with Sharing Access

Sharing Folders with Access Control

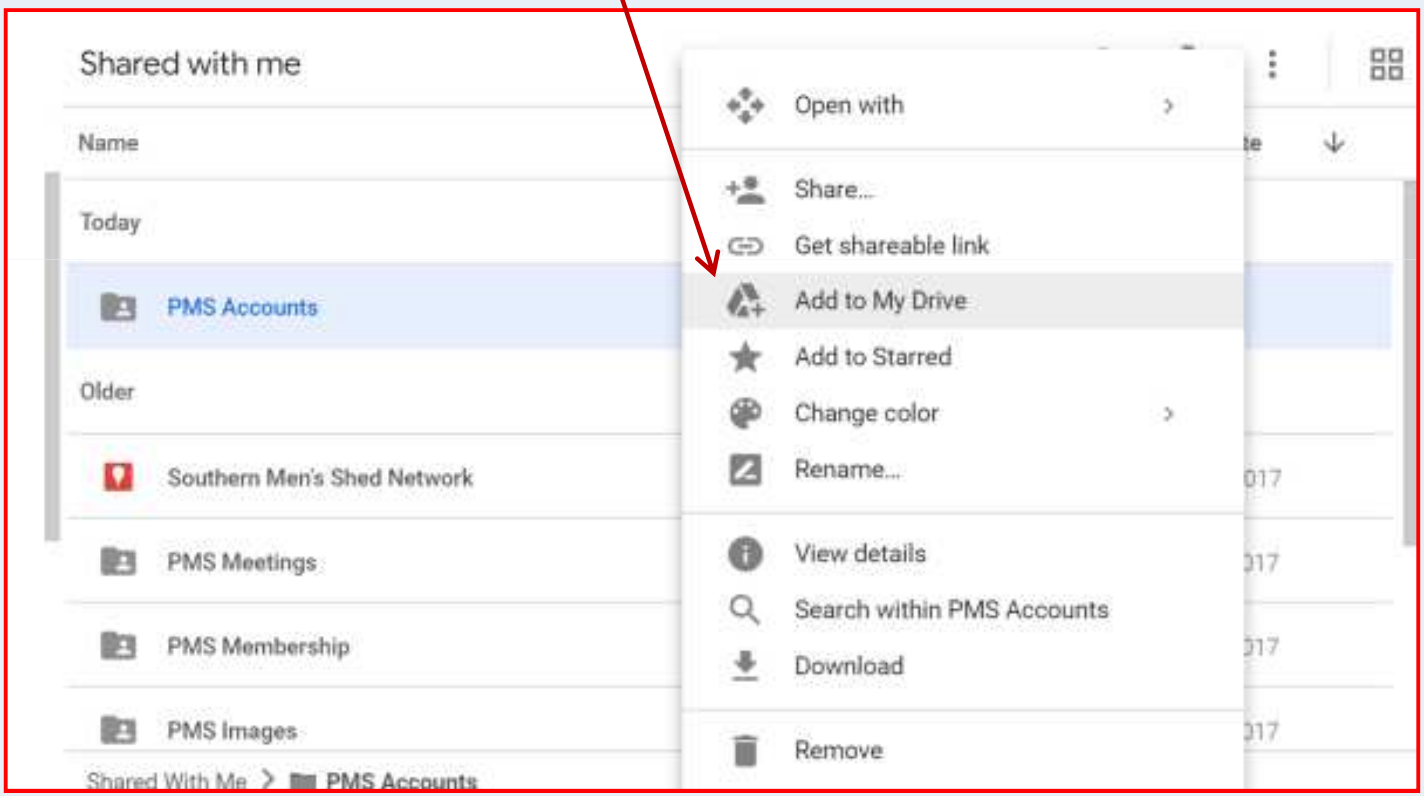
➢ **In their Google Drive, click on "Shared with me" to see the PMS Accounts Folder.**



GDrive with Sharing Access

Sharing Folders with Access Control

- **Right-click the PMS Accounts Folder and select "Add to My Drive"**



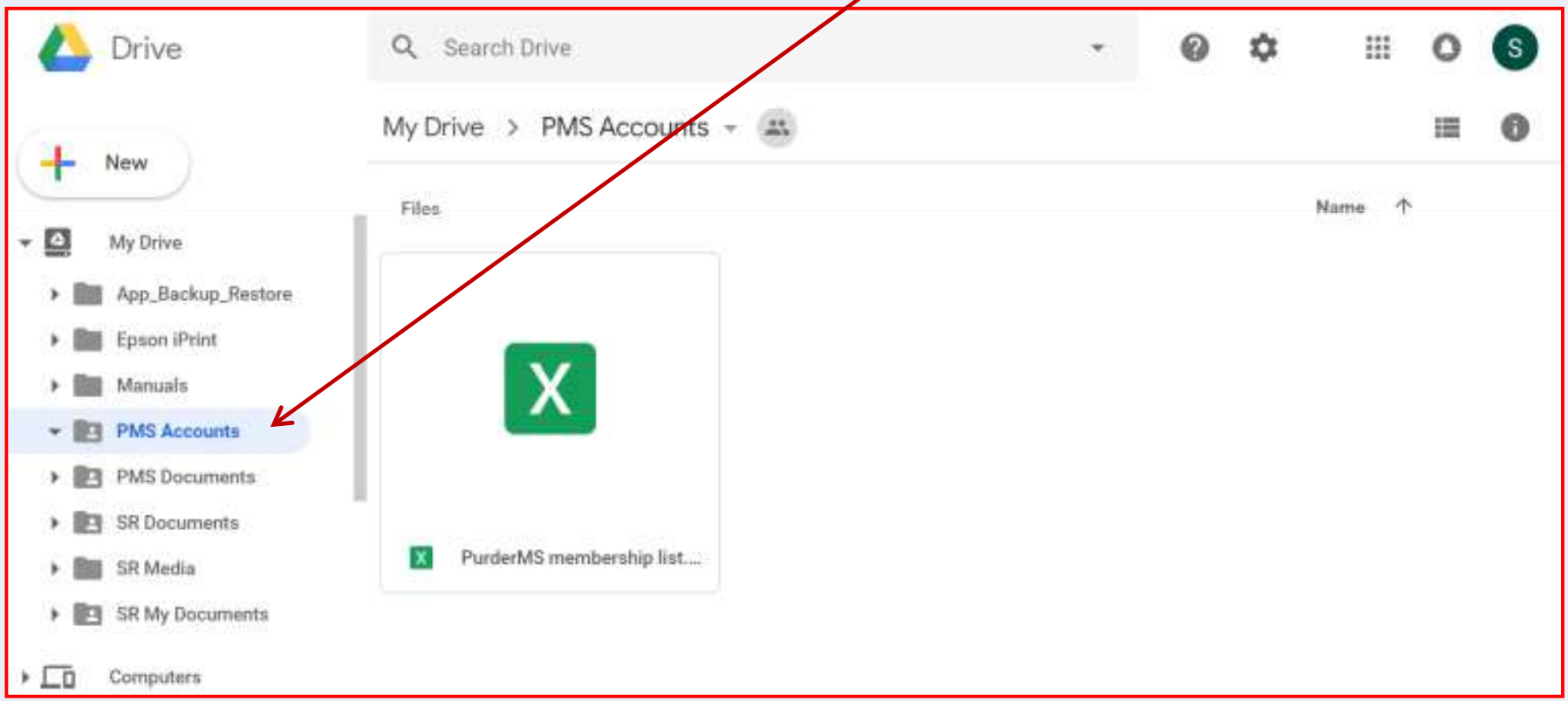
GDrive with Sharing Access

Sharing Folders with Access Control

➢ **The contents of PMS Accounts is now available to this person.**

NOTE.

This is not a COPY. Any changes made here will be reflected in PMS Accounts. Any changes made by anyone else in PMS Accounts will also be seen HERE. Including new files and deleted files.

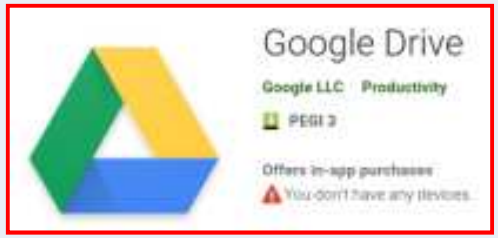


GDrive with Sharing Access

Other Means of Accessing Google Drive.

- There are Google Drive Apps for both Android and Apple.
  These look very similar to the Drive in Browser but with direct access.

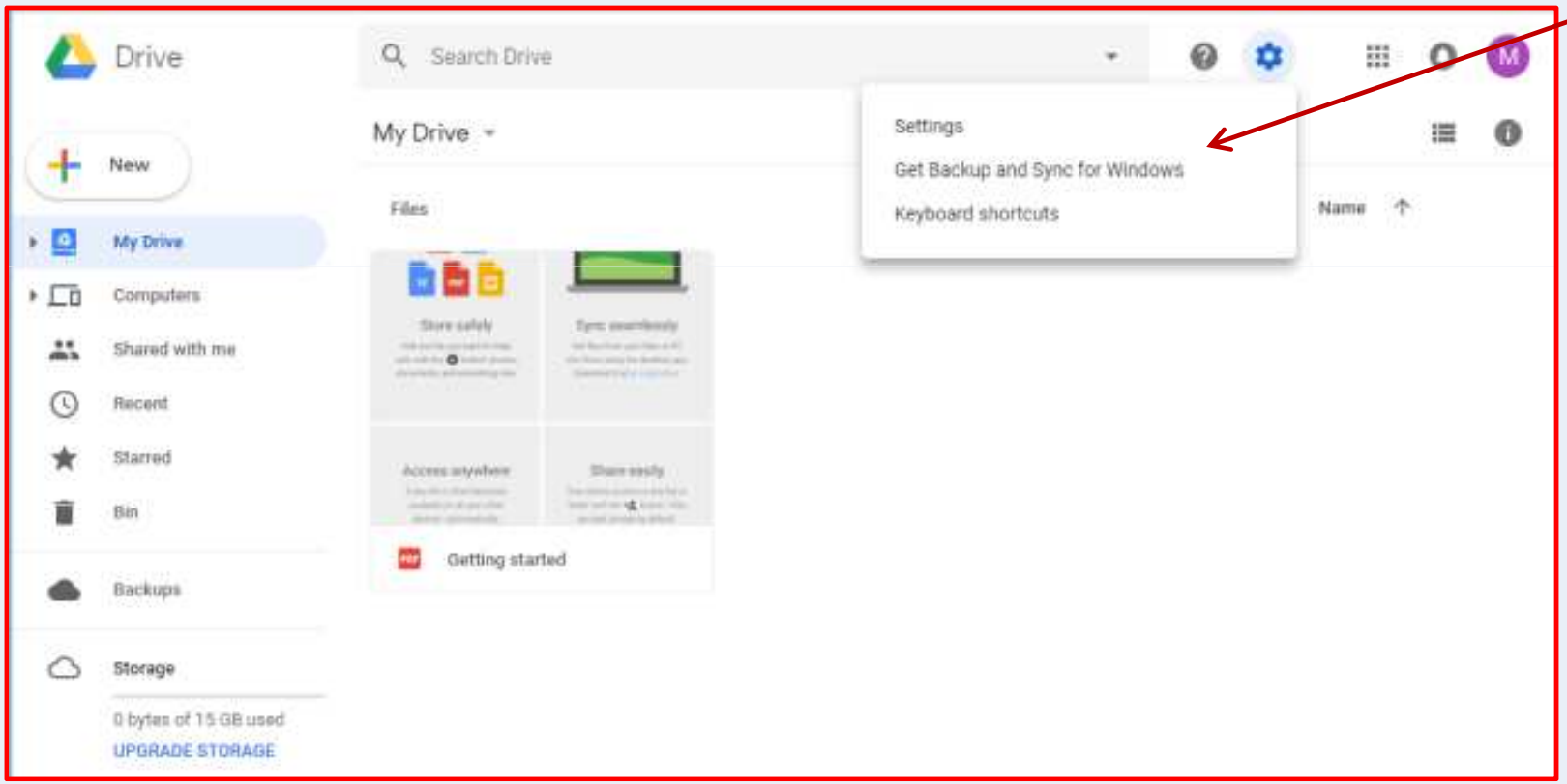
- There is also a Google “Backup and Sync” program for Windows PC’s and Apple PC’s .



GDrive with Sharing Access

Google “Backup and Sync” for Windows

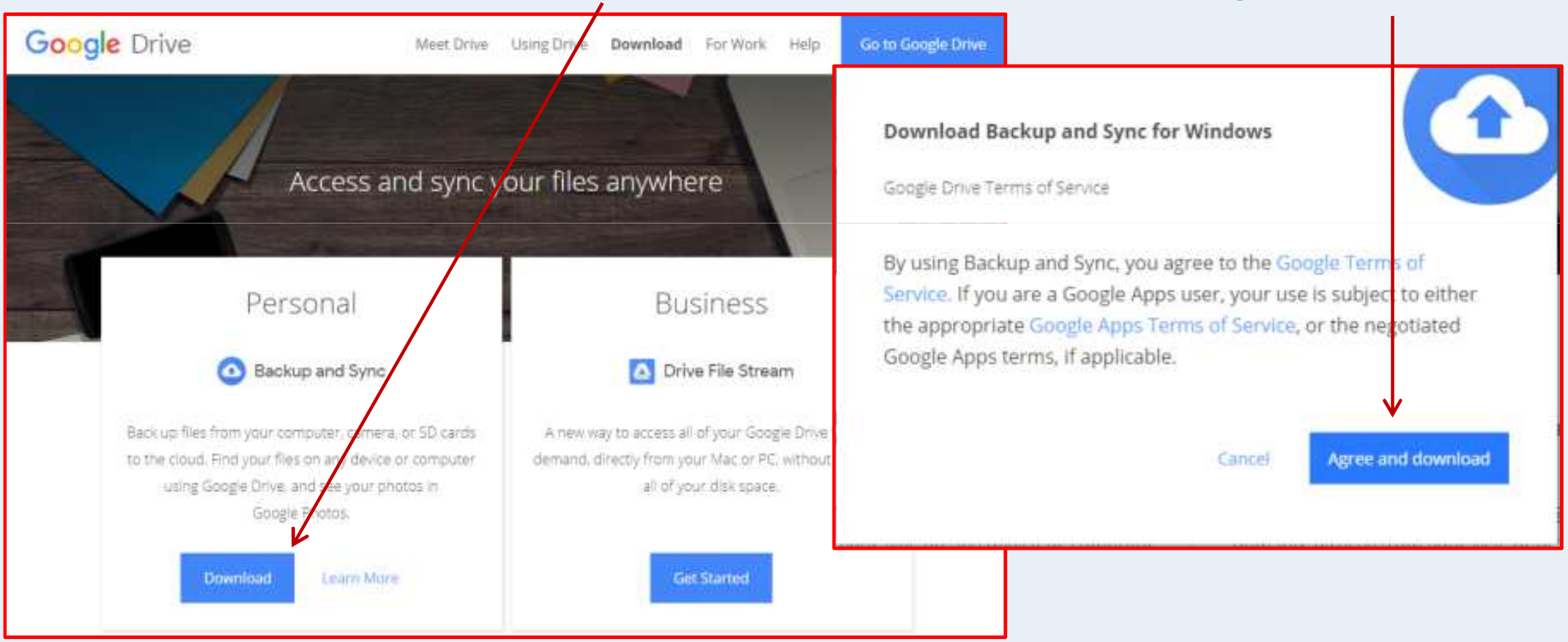
➢ **From Google Drive (in Browser) click the Settings Cog and select Get Backup and Sync for Windows**



GDrive with Sharing Access

Google "Backup and Sync" for Windows

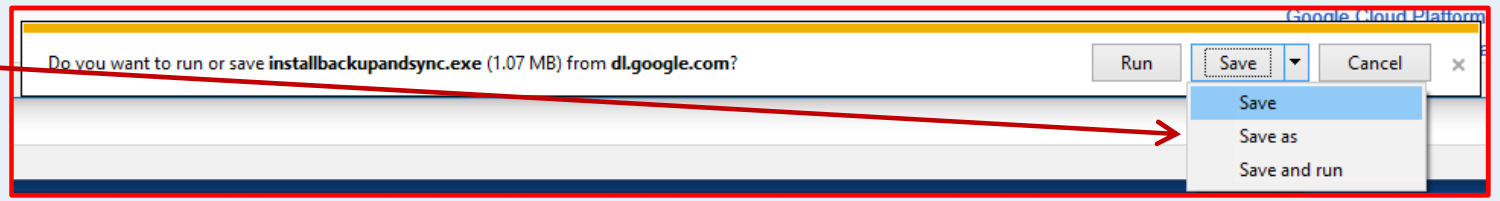
➢ **Select the Personal Version and click Download. Check Terms of Service. Click Agree and Download**



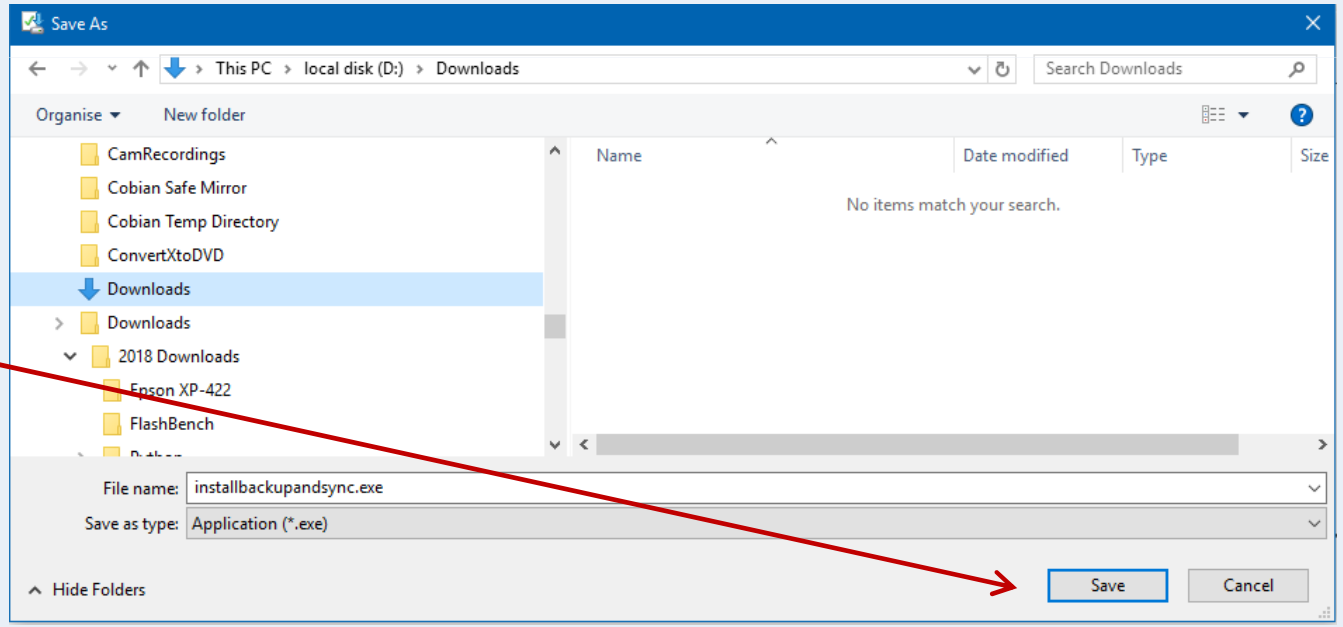
GDrive with Sharing Access

Google “Backup and Sync” for Windows

- Select “Save as”



- Either accept default “Downloads” folder or Choose one of your own.

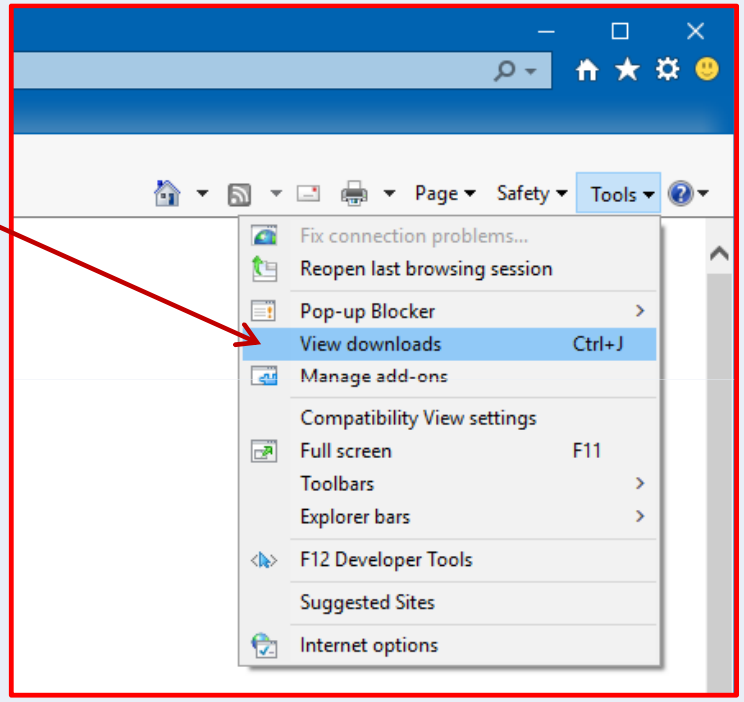


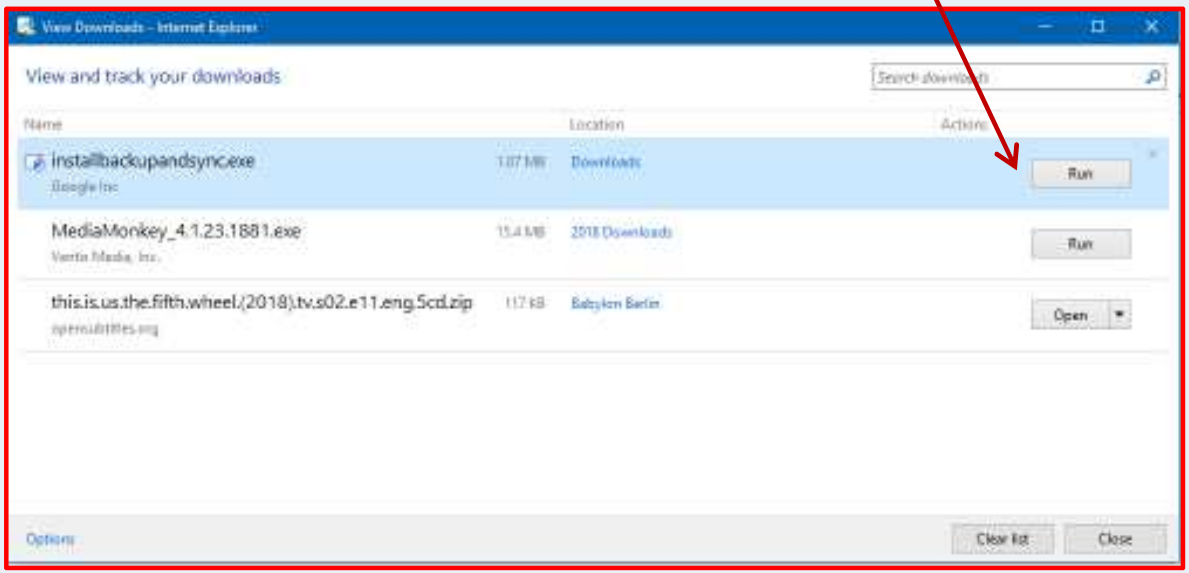
- Click “Save”.

GDrive with Sharing Access

Google “Backup and Sync” for Windows

- **In IE Browser, Click Tools and the View Downloads.**
- **Next to the installbackupandsync.exe Click Run.**

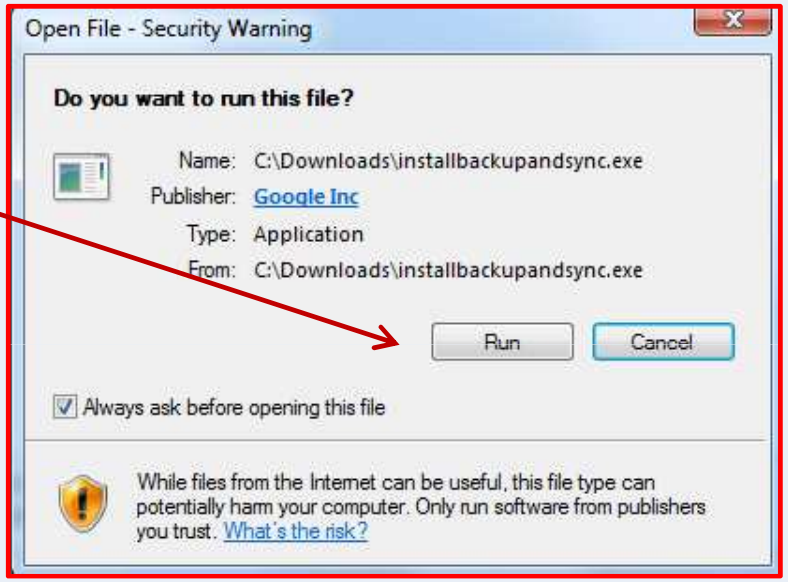


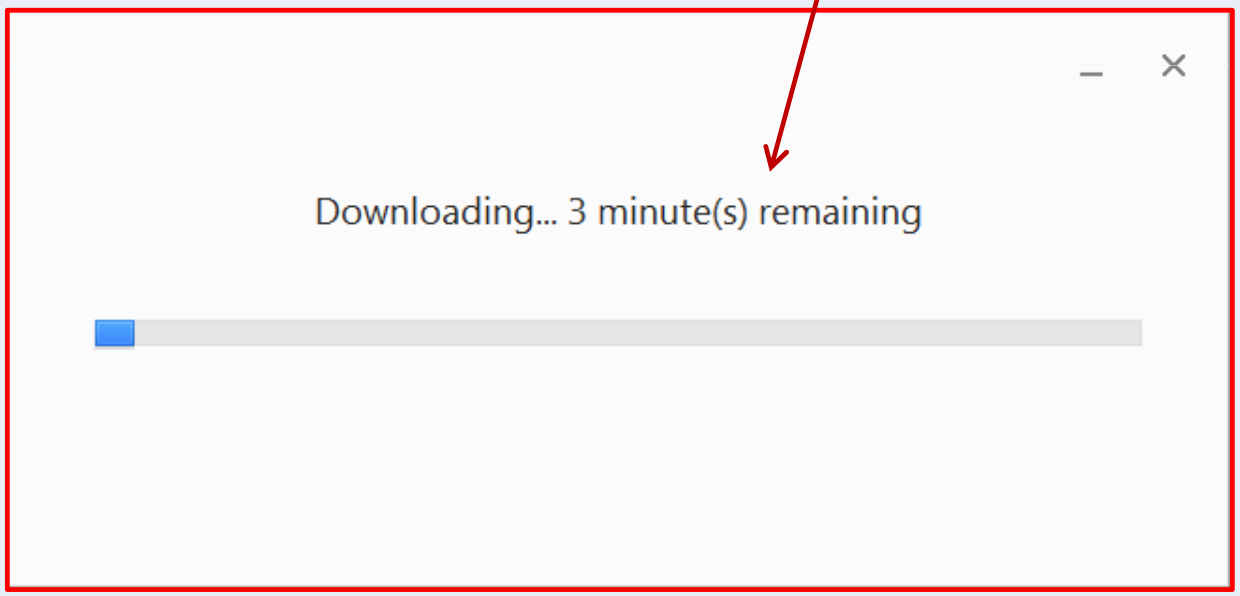


GDrive with Sharing Access

Google "Backup and Sync" for Windows

- You may get a Security Warning, Click Run.
- The installbackupandsync.exe program will now download the remaining portions of the software.

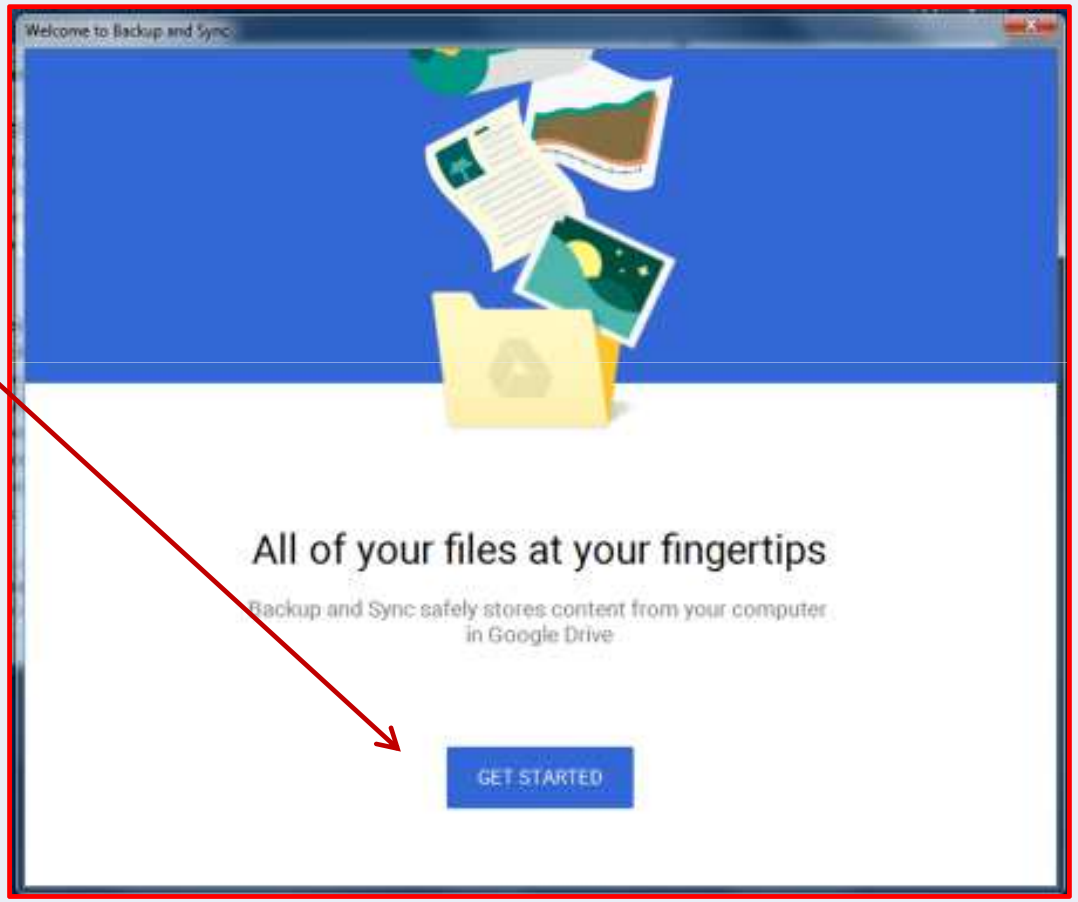




GDrive with Sharing Access

Google “Backup and Sync” for Windows

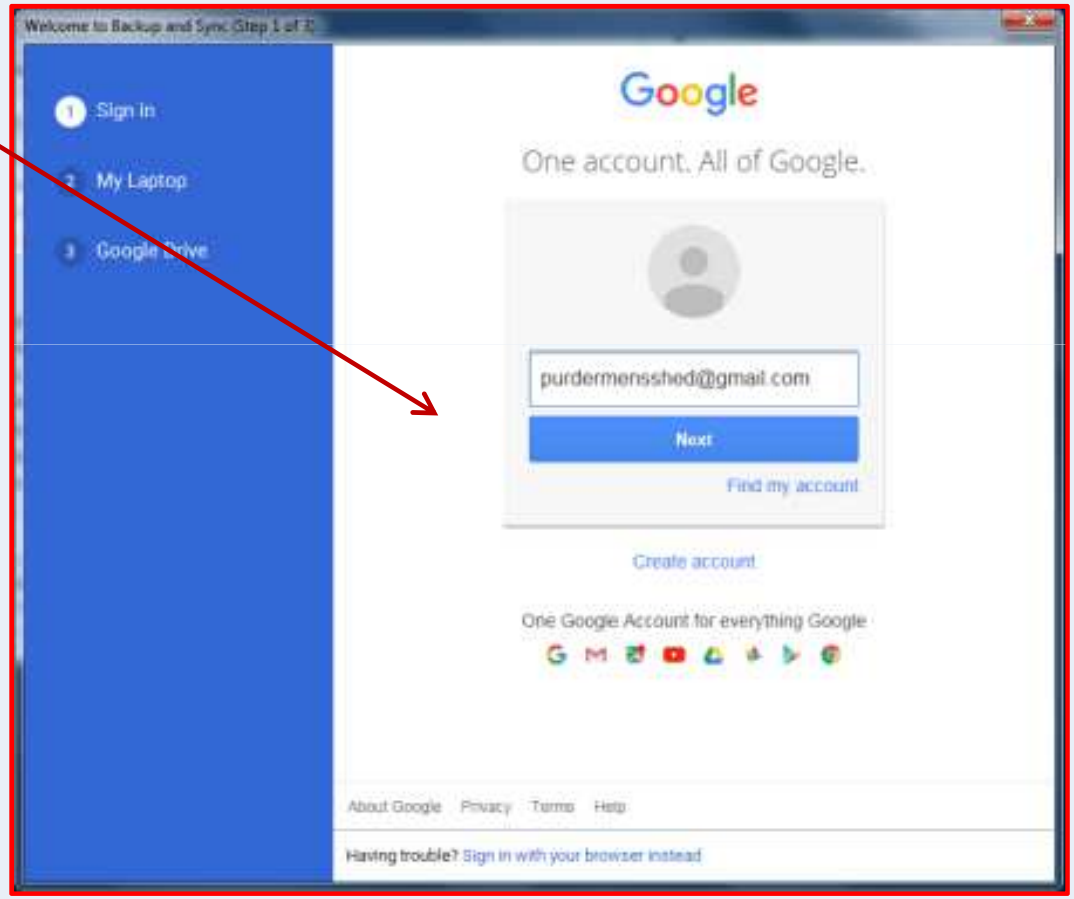
- **When the download and install is complete we start the setup and configuration.**



GDrive with Sharing Access

Google "Backup and Sync" for Windows

- **You will need to Sign-in with your personal Gmail account.**
  - **Enter Email Address**
  - **Click Next**
  - **Enter Password**
  - **Click Sign In**



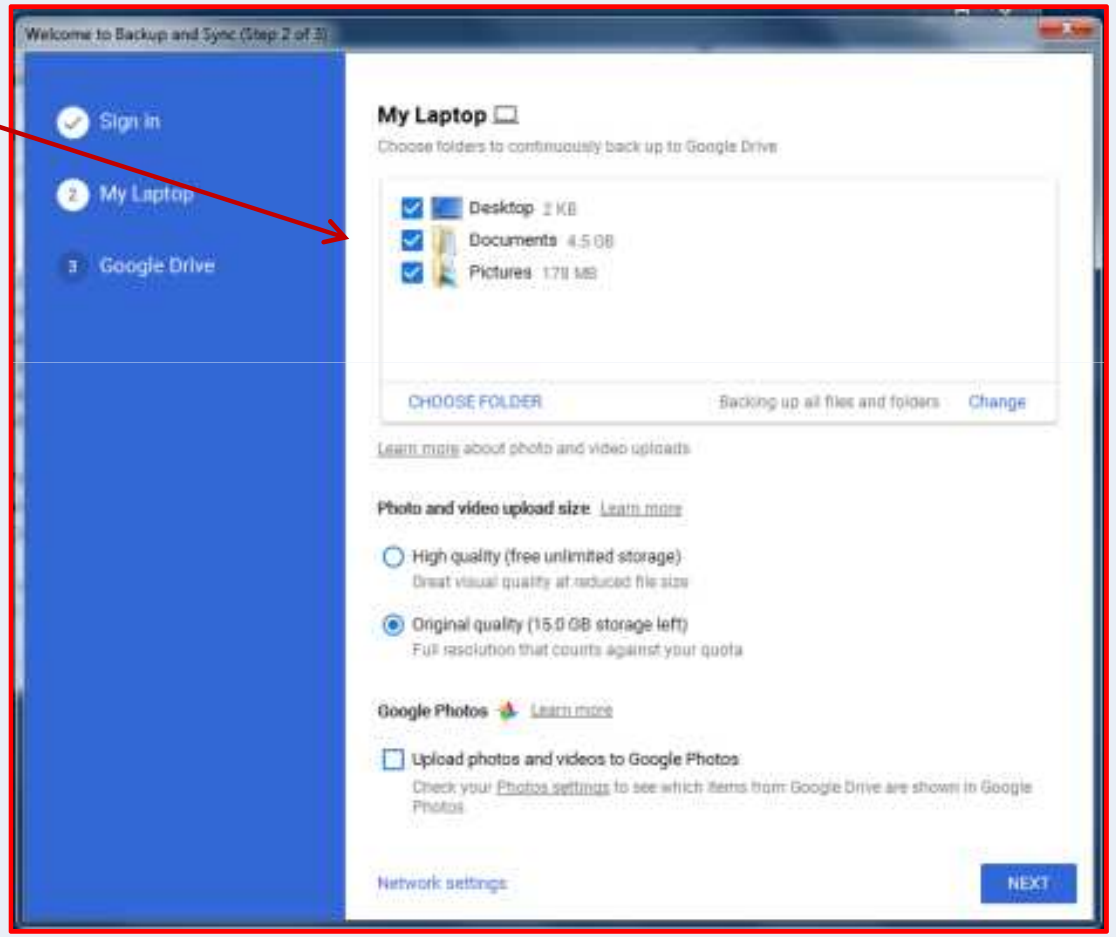
GDrive with Sharing Access

Google "Backup and Sync" for Windows

- **The program Defaults to performing a continuous back up of your Desktop, Documents and Pictures folders.**

This can be quite a large amount of space and could take quite sometime, depending on your Internet connection speed.

Personally, I prefer to uncheck these and select a specific folder in which I place all the files I wish to be backed up and synchronised with my Google Drive.



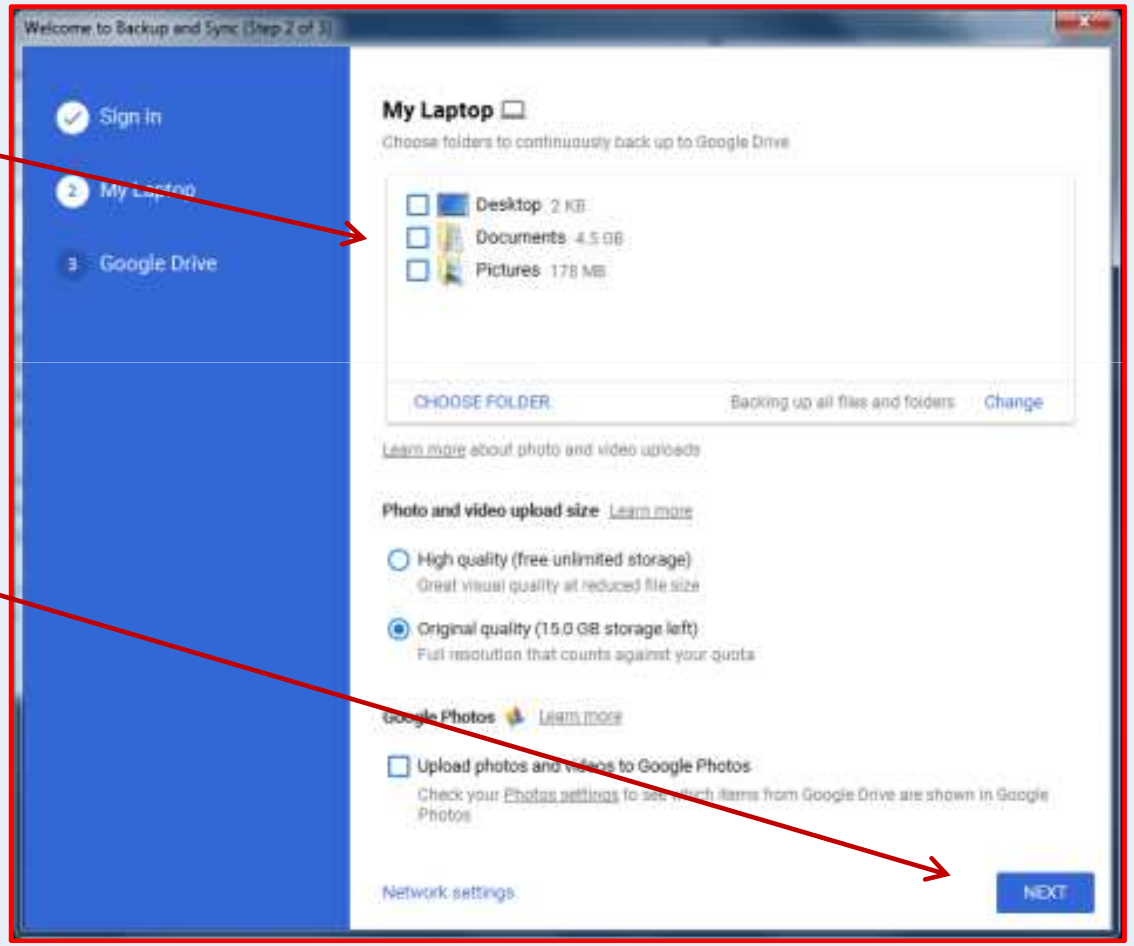
GDrive with Sharing Access

Google "Backup and Sync" for Windows

- **Uncheck the three windows folders: -**
  - **Desktop**
  - **Documents**
  - **Pictures**

- **Click Next**

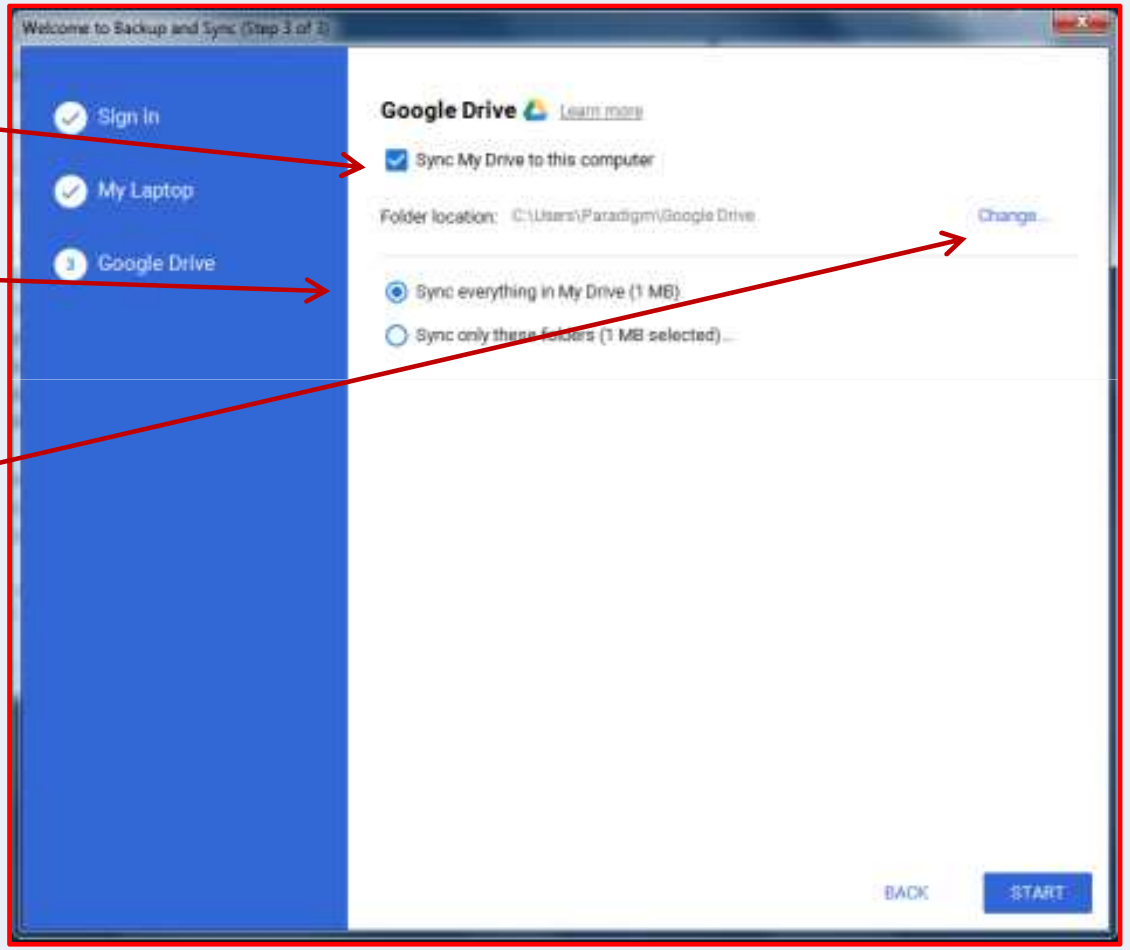
We will select a specific folder in the next screen.



GDrive with Sharing Access

Google "Backup and Sync" for Windows

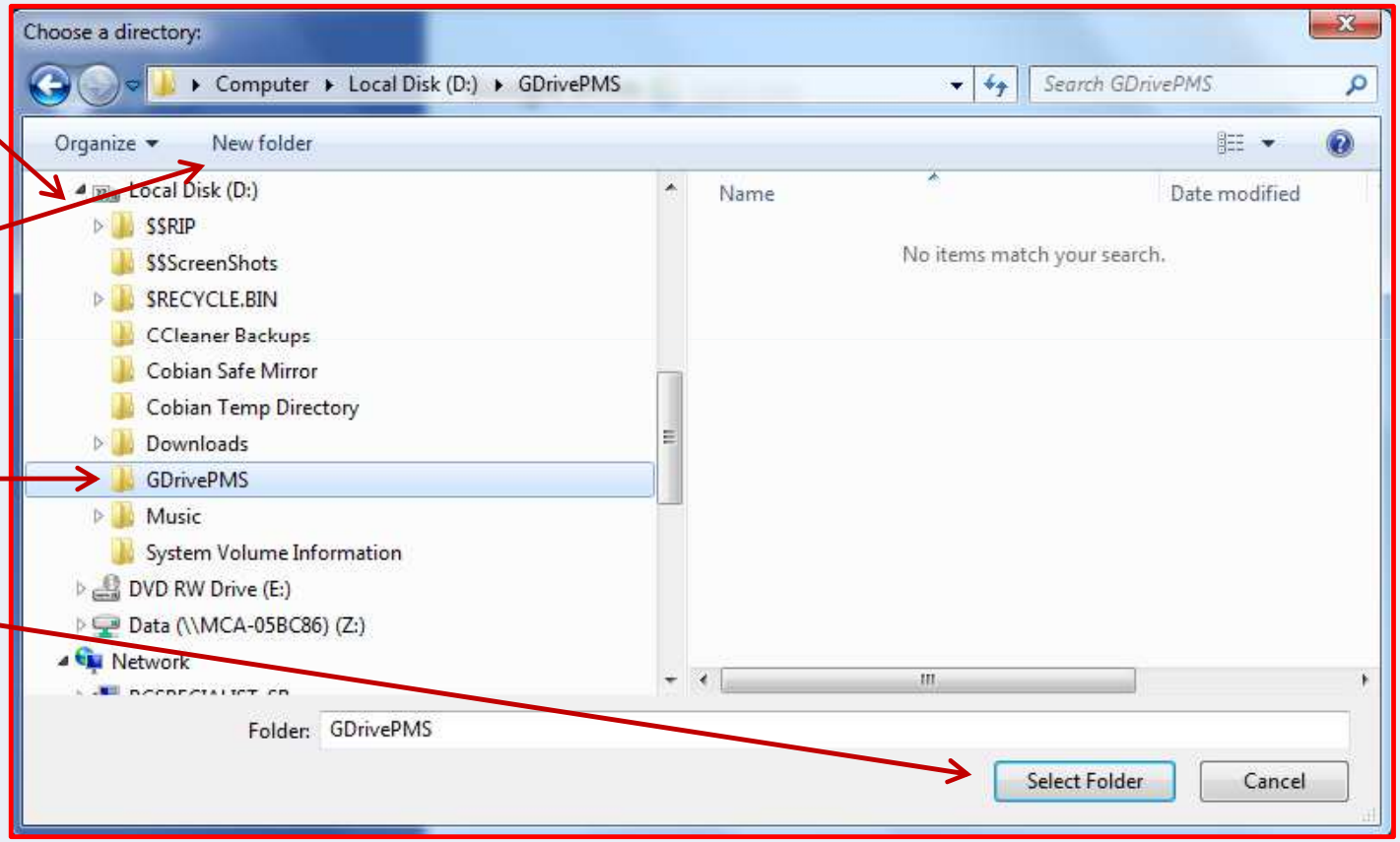
- Click "Sync My Drive to this Computer"
- Click "Sync everything in My Drive"
- We will select a specific folder by clicking the "Change" option.



GDrive with Sharing Access

Google “Backup and Sync” for Windows

- Select the required Local Disk
- Create a New Folder
  E.G. GDrivePMS
- Click on the Newly Created Folder
- Then click “Select Folder”

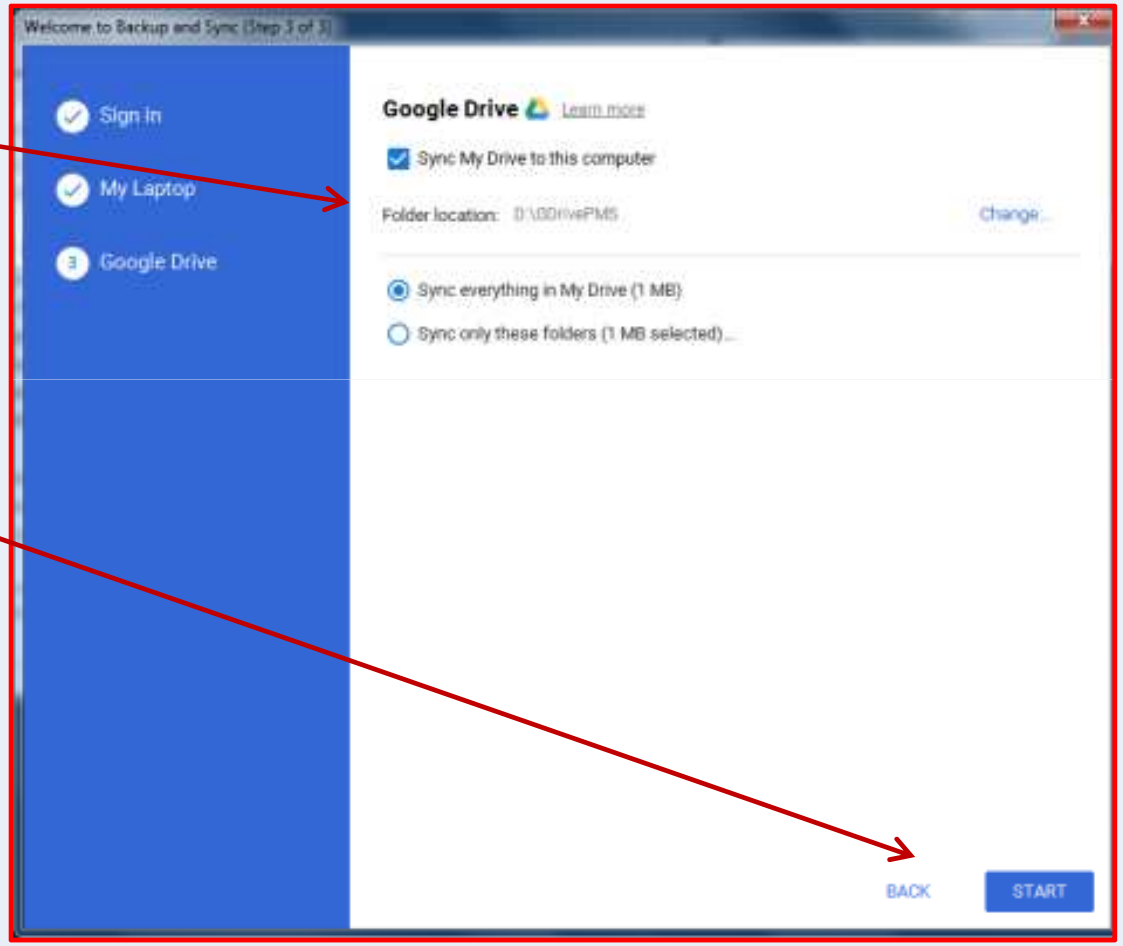


GDrive with Sharing Access

Google "Backup and Sync" for Windows

- **We now have our new Folder Location**
  In this example: D:\GDrivePMS

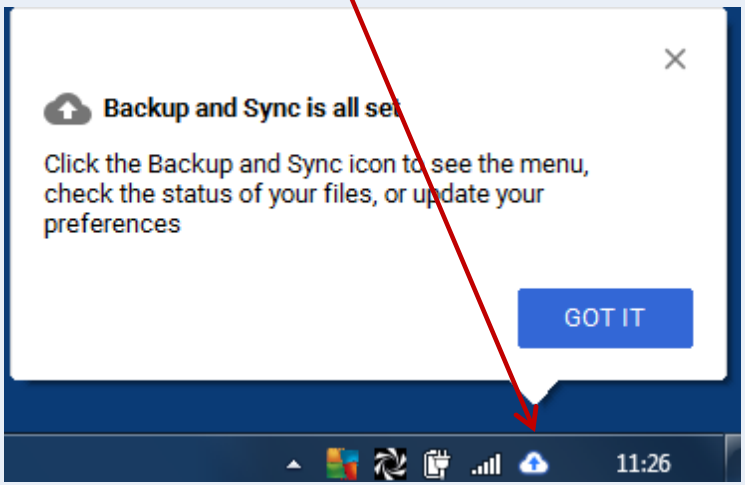
- **Click "Start"**

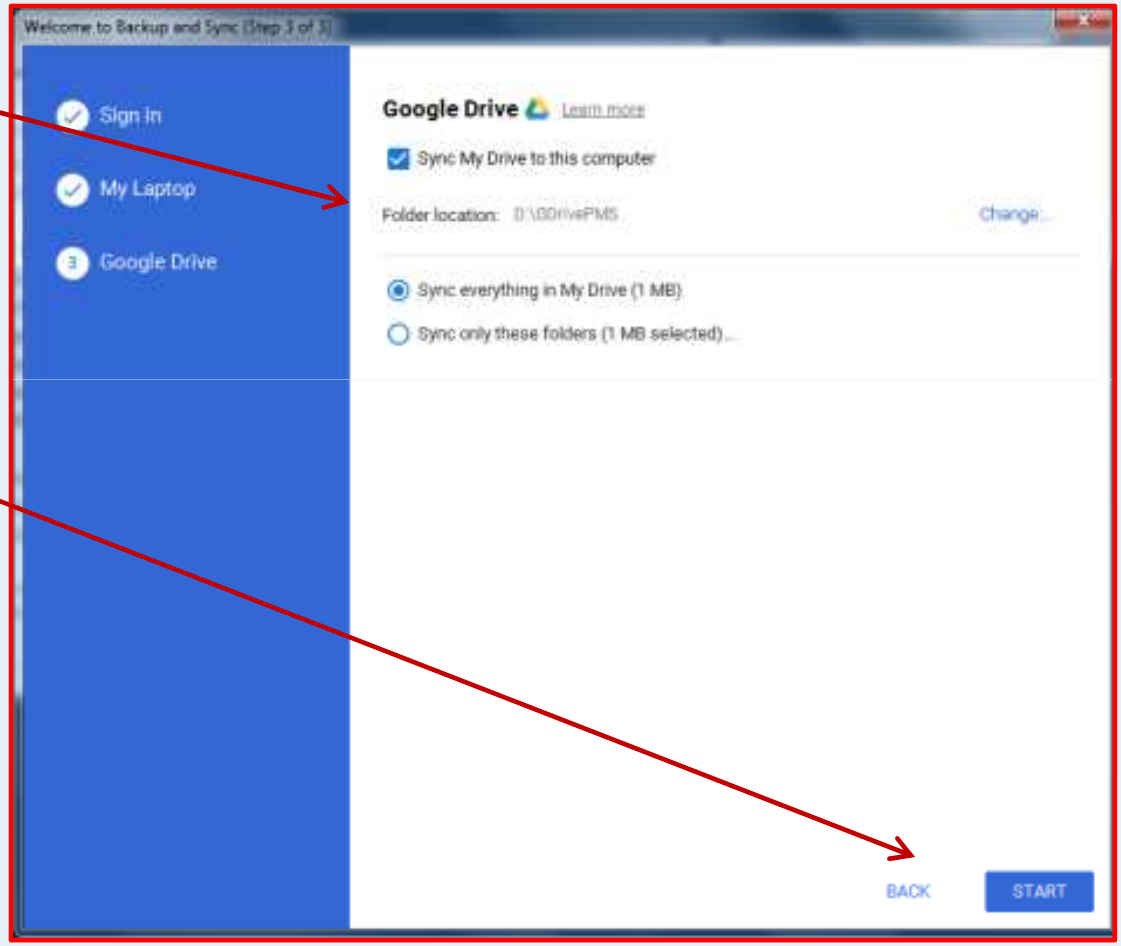


GDrive with Sharing Access

Google "Backup and Sync" for Windows

- We now have our new Folder Location
  In this example: D:\GDrivePM
- Click "Start"
- All Set. Note the Icon in your windows status line.



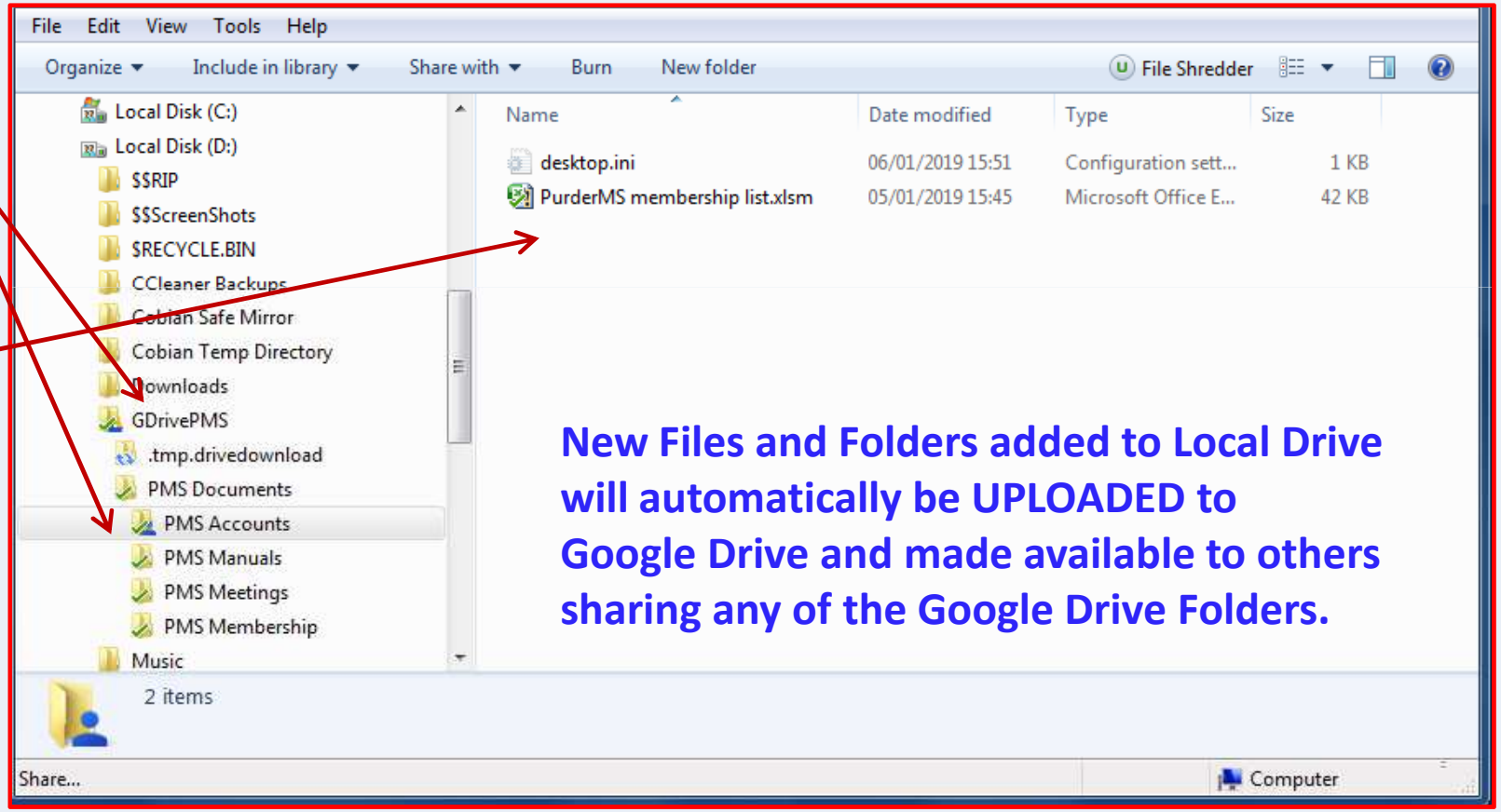


GDrive with Sharing Access

Google "Backup and Sync" for Windows

- "Backup and Sync" is now running in the background Automatically.
- All Gdrive Folders have been copied to local.
- Including All Sub-folders.
- Files have been copied.

New Files and Folders on Google Drive will be DOWNLOADED automatically to Local Drive.



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ANY QUESTIONS