Quick Guide
Google Drive

UTC Mocs Mail gmail accounts (provided to all students and to faculty/staff upon request) include unlimited storage on Google Drive (public gmail accounts include 15GB of free storage).

Create or edit a document/photo on your computer and save it in the designated Google Drive folder.

As soon as you have an Internet connection, your document will be copied to your storage in the the "cloud."

Other computers/devices where you've installed Google Drive automatically update their copy of the file.

Advantages:

Files get copied to/from the web folder automatically. You'll always have the latest version of your files.

You can access the web folder from any computer, tablet, or phone that has an Internet connection.

No USB drive to carry, lose, or forget.

Share files with others.

Installing Google Drive

You don't absolutely have to install the Google Drive app on your computer since you can upload, view, or download your files via the web--but installing the app makes life much easier with its automatic uploads. Install it on computers you use regularly where you have a secure login or physical access.

1

Install the desktop app on your computer.

There is a link to the installer at www.google.com/drive/download.

The installer will create a shortcut to the Google Drive folder on in the "quick access" (Windows) or favorites (Mac) list.

Recommended: When asked, use the "mirror" option to keep a copy of all files on the computer, not just in the cloud.

2

Put important files into the Google Drive Folder. Use sub-folders to keep things organized.

Drag and drop to move existing files into your Google Drive folder and they will automatically be uploaded. You must drop into the MY DRIVE folder, not the "Google Drive" folder one in Favorites--if you get a "could not find this item" error, that's the issue. When you create new files, use "save as" to save them there (or you can change the options in MS Word to save to your Google Drive folder by default).

Uploading Files

## Using Google Drive (automatic upload)

If the Google Drive app is installed on the computer (see previous page), simply save your file to the designated Google Drive folder. The app regularly checks for new or changed files in that folder and automatically copies them to your Google folder.

Install the app on computers where you have exclusive access (your laptop, your desktop, your phone, etc.) For public computers (lab, library), use the manual method below:

Manual Upload to Google Drive

Whether or not the app is installed, you can access your Google folder from any computer with an Internet connection.

1 **Go to https://drive.google.com and log in with your Mocs account** (utcid@mocs.utc.edu). Or, if you already have Mocs Mail open, click the Google Apps icon at upper right (looks like a square made of little squares) and choose DRIVE.
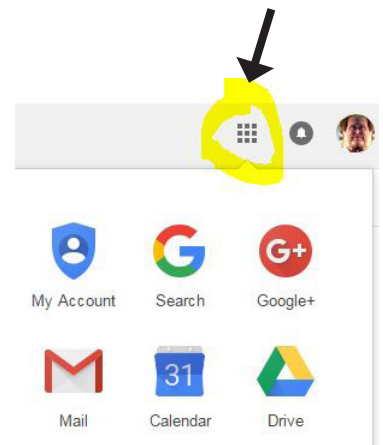

2 **Click on NEW** and then FILE UPLOAD

Use FOLDER UPLOAD if you want to upload the contents of an folder on your computer
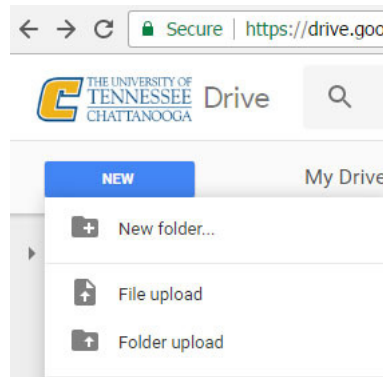
3 **Select the file to upload and click OPEN, or use drag and drop.**

You can select more than one file at a time by holding down CTRL (Cmd on a Mac) as you select them.

Files you upload to Google are private (not shared) unless you add them to a folder that has already been shared**. If you have many files to share, put them in a folder and share that folder rather than sharing each individual file.**
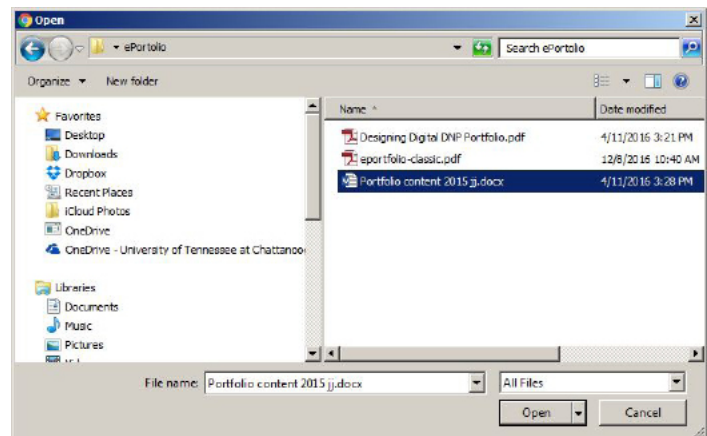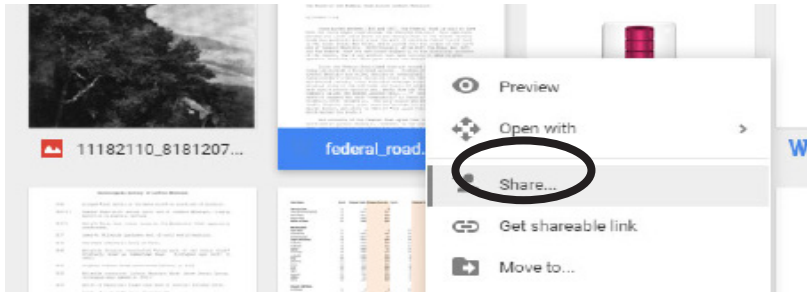
Sharing in Google Drive

As of October 2022, sharing is best done from the web app at https://drive.google.com.

1

Right-click on the file or folder that you wish to share. If on a computer, right-click (Control+click on Macs) and select Google Drive, then **SHARE** (if not on the web, be sure you are using **SHARE WITH GOOGLE DRIVE** because there may be other "share" options).

Hint: if you want to share a collection of files (photos, for example) put them in a folder and share the folder rather than sharing each photo individually.

2

Click anywhere in the lower GET LINK Box. You'll want to share with ANYONE WITH THE LINK.
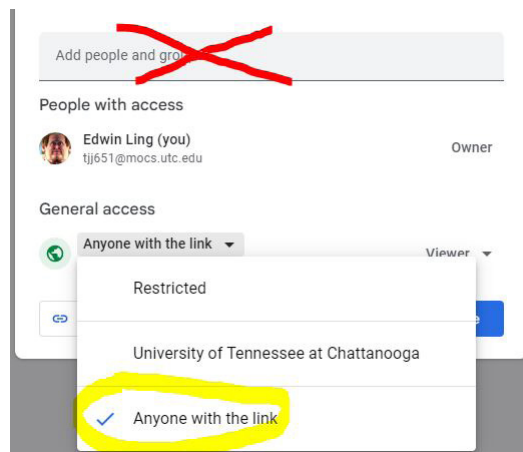
DO NOT enter names or email addresses to share with UTC faculty. Many faculty do not have a Google account set up to correspond to their UTC email address. **Always use "anyone with the link."**

Change "restricted" or "University of Tennessee at Chattanooga" to ANYONE WITH THE LINK. Do not assume the "UTC" option will work for faculty--it usually does not.
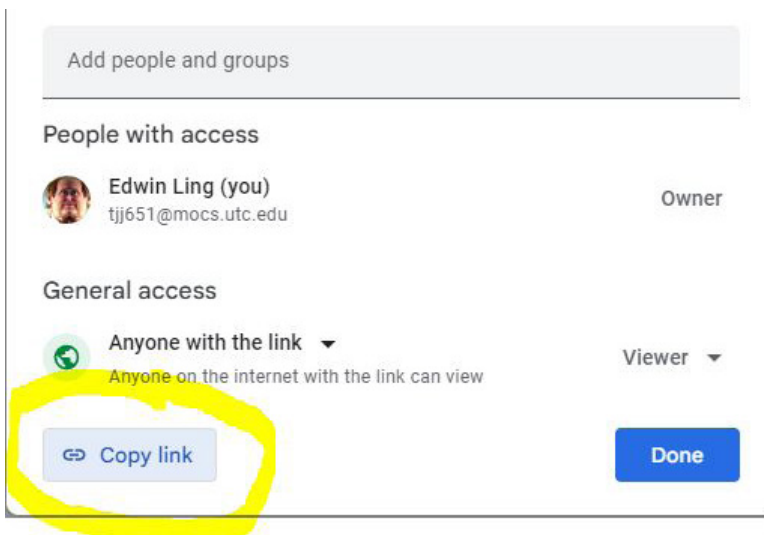
We've now got the settings correct.

Click COPY LINK, then paste with Ctrl +V in email, Canvas, etc. (Cmd+c, Cmd+v on Mac)

Frequently Asked Questions

When I drag a file to Google Drive, I get an error "cannot find this item." You are probably dropping the the item on the Google Drive folder itself, and need to go one level deeper to MY DRIVE. Click on "Google Drive" to open the master folder and then drop your files into appropriate subfolder (either MY DRIVE or a deeper folder you have created on MY DRIVE).

Recipients tell me they don't have access! Double-check that your sharing settings are set to "anyone with the link can view" (or "can edit") and that you copied/pasted the link into your own email, *not* an invitation generated by Google Drive.

How secure is Google Drive storage? Generally speaking, cloud storage is more secure than using a USB drive which can easily be lost. Having your files backed up automatically is much safer than storing on any one device. You should protect your computers/ devices and your Google account with strong passwords. If possible, enable two-factor authentication, which will require a code sent via text message to your phone to log in from any new device.

What if I leave UTC? So long as you continue to use your UTC gmail account, even after your leave UTC, we've been told it will remain active for mail, storage, etc. with up to 100GB of storage.

What happens when I delete a file? If you delete on any device or via the web, the file may be removed from all places it was saved. *Be careful what you delete* and save critical versions occasionally with different names, just to be safe. If you do delete something, you should have 30 days to get it back from the "trash" area on Google Drive, which you can access via the web at https://drive.google.com.