

Purpose

Due to the current storage limit of the Shared Drive, the **Office My Drive** will be used temporarily for uploading and storing files. This guide explains how to properly upload, organize, and share files.

Step 1: Access the Office My Drive

1. Sign in to Google Drive.
2. Ensure you are using the **Office account's My Drive**.
Do not upload files to your personal My Drive.

Step 2: Upload Files

1. Open the appropriate folder (e.g., ADMIN, ACADEMICS, RESEARCH).
2. Click **New → File upload / Folder upload**.
3. Upload files to the correct folder.



Step 3: Share Files or Folders

1. Right-click the file/folder → **Share**.
2. Add the **official group email** or designated recipients.
3. Set permission:
 - **Editor** – can edit
 - **Viewer** – read only
4. Click **Send**.

Important Rules

- Ownership must remain with the **Office account**
- Do **not** move files outside Office My Drive
- Do **not** delete or restrict access without approval