

Getting Started with Google Drive for CCGS

Beginning 11/30/15, CCGS will begin using Google Drive for storage and organization of CCGS files. Google Drive is a secure site where we all must be “collaborators” in order to have access. This will ensure security of the CCGS files. Access to the CCGS Google Drive can only be granted by the owner of the drive. Collaborators cannot change access or grant access to others.

Gaining Access to CCGS Files on Google Drive

1. Each institution must provide email addresses for all individuals who will require access to the drive. Please submit email addresses to Lori Griffin (lori.griffin@uc.edu or 513-556-4311) as soon as possible.
2. All users will be added to the CCGS Google Drive, and will receive an email from Lori with the subject line “CCGS – Invitation to Collaborate”.
3. Once received, open the invitation and you will be directed to the CCGS files in Google Drive.

For those who already have a Google Drive account, once you open the invitation, you should be able to click “Open in Drive” and the CCGS folder should appear in your files.

For those who do NOT have a Google Drive account, you may be prompted to set up a free account. Once you have set up that account, you may need to go back to your email and re-open the invitation.

4. There are two options for collaborator access – viewer or editor. Unless indicated otherwise, each collaborator will be an editor of the CCGS Google Drive, and will have full access to CCGS files and folders.

Weekly Emails

Beginning November 30, 2015, collaborators will receive a weekly (Monday) email that lists all new proposals or submissions. A link to each will be provided. Please note that links can only be accessed by those who have been given access as a collaborator.

Google Drive Plan Information

The CCGS Google Drive allows for 15GB of free storage and up to 200 collaborators. If needed, the storage plan can be upgraded for a nominal monthly fee. The first upgrade is 100GB of storage for \$1.99 per month.