

Preface: Content in “My Drive” is owned by the individual, content in a **Team Drive** is owned by the members of the Team Drive

Consider using a Team Drive in these situations:

- You’re working on a project or event with a group of people who all need access to the same files.
- Most of your files are shared with the same group of people.
- Your files share a consistent theme or topic.
- The content you want to store isn’t personal and is of interest to a specific team or group.

Common uses for Team Drives include:

- **Projects**—For people involved in the same project.
- **Events**—For people working for a defined period of time on a specific event or deliverable.
- **Templates**—For files that people can copy and reuse.
- **Company-wide files**—For files everyone needs access to, such as training files.
- **Sensitive files**—For highly sensitive files.

To avoid naming conflicts in Team Drives, folders, or files, agree on department-wide naming conventions.

Examples:

- Create a Team Drive for Project X, then create folders for each topic.
- Create a Team Drive for your department, then create folders for each project.
- Create a Team Drive for LESD SPED-Internal for sharing with agency staff only.
- Create a Team Drive for LESD SPED-External for sharing with outside agency staff
 - i.e LESD SPED-4J, LESD SPED-SPS, LESD Tech-Bethel Tech, etc.

Focus each Team Drive on a single project or department

If a Team Drive has a lot of members, you might have too many projects or departments represented. That can make it hard to find and manage content. Keep each Team Drive focused on a single project or department and then create folders for each topic or project.

Example: Create a Team Drive for Project X. Create a folder for each topic area within the project. This keeps files organized so members of Project X can easily find what they’re looking for.

Create files in My Drive if:

- You’re working on personal files.
- You want to draft the file privately. You can move it to a Team Drive when you’re ready to share or collaborate. Ownership then transfers from you to the team.

Create files in a Team Drive if:

- You’re working on files that you want to share with a team.

- You want to collaborate on files right away.

As users start creating Team Drives, be aware of the following settings:

Sharing outside Lane ESD

- People outside Lane ESD can be given access to the files in this Team Drive **OR**
- Only people inside Lane ESD can be given access to the files in this Team Drive

Sharing with non-members

- Non-members of this Team Drive can be given access to files in this Team Drive **OR**
- Only people inside Lane ESD can be given access to the files in this Team Drive

Download, copy, and print

- Allow commenters and viewers to download, copy, and print files in this Team Drive **OR**
- Prevent commenters and viewers from downloading, copying, and printing files in this Team Drive

Scenario 1:

School Improvement sets up a Team Drive that contains documents they create in conjunction with SPED. SPED staff only need to give approval on content, they do not generate any. SPED staff may need to print documents to present to other district's SPED departments. SI would set the Team Drive to **"Only People inside Lane ESD can be given access to the files in this Team Drive"**, **"Only members of this Team Drive can access files in this Team Drive"**, and **"Allow commenters and viewers to download, copy, and print files in this Team Drive"** SI gives "Commenter" access to SPED staff who need approval rights.

Scenario 2:

Finance sets up a Team Drive that is shared with other finance departments in other districts. Finance would set the Team Drive to **"People outside Lane ESD can be given access to the files in this Team Drive"**, **"Only Members of this Team Drive can access files in this Team Drive"**, and depending on the nature of the files **"Prevent commenters and viewers from downloading, copying, and printing files in this Team Drive"**