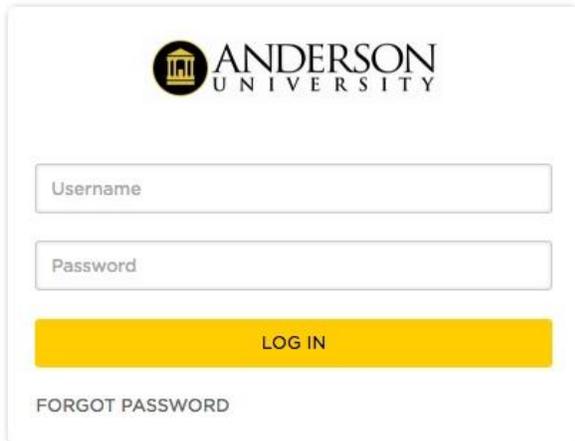


## To Access G Suite:

**IMPORTANT:** If you have a personal Google Account, please sign out of your current session. Access to Drive and its collaborative tools, will be through your Anderson University credentials. To avoid confusion between accounts, files and folders, this may be a task you commonly perform.

Please note, that accessing Drive through OneLogin does not provide access to Gmail. University assigned email (Webmail, Outlook, or Canvas) is the preferred method of contact between faculty and students.

Direct your browser to <https://andersonuniversity.onelogin.com/login>



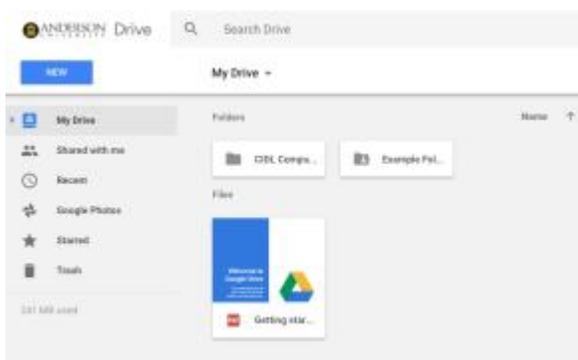
The image shows a login form for Anderson University. At the top is the Anderson University logo, which consists of a circular emblem with a building and the text "ANDERSON UNIVERSITY". Below the logo are two input fields: "Username" and "Password". A prominent yellow button labeled "LOG IN" is positioned below the password field. At the bottom left of the form, there is a link that says "FORGOT PASSWORD".

Sign in with your AU credentials – Username and Current Password

Choose the G Suite App.



This app will take you directly into Anderson University's Google Drive, also referred to as "My Drive".



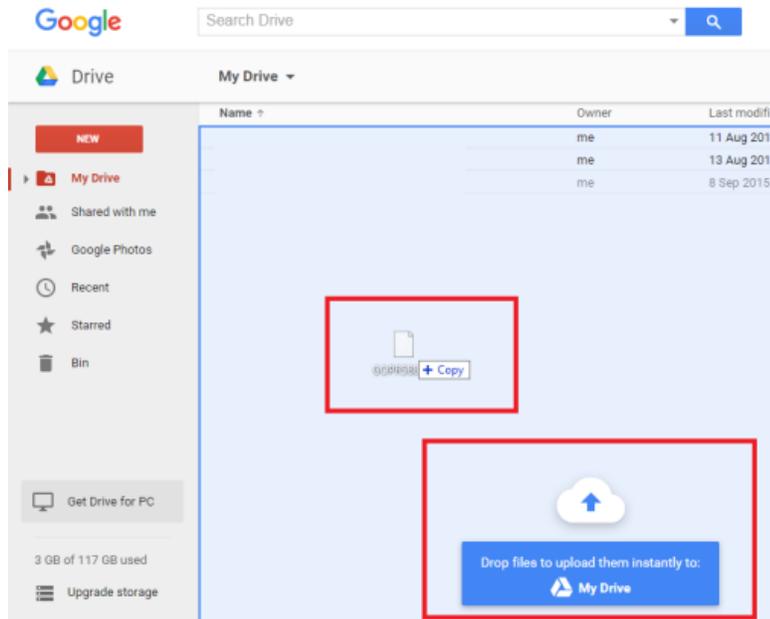
- Your files and folders will be located in My Drive.
- Items shared with you, will be located in Shared with Me.
- Items that you have recently worked with will be located in Recent.

**Uploading files to Drive:**

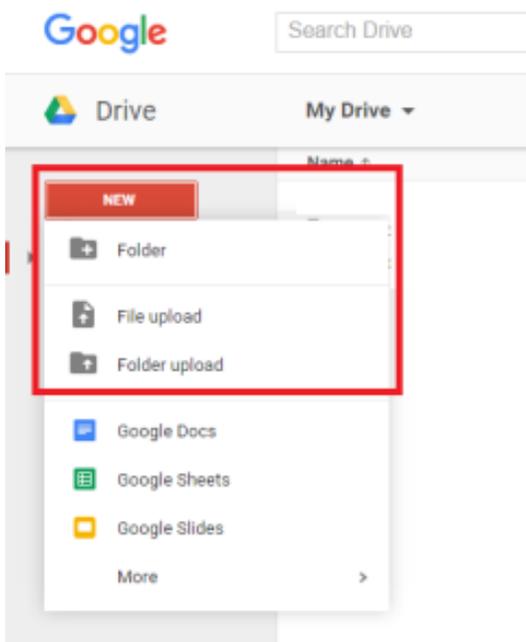
You can add and organize files within Drive through two options.

### From your computer:

**Option 1:** Simply drag and drop any file or folder to My Drive. An instant upload will begin.



**Option 2:** Locate the New button, and choose to upload a file or folder. A dialog box will open allowing you to locate the correct item(s). Choose the upload button.



### Sharing Files within Drive:

There are two options for sharing files and folders inside and outside of Drive.

**Option 1:**

Select the file or folder you want to share, then click the Share button located in the top right of the webpage.

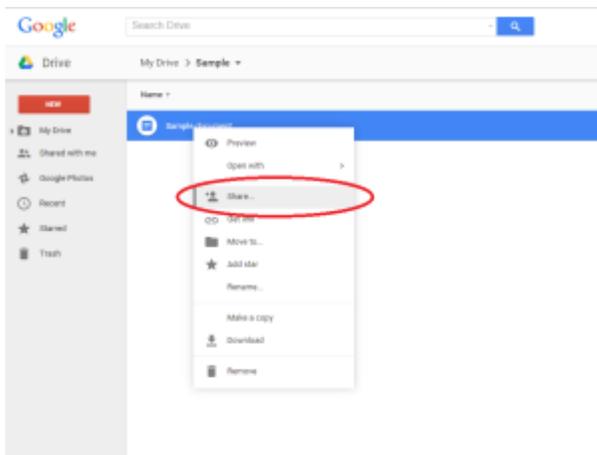


Enter the email address of the person or people you want to share the file with. An invitation to share will be emailed to these individuals.

- To email colleagues, you may have to access Canvas, Webmail, or Outlook to obtain the correct address.
- These email addresses will be saved within Drive for future collaboration.

## Option 2:

Select the file or folder you want to share, then right click. The Share button will be an option.



## Share Settings:

Each file and folder has share settings. You can choose between three options:

- **View:** People can see, but cannot make changes or share the file with others.
- **Comment:** People can make comments and suggestions, but cannot change or share the file with others
- **Edit:** People can make changes, accept or reject suggestions, and share the file with others.

## Advanced Settings:

You can give other people access to your file or folder through a Shareable Link. Through this option, you don't have to add email address when you share a file or folder. Simply email or post the link to those you are collaborating with.

Select the file or folder you wish to share. Click the Share button, and look to the top right of the dialog box. Get Shareable Link is an option.



Next to “Anyone at andersonuniversity.edu with the link”, click the down arrow for additional options. Choose “More” for widespread sharing.

- We recommend keeping the settings pointed to options that include andersonuniversity.edu, thus the importance of obtaining the correct email address.

If files need to be shared outside of the university, you can share the link and control how widely the file is shared. These are your options for widespread sharing:

- **On - Public on the web:** Anyone can search on Google and get access to your file, without signing in to their Google Account.
- **On - Anyone with the link:** Anyone who has the link can access your file, without signing in to their Google Account.
- **On – andersonuniversity.edu:** If you use a Google account through work or school, anyone signed in to an account at your work or school can search for and access your file.
- **On - Anyone at andersonuniversity.edu with the link:** If you use a Google account through work or school, anyone signed in to an account at your work or school can access your file if they have the link.
- **Off - Specific people:** Only people you share the file with will be able to access it.