Create A Copy Of Externally Owned Files Into Your Google Drive

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/google-drive-externally-owned-files-copy/

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https://www.youtube.com/embed/EtXvqztbF7c?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_loa

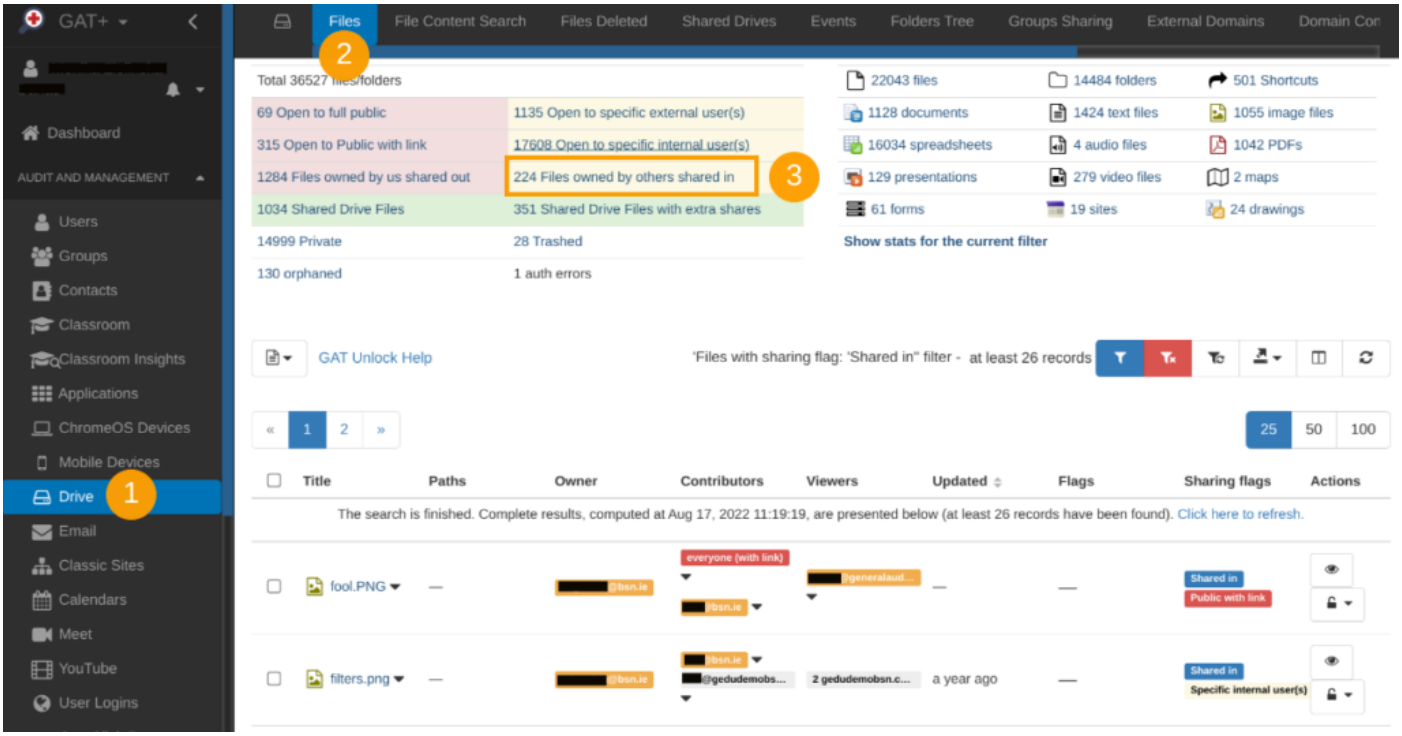
Finding externally owned Google Drive files

GAT+ provides a granular overview of a domain's Google Drive. It allows Admin to view all files **shared out** from their domain and or **shared in** from outside and create a copy of these drive files, in this post, we will explain how you can achieve this.

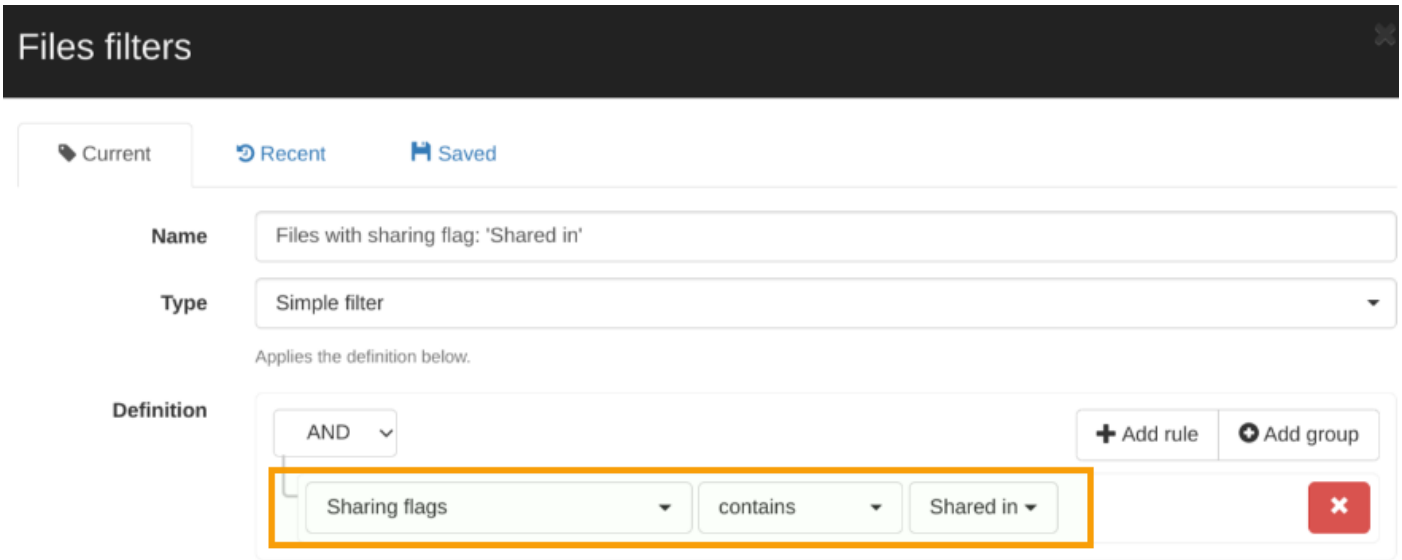
To find out which externally owned files have been shared in with one or more users from your domain, the below action should be taken:

In GAT+ navigate to **Drive (1) > Files (2)**

From the **Drive, sharing table** click on **Files owned by others shared in (3).**



The below filter will apply



This will show all the files **shared into your domain** from **outside of your domain.**

Google Drive files owned by external users

The results returned show all files where the **owners are external** (orange label, see screenshot below)



Actions on Externally owned files

Externally owned files do not belong to your domain, thus, the actions that can be taken are limited.

They can be viewed only if one of the permissions was granted to the user from your domain, such as editor/contributor, or viewer ("Read Only" access).

An Admin cannot change the ownership of the externally owned file and transfer the ownership to a user from the local domain.

However, an Admin can **request to copy the externally owned files** and place them to any user's My Drive in the local domain **ONLY** if any of the users from the domain has **Editor/Contributor** privileges given by the owner of the external file. It is **not possible to move them to Shared Drive** via GAT+.

Copy Externally owned files

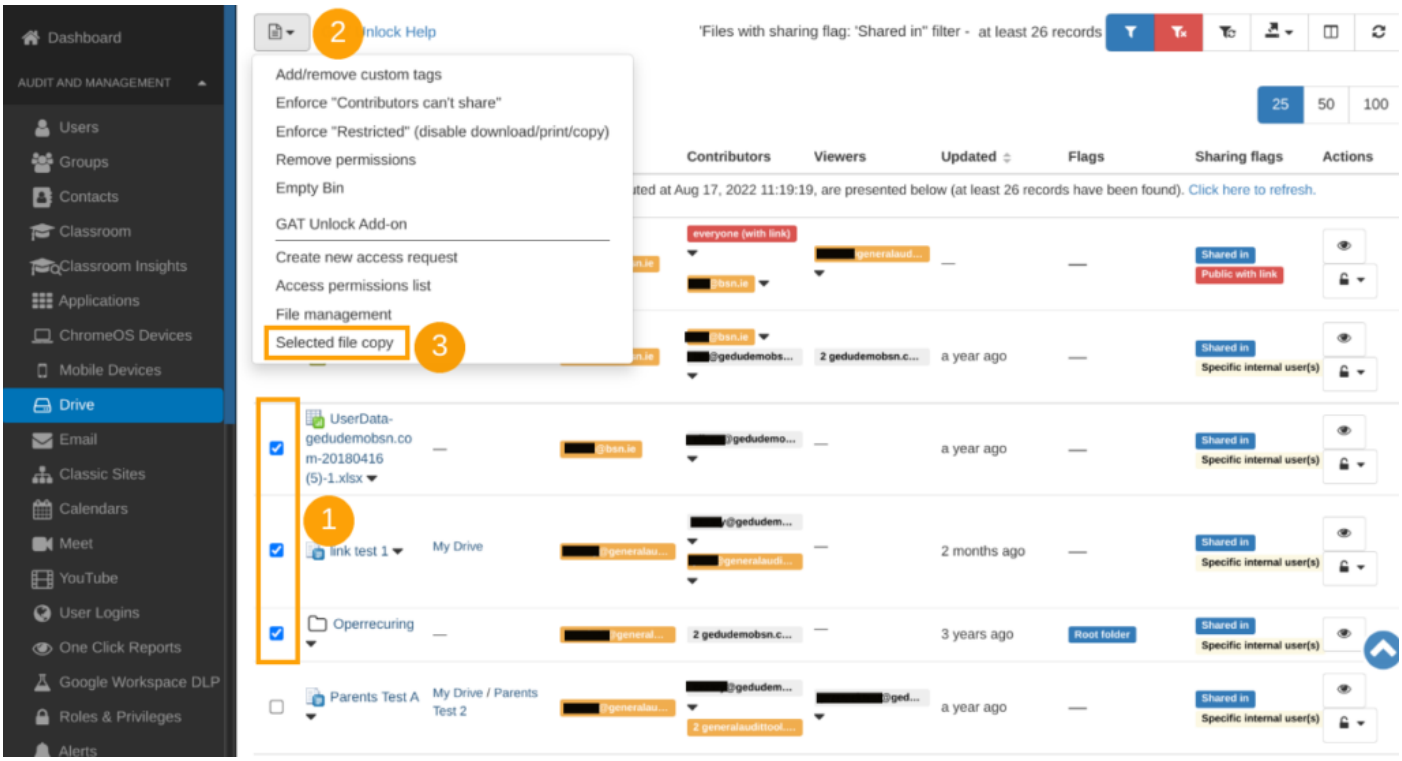
Embedded media:

https://www.youtube.com/embed/LrqyBAkmDZo?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_l

Copy external files in bulk

To copy multiple externally owned files, select the desired ones by using the checkmark.

Then use **File operations** and **Select file copy**



Select all files in bulk

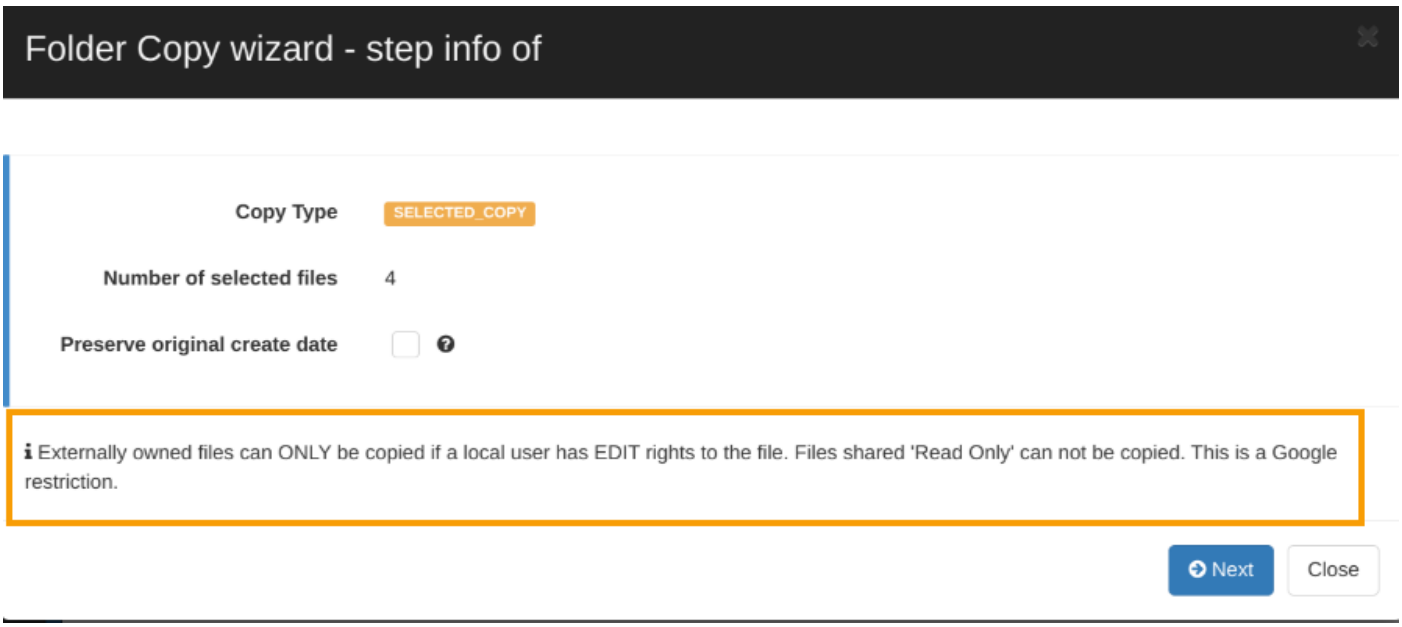
The files **must be selected individually**.

For security reasons, we do not allow files to be selected in bulk based on the result of the filter applied. The Admin needs to know exactly which file or files to be selected in order to copy them, the choice can be multiple. **ONLY the selected files can be copied.**

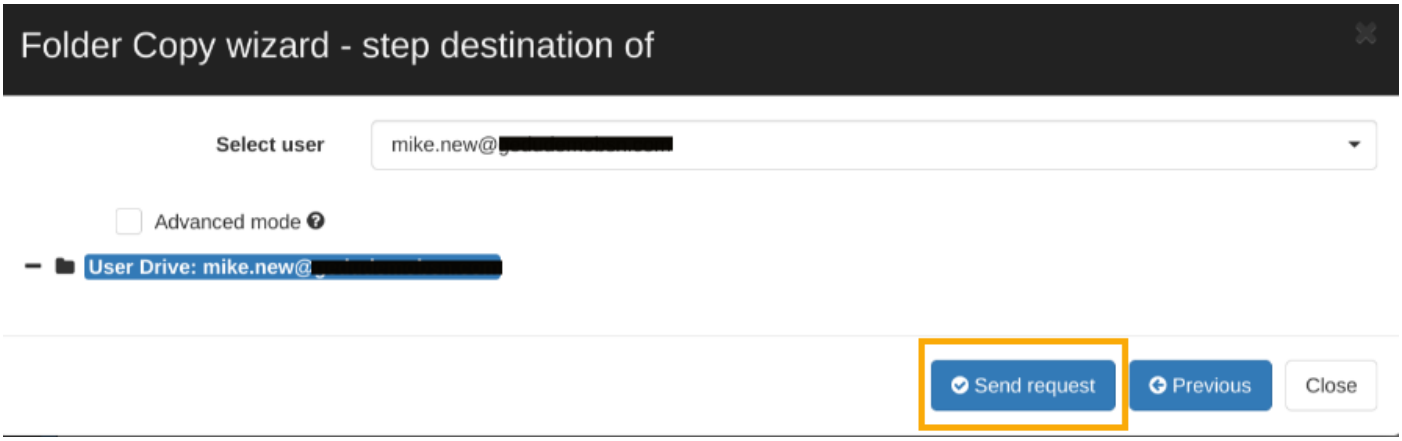
Locate copied files internally

Once the desired files are selected (as shown in the above screenshot), Admin can choose the destination in the next two steps below:

Info wizard:



Destination wizard:



Once ready, the request can be sent for review.

The request to copy an externally owned file must be approved by **Security Officer** (pre-approve functionality does NOT apply here).

Once approved, the copied file(s)/folder(s) will be located in the My Drive of the local user selected.

Relevant posts

- See Listing Of All Files Shared Into Your Google Domain
- Copy Externally Owned Folders And Their Content To Your Google Drive (While Retaining Folders' Structure)
- Copy Files Or Folders From Internal Or External Users