Google Shared Drives Management

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/google-drive-shared-drives-management/

Using the GAT Unlock features within GAT+, you are given in-depth controls for Google Drive Shared Drives across the entire domain.

Overview of Shared Drive Management

Embedded media:
https://www.youtube.com/embed/8L5F3u9iMkE?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_lo

Analyzing domain Shared Drives

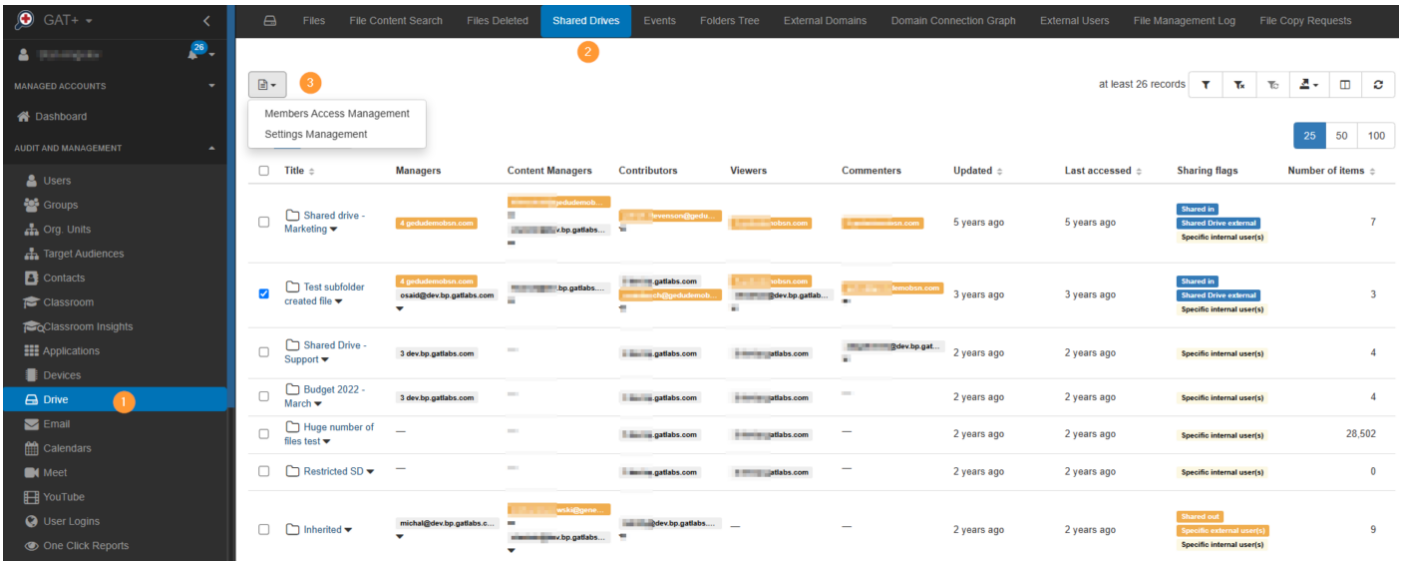
In GAT+ navigate to **Drive Audit** from the menu on the left

From the top menu bar select **Shared Drives –** View all the Shared drives across your domain.

Select the one you want to edit and click the **Shared Drive Operations** button

There are two options:

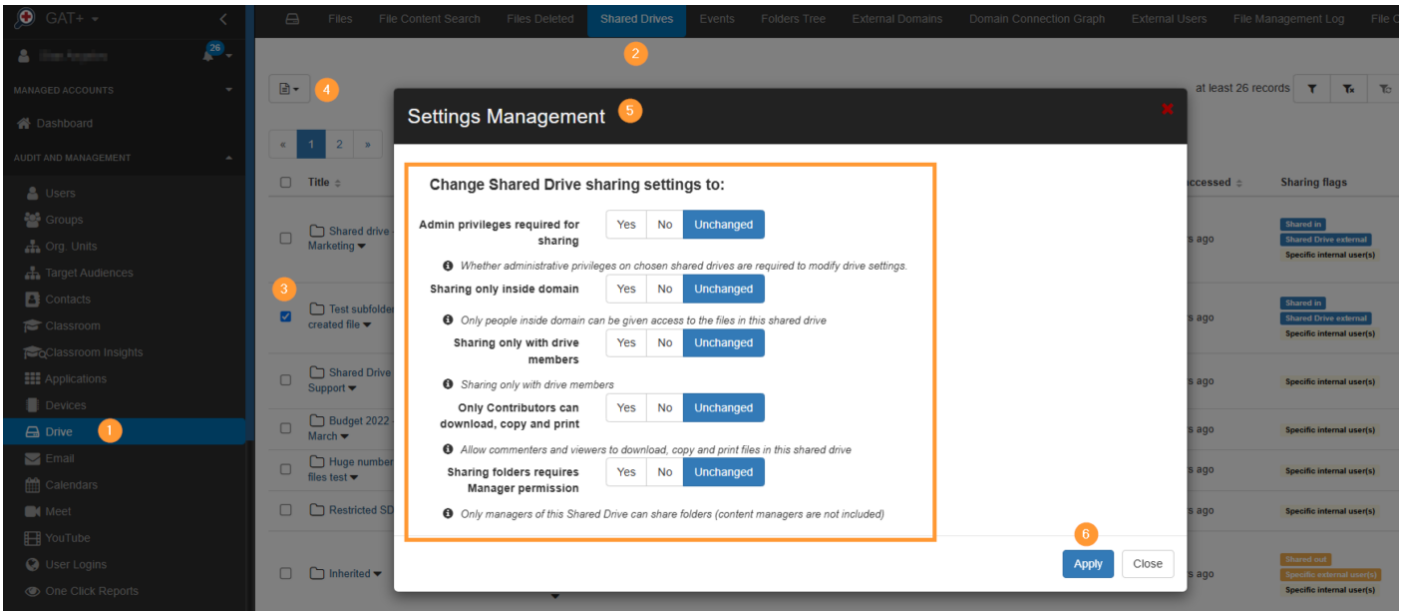
- **Settings management**
- **Members Access management**



Settings management

This allows you to change Shared drive **sharing settings** to:

- **Admin privileges required for Sharing** (Yes / No)
- **Sharing only inside the domain** (Yes / No)
- **Sharing only with drive members** (Yes / No)
- **Only contributors can download, copy and print** (Yes / No)
- **Sharing folders requires 'Manager' permission** (Yes / No)



Click on **Apply** and the changes will take effect.

Sharing settings for **Shared Drive** will be changed according to the selected options.

Members Access Management

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In Drive management, the options are:

- **Add** permissions (users)
- **Remove** permissions (users)
- **Replace** existing permissions (users) from the **selected Shared drive.**

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Add permissions

The actions for **Add permissions** (users) are:

- **Add** users as Contributors, Viewers, Commenters, Managers, Content Managers, and Remove other permissions

Remove permissions

The actions for **Remove permissions** (users) are:

- **Remove** users as Contributors, Viewers, Commenters, and Managers, Content managers, Remove all external contributors, Remove all external viewers, and Remove all external

commenters.

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Replace permissions

The actions for **Replace permissions** (users) are:

- **Replace existing** permissions on the given Shared Drive. For example: From dave@domain.com as Manager to jane@domain.com as Content Manager. Replace **existing** permissions on the given Shared Drive.

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Fill in the details of the changes you would like to make and click on **Next.**

Summary of permission changes

In the **Summary** view, you can see all the changes that will occur.

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Security officer approval

Click on **Send request** for approval by the Security Officer.

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Result

When it is approved the changes will be applied and changes will occur. The progress can be viewed in the **Admin log** from where it also can be **reverted**.

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When we find and view the Shared drive we can see that the changes were applied.

[GAT+ | Google Shared Drives Management 8]