Team Drives & 2FA at NC State

HR Connections
October 19, 2017
Team Drive
Overview
Team Drive Overview

- Shared spaces where teams can easily store, search, and access their files anywhere, from any device.

- Files in Team Drive belong to the team instead of an individual.
  - If members leave, files remain where they are so your team can continue to share information and get work done.

- Members can be added/removed individually or through Google Groups.
Team Drives support all features of My Drive plus more. Advanced access controls make Team Drives even more robust, preventing team members from accidentally removing or deleting files that others need. External users (outside of the NC State domain) can still be a member of university Team Drives. Folders & files are shared with every member of the team drive. Individual files can be shared outside of the team drive, but folders cannot. Organizers & Editors can restore deleted content within 30 days (no need to go through admin).
When to Use Team Drive

- To centrally manage space ownership and permissions
- Project Management
- Cross organization collaboration
- Storing and protecting sensitive data
- Alternative to Generic Accounts (storage only)
- Makes onboarding and offboarding easier
# My Drive vs Team Drive

<table>
<thead>
<tr>
<th><strong>Team Drive</strong></th>
<th><strong>My Drive</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who owns files and folders?</strong></td>
<td>The team</td>
</tr>
<tr>
<td><strong>Can I move files?</strong></td>
<td>From <strong>My Drive to Team Drive</strong>: You must have edit rights to the initial file, be a member of the Team Drive, and the file owner must be a member of the Team Drive. <strong>Between two Team Drives</strong>: You must have full (organizer) access to the original Team Drive and at least edit access to the destination Team Drive.</td>
</tr>
<tr>
<td><strong>Can I move folders?</strong></td>
<td>Only the domain admin can move folders into a Team Drive.*</td>
</tr>
<tr>
<td><strong>Sharing</strong></td>
<td>All team members see the same file set. Individual files can be shared outside of the Team Drive.</td>
</tr>
<tr>
<td><strong>How long do files I delete stay in Trash?</strong></td>
<td>Each Team Drive has its own Trash. Only members with full access to the Team Drive can delete files. Files and folders in Trash are deleted permanently after 30 days or sooner if a full-access member deletes them first.</td>
</tr>
<tr>
<td><strong>Can I restore files?</strong></td>
<td>Yes, if you have edit access or full access.</td>
</tr>
</tbody>
</table>
## Team Drive Permissions

<table>
<thead>
<tr>
<th>Feature</th>
<th>Full Access/Organizers</th>
<th>Edit access</th>
<th>Comment access</th>
<th>View access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can view files and folders</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Can comment on files</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>❌</td>
</tr>
<tr>
<td>Can make, approve &amp; reject edits</td>
<td>✔</td>
<td>✔</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Can create and upload files, can create folders</td>
<td>✔</td>
<td>✔</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Can add people to Team Drives or remove them</td>
<td>✔</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Can add people to specific files</td>
<td>✔</td>
<td>✔</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Can move files and folders</td>
<td>✔</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Can delete files and folders</td>
<td>✔</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Can restore from trash (up to 30 days)</td>
<td>✔</td>
<td>✔</td>
<td>❌</td>
<td>❌</td>
</tr>
</tbody>
</table>
Primary Organizer

What is a Primary Organizer?

- First user with access to the Team Drive
- Responsible for initially adding other users to the Team Drive and their privileges
- Responsible for initial data migration from shared Google Drive folders into Team Drive
- Primary contact for Team Drive content (not necessarily IT staff)
Primary Organizer Permissions

- Full Access
- Additional Migration Privileges
  - Rights to move any file or folder they can View, into any Team Drive where they have Full Access
    - Including files where the original owner is not a member of the Team Drive
    - Users not a member of the Team Drive will lose access to the folder but not individual files. They will still be able to search and locate the files.
  - Lasts for 14 days after the creation of the Team Drive
How to Request a Team Drive

- Visit [go.ncsu.edu/teamdrives](http://go.ncsu.edu/teamdrives)
  - Review Information
  - Submit the request form
- Team Drive Name
- Know your Primary Organizer
- Approval process takes 3-5 business days.
- Ask if others on your team have already requested one for that purpose.
- Bulk requests - submit a Help Desk ticket
Preparation Tips/Best Practices

- Designate an Organizer and alternate
  - No limit to how many users can have “full access”
- Identify individuals to be initially included
  - Set up a Google Group(s)
- Establish “Permissions” for each individual or Group
- Organizers should work with team members to identify content that will be migrated during initial 2 week period.
  - Organizers can migrate folders as long as they have view access to the folders.
- Communicate with team members once Team Drive is available
- Can be used as an alternative to Generic Accounts if organizing content is the primary goal.
2FA at NC State
2FA Reminders

- All employees are required to enroll in both Google 2-Step & Duo
  - Faculty
  - Staff
  - Temporary
  - Student employees
  - No-pays (including retirees)
    - Set expiration dates!
- Deadline is Tuesday, **October 31st**
  - Generic Accounts deadline: **December 13th**
- If users are not enrolled by October 31st:
  - Must contact the Help Desk to access Google account
  - Will be required to enroll in Duo before accessing shib protected services
- Training opportunities: [go.ncsu.edu/csam2017](go.ncsu.edu/csam2017)

**Enrollment Stats:**

Duo=72%
G2SV=79%

[go.ncsu.edu/2FA](go.ncsu.edu/2FA)
Stay Connected

● Katie McInerney:  cpmciner@ncsu.edu

● G Suite @ NC State:  google.oit.ncsu.edu

● OIT Workshops:  go.ncsu.edu/LearnIT

● OIT Training Team:  classreg@ncsu.edu
Thank you!