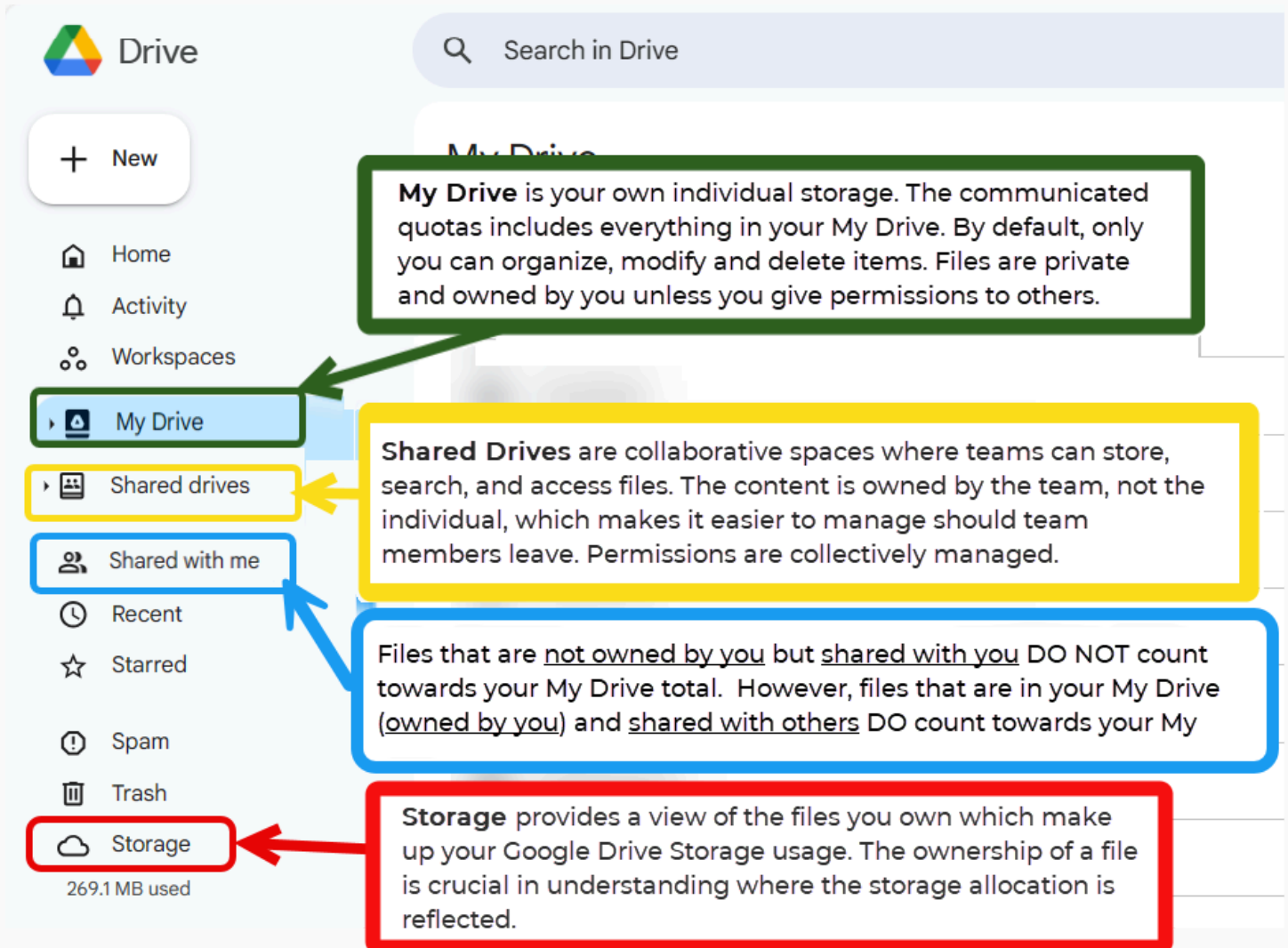


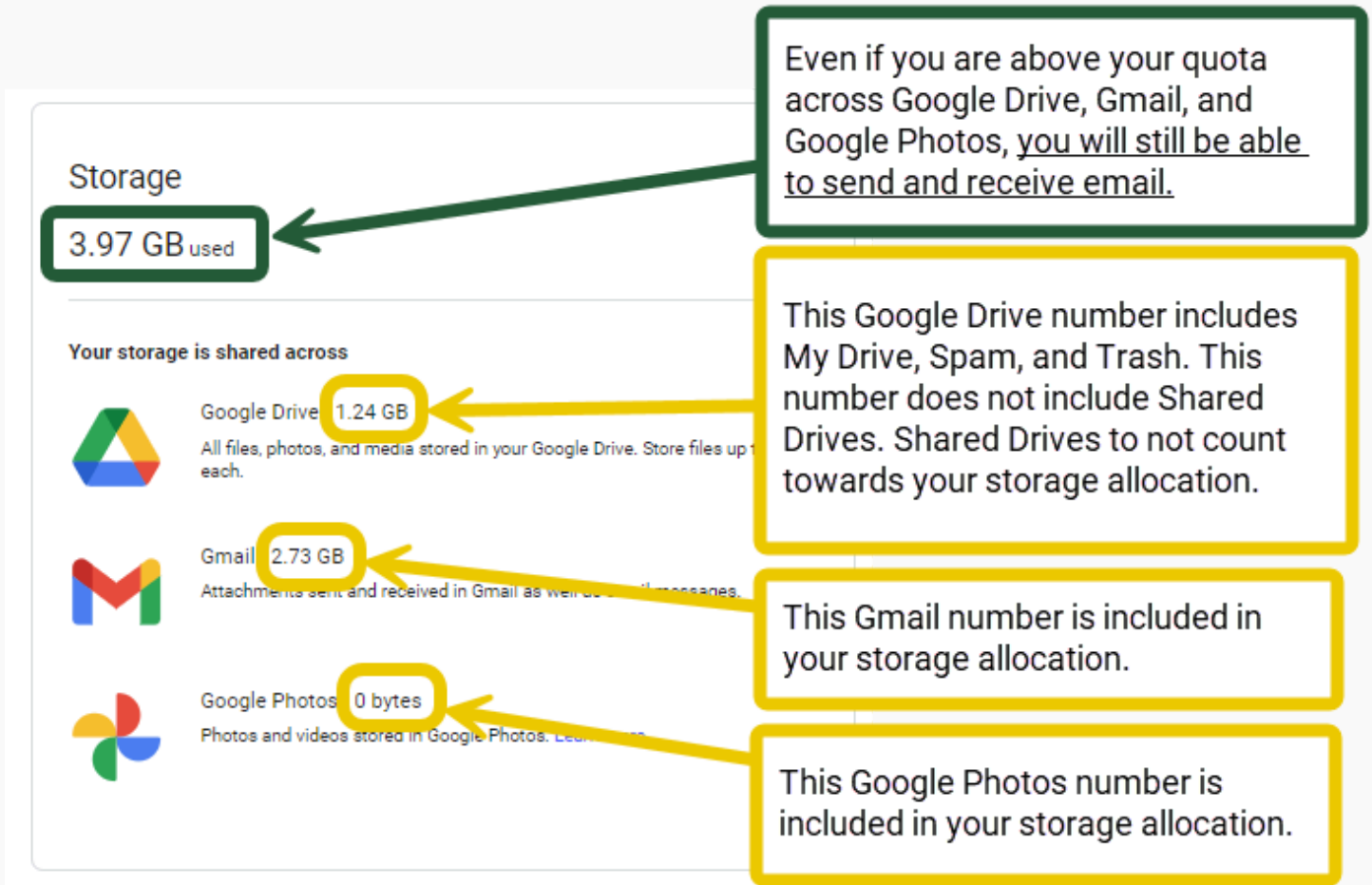
What is the difference between My Drive, Shared Drive, and Shared with Me?



The image shows a screenshot of the Google Drive interface. On the left is a navigation sidebar with options: New, Home, Activity, Workspaces, My Drive, Shared drives, Shared with me, Recent, Starred, Spam, Trash, and Storage (269.1 MB used). On the right, there are four callout boxes with arrows pointing to specific items in the sidebar:

- My Drive** (green box): My Drive is your own individual storage. The communicated quotas includes everything in your My Drive. By default, only you can organize, modify and delete items. Files are private and owned by you unless you give permissions to others.
- Shared drives** (yellow box): Shared Drives are collaborative spaces where teams can store, search, and access files. The content is owned by the team, not the individual, which makes it easier to manage should team members leave. Permissions are collectively managed.
- Shared with me** (blue box): Files that are not owned by you but shared with you DO NOT count towards your My Drive total. However, files that are in your My Drive (owned by you) and shared with others DO count towards your My
- Storage** (red box): Storage provides a view of the files you own which make up your Google Drive Storage usage. The ownership of a file is crucial in understanding where the storage allocation is reflected.

Here is a breakdown to show the parts of Google Drive Storage:



Storage
3.97 GB used

Your storage is shared across

- Google Drive** 1.24 GB
All files, photos, and media stored in your Google Drive. Store files up to 15 MB each.
- Gmail** 2.73 GB
Attachments sent and received in Gmail as well as messages in your inbox.
- Google Photos** 0 bytes
Photos and videos stored in Google Photos. Learn more.

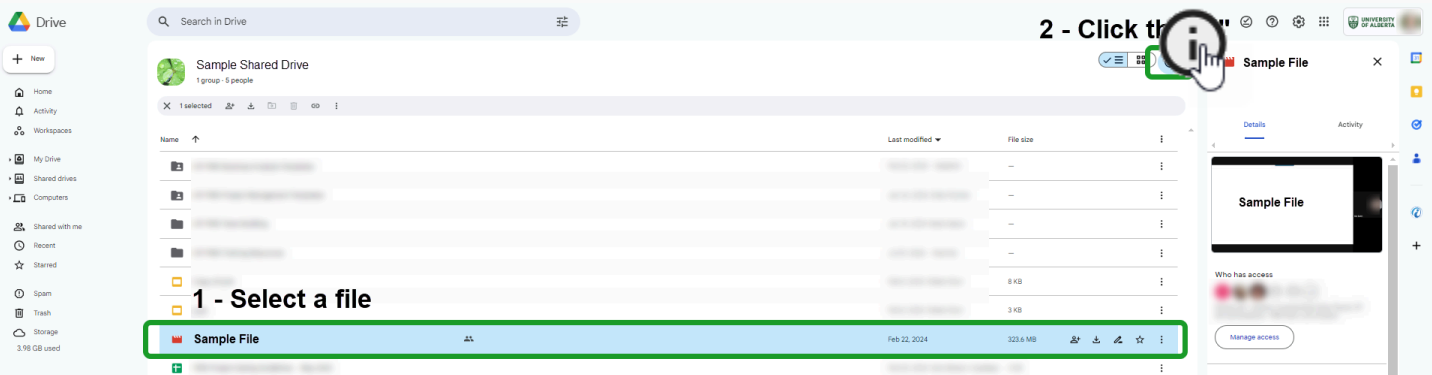
Callout 1: Even if you are above your quota across Google Drive, Gmail, and Google Photos, you will still be able to send and receive email.

Callout 2: This Google Drive number includes My Drive, Spam, and Trash. This number does not include Shared Drives. Shared Drives do not count towards your storage allocation.

Callout 3: This Gmail number is included in your storage allocation.

Callout 4: This Google Photos number is included in your storage allocation.

You can double check the owner of a file by selecting the file and clicking the “i” (view details) symbol in the top right hand corner of the screen:



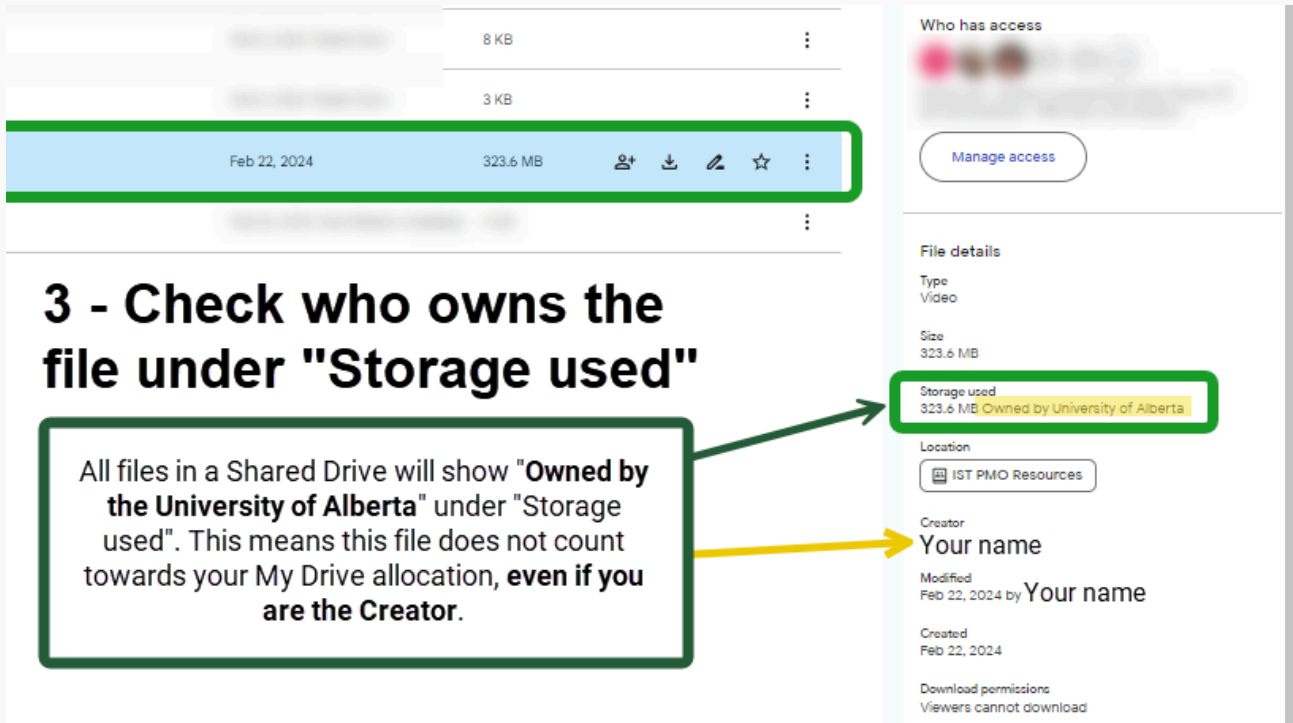
1 - Select a file

Name	Last modified	File size
Sample File	Feb 22, 2024	323.6 MB

2 - Click the "i" symbol

Details View: Sample File, 323.6 MB, Feb 22, 2024. Includes 'Who has access' and 'Manage access' options.

Under the right hand sidebar that opens, scroll down to “Storage Used” to view the **Owner** of that file.



The screenshot shows a Google Drive file interface. A file of 323.6 MB is highlighted with a green box. The right sidebar shows file details, including 'Storage used: 323.6 MB Owned by University of Alberta', which is also highlighted with a green box. A yellow box contains text explaining that files in a Shared Drive are owned by the University of Alberta and do not count towards personal My Drive allocation. Arrows point from this text box to the 'Storage used' field in the sidebar.

3 - Check who owns the file under "Storage used"

All files in a Shared Drive will show "Owned by the University of Alberta" under "Storage used". This means this file does not count towards your My Drive allocation, **even if you are the Creator**.

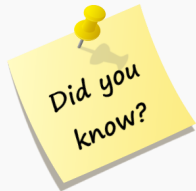
Compare Shared Drives with My Drive

The comparison below highlights the key differences between Google Shared Drives and My Drives. The table provides an overview to help understand the distinct functionalities and advantages of each storage option within Google Workspace.

	Shared Drive	My Drive
File Ownership	The team owns the files and folders.	The individual who created the file or folder owns it.
Collaboration	Best suited for collaborative work that is important and adds lasting value to the institution.	Best suited for individual file storage.
File Types	All file types	All file types
File Preservation	If a team member leaves the institution, all files remain and continue to be accessible by	If the individual leaves, all files they own will be subject to deletion even if they've been

Google Drive Breakdown

	Shared Drive	My Drive
	the remaining team members.	shared with others.
Sharing and Access	<p>By default, all team members see the same set of files.</p> <p>Access levels are set for each drive member such as manager, content manager, contributor, etc.</p>	<p>By default, files and folders created are set to private.</p> <p>Offers the individual the flexibility to share with specific users or groups. Files that other individuals have shared with you will appear in 'Shared with Me'. Refer to the 'Did you know?' section below for more details.</p>



- **"Shared with Me"** is a section in Google Drive that displays files and folders that other users have shared with you. These files and folders are not stored in your My Drive or Shared Drives but are accessible to you because someone has shared them directly with your account. This section makes it easy for you to find and access files that others have shared, allowing you to collaborate, view, and edit these files depending on the permissions assigned to your account.
- **"My Drive"** is attached to your CCID. Moving forward, when you leave the institution, all the information you stored on your My Drive is lost.
- If there is institutional data that needs to be maintained that you have on your My Drive, it will be inaccessible to your department or faculty when you leave.