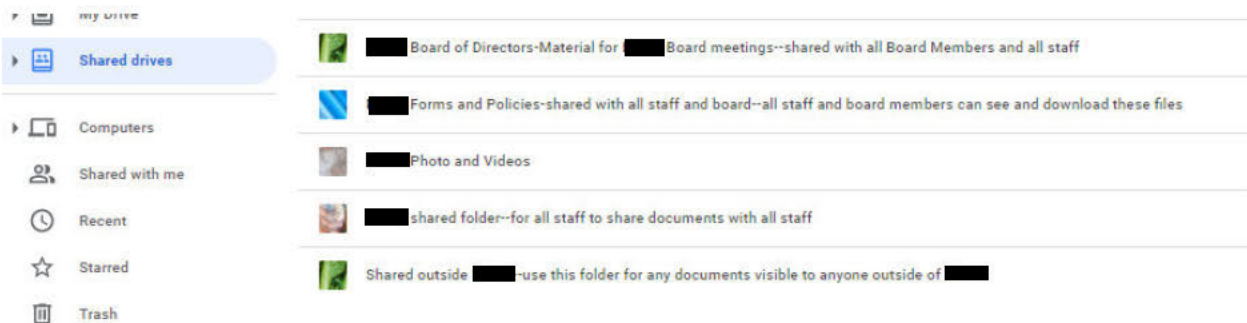


February 2020

Sharing files and data outside of [REDACTED] using Google Drive

If you want to share a file using Google Drive with someone outside of [REDACTED], the best way is to save the file to the shared Drive folder named "Shared outside [REDACTED]..."



You can then give the person you are sharing the file to the link to that particular file. If you are sharing multiple files to the same person, you can create a folder, and give them the link to the folder.

For example: material shared with the public on our website; material shared with our LSC program counsel [REDACTED]:



The reason for doing this is to minimize the risk of sharing files accidentally outside of [REDACTED]. It can become extremely difficult to identify and impossible to remember what files you've shared with whom. For more information about file and folder sharing, please see

For similar reasons, [REDACTED] staff should access [REDACTED] Drive files and folders using their [REDACTED] email account, and not their personal g-mail account. If [REDACTED] staff requests to access files

using their personal g-mail account, please ask them instead to access the files from their [REDACTED] email account.

As an example of why to do it this way: when a staff person leaves [REDACTED], we restrict their access to [REDACTED] data after they leave by de-activating their [REDACTED] email account.

But imagine an [REDACTED] staff is given access to [REDACTED] files from their personal gmail account. They later leave [REDACTED]. They will still have access to [REDACTED] files even after they have left [REDACTED].