



UNIVERSITY OF THE PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR DIGITAL TRANSFORMATION



Reminder: Sharing Files in Google Drive

October 17, 2025

DID YOU KNOW?

You might mistakenly share your files on Google Drive to all UP users.

Make sure that you **do not** share your files to **ALL** users in the UP Google Workspace.

Restrict your files and share them to necessary users only.

Share "Sample File in UP Google Drive"

Add people, groups, and calendar events

People with access

- @up.edu.ph Owner
- @up.edu.ph Editor

General access

Restricted

- ☒ Restricted
- University of the Philippines
- Anyone with the link

Done

For assistance, please contact the UP System ICT Support at: <https://ictsupport.up.edu.ph/>

Dear UP Users,

Be reminded regarding the folders/files that you upload and share in the University's Google Workspace.

We strongly recommend that you set the access permissions of your folders/files and share it only with your concerned colleagues, students, or class instructors (i.e. specific users only). Kindly **DO NOT** share them to **ALL** users utilizing the University's Google Workspace.

Specifically, please **DO NOT** choose the option "**University of the Philippines**" nor "**Anyone with the link**" when selecting who can access your files. These options will open up your files to be accessible to other users that you did not intend. Said files may also appear in search results of other users.



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To limit the access of your files/folders to specific people/users only, you may follow the steps found here: itdc.up.edu.ph/faqs/how-to-share-files-in-google-drive

Moreover, please ensure that files which are **personal** in nature and **not related** to the academics, administrative work, or research under the University are **not uploaded** in our University's Google Workspace.

Should you need further assistance or have any questions regarding this matter, please feel free to reach out to the local IT Office of your campus/CU. You can find their contact details here: itdc.up.edu.ph/contact-us#cu-it-support

For your information and guidance.