



Reminder: Sharing of Files in Google Drive

March 17, 2025

ADVISORY

SHARING OF FILES IN GOOGLE DRIVE

REMINDER: Do **NOT** share your files to **ALL** users in the UP Google Workspace.

When sharing files in Google Drive, **DO NOT** choose these options:

“University of the Philippines”
“Anyone with the link”



To limit the access of your files to specific people / users only, follow the steps found at:

<https://bit.ly/files-in-gdrive>





For technical support, contact your
CU IT Office/Center:
<https://bit.ly/ITOffices>

Or submit a support ticket at:
<https://ictsupport.up.edu.ph/>



Dear UP Users,

Please 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.



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

Moreover, kindly be reminded that as a user of the University's online resources, you are constrained to comply with the UP Acceptable Use Policy (AUP). Section 6, item C, number ii, number 4 states:

“ Personal use. Users may not use the IT System for personal activities not related to appropriate University functions except in a purely incidental manner.”

You may refer to the UP Acceptable Use Policy here: <https://www.up.edu.ph/aup>

Please ensure that files that are personal in nature and are **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: <https://itdc.up.edu.ph/contact-us#cu-it-support>

For your information and guidance.