Reminder: Sharing of Files in Google Drive
May 21, 2025

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.

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://up.edu.ph/approved-acceptable-use-policy-for-information-technology-it-resources-of-the-up-system/

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.