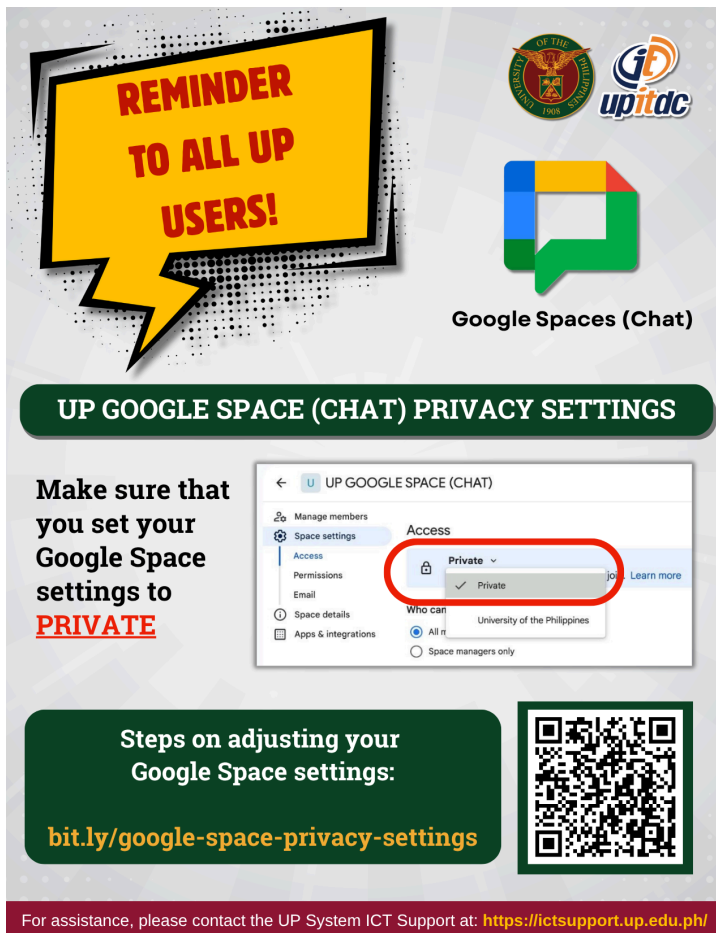




REMINDER: UP Google Space Privacy Settings

September 5, 2025



The graphic features a yellow speech bubble with the text "REMINDER TO ALL UP USERS!". It includes the logos of the University of the Philippines and upitdc, along with the Google Spaces (Chat) logo. A central screenshot shows the "UP GOOGLE SPACE (CHAT) ACCESS" settings, with the "Private" option selected and circled in red. Below the screenshot is a QR code and a link: bit.ly/google-space-privacy-settings. At the bottom, it provides contact information for the UP System ICT Support at <https://ictsupport.up.edu.ph/>.

To UP Mail Users:

Similar to the use of Google Drive, we remind all users of Google Spaces (group chats) to exercise **extreme caution** in the use of our Google Spaces in the University's Google Workspace domain.

Please be reminded that you should **NOT** set the privacy access of Google Spaces to "University of the Philippines", as this will open the Space for any user in the UP Google Workspace to find, view, and join your space.

Google Spaces should be set to "**Private**" to ensure that it is restricted only to those who you invite or add.

You can see the steps on adjusting the Google Space settings here: itdc.up.edu.ph/faqs/privacy-settings-of-up-google-spaces

If you have any questions or need assistance regarding your Google Spaces, please send the request and file a support ticket at the UP System ICT Support: ictsupport.up.edu.ph

For your information and guidance.