



Reminder: Sharing Files in Google Drive

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The infographic features a blue background with a yellow speech bubble containing a megaphone and the text "DID YOU KNOW?". Below this is a yellow-bordered box with the text "You might mistakenly share your files on Google Drive to all UP users." To the right are the University of the Philippines and upitdc logos. The main text reads: "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." Below this is a screenshot of the Google Drive sharing interface. The "General access" dropdown menu is open, showing "Restricted" selected with a checkmark, and "University of the Philippines" and "Anyone with the link" as options. A red arrow points to the "Restricted" option. At the bottom, a red banner contains the text: "For assistance, please contact the Local IT Office of your CU/campus: bit.ly/ITOffices".

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.