UNIVERSITY OF THE PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR DIGITAL TRANSFORMATION

upitdc
UP Information Technology Development Center

REMINDER: Google Space Privacy Settings
Aug 7, 2026



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 file a support ticket at the **ICT Support Ticket System:**
🔗 ictsupport.up.edu.ph

For your information and guidance.