



GMHEC Secure File Sharing

Overview:

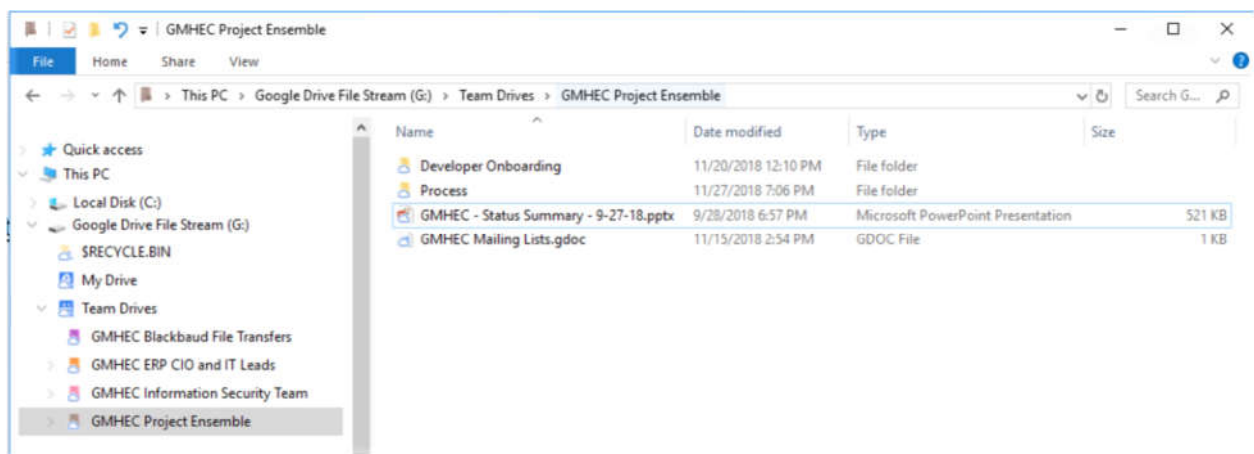
GMHEC utilizes the Google Drive cloud storage platform to securely store and share files. The Google Drive File Stream client will be used to create a “G” drive on your Windows computer, or a “Google Drive” under Devices on your MAC. Each user will enter their college issued username (your email address) and password to access the system.

Note: GMHEC.ORG employees will use their GMHEC.ORG issued credentials. Vendors will be issued GMHEC.ORG credentials.

Once connected to the GMHEC Google Drive you will have access to two folders:

My Drive The area that only you have access to. This is where you can store personal files.

Team Drives Shared folders that specified groups of users have access to. Permissions are managed by GMHEC administrators. This is where you can store files that you are working on with members of a group and/or vendors. You will only be able to see the folders that you have been granted access to.



Access to Folders and Files:

Folders and files can be accessed multiple ways:

- Via a web browser by logging into <https://drive.google.com>
- Windows computer client - Installing the Google Drive File Stream Client and using the “G:” drive in Windows Explorer.
- MAC computer client – Installing the Google Drive File Stream Client and using the “Google Drive” in devices.

Google Drive Client Installation - Windows:

For the “G:” drive to appear on your computer you will need to install the Google Drive File Stream Client. Here are the rough steps for installing the client software on a Windows computer. *NOTE: This document does not cover prerequisites such as administrative rights needed, uninstallation of previous versions, etc. For additional support, please contact your local IT support department.*

- Download the installation software by going to this URL:
 - <https://dl.google.com/drive-file-stream/googledrivefilestream.exe>
- This will download GoogleDriveFileStream.exe.
- Run the program.
- This may start another download and kick off the installation program.
- When the installation is complete, you will be prompted to sign into Google Drive File Stream
 - Enter your college issued, or gmhec.org, email address.
 - Click on “Next”.
 - Enter your email address again.
 - Click on “Next”.
 - You will now be at your college's sign in page.
 - Enter your work email address and password.
 - Click on “Sign In”.
 - At the “Stay Signed In” prompt, click on Yes.
- Upon successful login you will see a welcome video about how to use the new system. You can close the welcome window.
- When you close the window, your Windows File Explorer will open and you will see that you now have a "G:" drive labelled Google Drive File Stream.
- In the “G:” drive, you will see “My Drive” and “Team Drives”.
- Double click on “Team Drives” to see which shared folders you have access to.

Google Drive Client Installation - MAC:

For a MAC, click on the link below to download the software. Run the installer and answer the prompts as specified above.

<https://dl.google.com/drive-file-stream/googledrivefilestream.dmg>

When the installation is complete, you will have a “Google Drive” in devices.

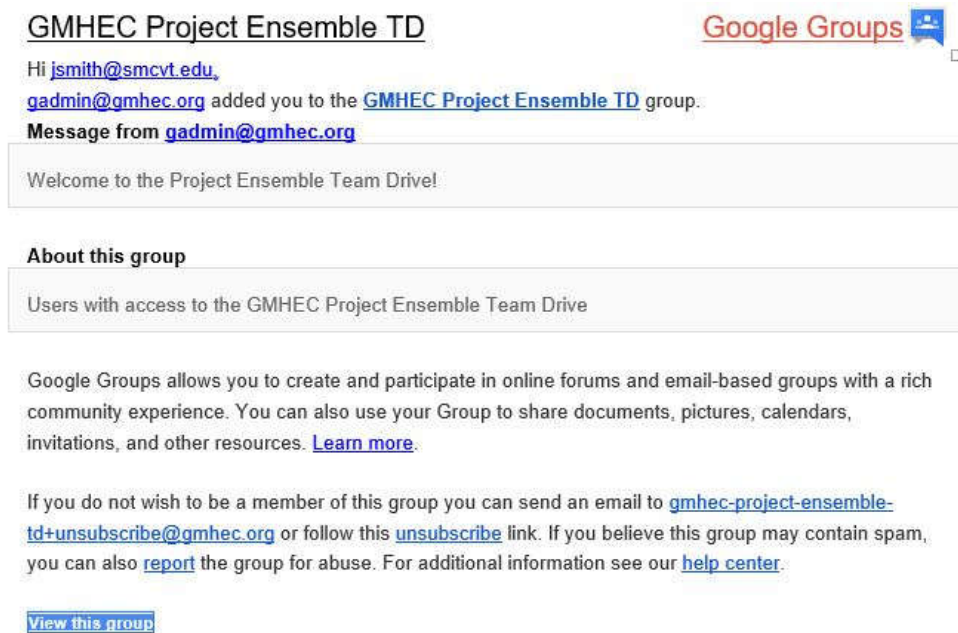
Requests for New Shared Folders and Security Permission Changes:

Folders are created and security permissions are managed by GMHEC system administrators. If you would like a new shared team folder created or people added to an existing folder, please contact your local Support Desk.

For new folders, please include the following information in the request:

- Name of the folder (example: Finance Team Leads).
- The email addresses of each of the people you would like to be able to access the folder.
- The business reason why this folder is needed.

When you are added to the group by support the folder will automatically appear under your Team Drives. You will also receive an automated notice like the one below:



The screenshot shows an email notification from Google Groups. At the top, it says "GMHEC Project Ensemble TD" and "Google Groups" with a logo. Below that, it says "Hi jsmith@smcvt.edu, gadmin@gmhec.org added you to the [GMHEC Project Ensemble TD](#) group." It then says "Message from gadmin@gmhec.org". There is a light blue box containing the text "Welcome to the Project Ensemble Team Drive!". Below that is a section titled "About this group" with a light blue box containing the text "Users with access to the GMHEC Project Ensemble Team Drive". Further down, it says "Google Groups allows you to create and participate in online forums and email-based groups with a rich community experience. You can also use your Group to share documents, pictures, calendars, invitations, and other resources. [Learn more.](#)" At the bottom, it says "If you do not wish to be a member of this group you can send an email to gmhec-project-ensemble-td+unsubscribe@gmhec.org or follow this [unsubscribe](#) link. If you believe this group may contain spam, you can also [report](#) the group for abuse. For additional information see our [help center](#)." There is a small blue button that says "View this group".

File Sharing Procedure:

This is a sample procedure for sharing a file with another user or vendor:

- If you do not have a shared team drive setup yet, contact your local Support Desk:
 - Provide the name you would like the folder to have.
 - Example – “SMC Procurement Files”
 - Provide the email addresses of the people who will need access to this folder. NOTE: the email addresses need to be @champlain.edu, @middlebury.edu, @smcvt.edu or @gmhec.org. No personal or non-GMHEC email addresses can be used. If a vendor will be accessing the folder, they will need to obtain a GMHEC.ORG account. Email local Support Desk with their name, regular work email address and the business reason.
 - Provide the business reason why the folder is needed.
 - The folder will be setup by the GMHEC system administrators. You will be notified when it is ready.

- Once your folder is setup, you save your document into the folder path.
 - Example – G:\Team Drives\GMHEC Procurement Files.
 - Note: If you do not have a “G:” drive setup yet, follow the Client Installation procedure above.
- Vendors that need access to the file can then use their GMHEC.ORG credentials to log into <https://drive.google.com> and go to the folder under Team Drive.

Password Protecting Confidential Files:

Access to folders on the GMHEC Google Drive is managed by the network administrators through group membership permissions. This level of security is adequate for most files. However, if you are sharing confidential data with a vendor, the file(s) should have a secondary level of security applied. Use the password protection feature built into Excel.

- Example using Excel 2016
 - With the spreadsheet open click on “File”.
 - Click on “Info”.
 - Click on “Protect Workbook”.
 - Click on “Encrypt with a Password”.
 - Enter a password for the file. The password should be a least 8 characters long and include CAPITAL Letters, small letters, and ## numbers.
 - Do not send the password via email. Transmission of passwords via email is not secure. Send the password to the vendor via cell phone text message or phone call.

File Recovery – Previous Version

Google keeps previous versions for up to 30 days. To access a previous version of a document:

- Open <https://drive.google.com>.
- Navigate to the file you want a previous version of.
- Right click on the file.
- Click on “Manage Versions”.
- Select the previous version you want and click on ‘Download’.

File Recovery – Restore Deleted File

You can attempt to restore a deleted file from the Google Drive Trash.

Try looking in the Trash before contacting support:

- Open <https://drive.google.com>
- Navigate to the “Trash” icon on the lower left side of the screen.
- At the top of the screen is a “Deleted From” drop down box. Select the folder your missing file was in.
- If you find the file you are looking for, right click on it and select “Restore”.
- If you cannot find the file, contact your local Support Desk for assistance. Please provide the name and location of the file you would like restored. All files are backed up daily.