CONVERSION from *Shared drives* to *G Suite Team Drives*

Shiloh House is excited to announce that we will be migrating to a Google based platform for the storage and sharing of files, and will soon no longer be using the previously used shared drive format (where each individual computer had to have drives "mapped" to the server). This migration will eventually address several issues that the agency has experienced, ***most importantly the struggle over the last year or more with limited and inconsistent access to the shared drives .***

G-Suite Overview

G Suite is a package of several applications including Google Drive, Email, Google Docs, Calendars, etc. that will use a single G Suite user account for each staff to be able to access.
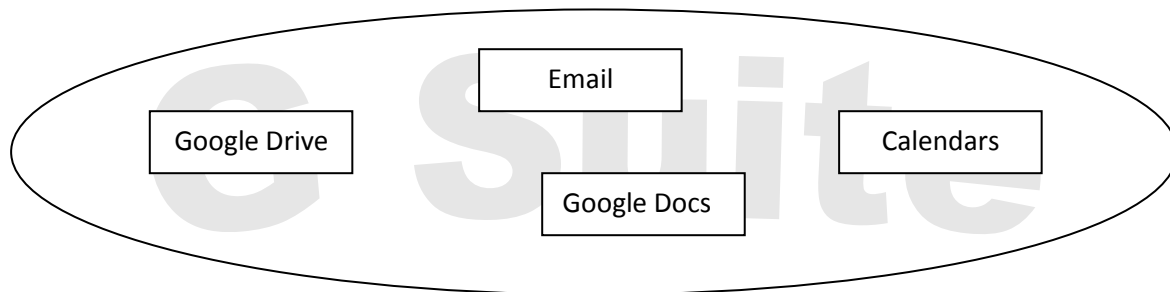
This first phase, however, will ONLY include deployment of Google Drive. All other features of G Suite will be implemented at a later date.

Access to the various drives will be determined based on privileges assigned to each ***user,*** compared to current drive access, which is determined by the ***computer*** you are working on. This will allow the IT Team to provide access to respective staff remotely, rather than needing to physically work on the computer.

Additionally, you will have the option to store all of your individual files in a location on your computer that allows them to be automatically backed up, so that in the event of a computer crash, you will not have to lose any data.

Specific instructions and details for the initial transition to G Suite (Google Drive) are listed below.

The transition to using Google Drive (instead of the current shared drives) will be completed by April 20, 2018.

(please keep reading)

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Setting Up Your Shiloh G Suite Account

On Monday, March 19, you will receive an email with your login credentials for your G Suite account. Please keep this handy.

Regardless of whether you use or will use the shared drives, PLEASE COMPLETE THIS STEP BY MARCH 31 TO MAKE SURE YOU HAVE ACCESS TO YOUR NEW ACCOUNT, and so that the IT Team can trouble shoot any issues for you proactively.

Your username will be your email address, and default password for all accounts will be 1234512345, and you will be required to change the password the first time you login.

Once you receive the email, please open a browser and go to http://drive.shilohhouse.net and sign in for the first time.

If you are already signed into another Google account (e.g. personal Gmail), you will need to ADD your new Shiloh G Suite account:
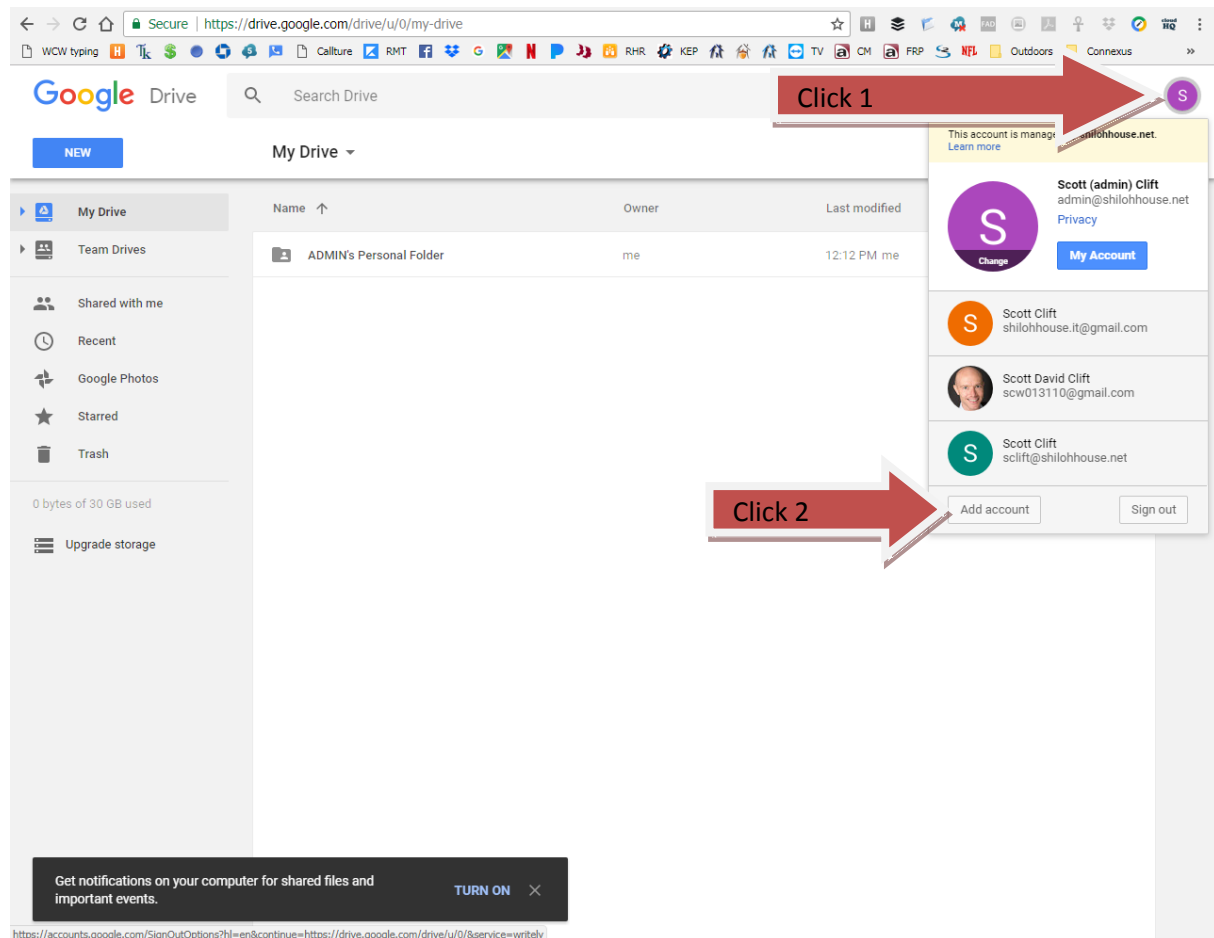
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Once you have completed this step, you may access Shiloh Google Drive files using multiple methods, and they will always stay synced and up to date (as long as the device you are using is connected to the internet).

TIMELINE FOR Shared Drives CONVERSION

Date	Item
3/19/18	All Staff will receive email with Shiloh G Suite user information All information will be posted on SHIC as well Installation of *Google Drive File Stream* begins on laptops/computers assigned to individual staff (see below for instructions)
3/30/18	Software installations completed All Staff have tested access to G Suite account
4/2/18	First day for use of new server; All Staff should attempt to start using
4/20/18	Last day for ability to access old server

Culling and Removal of Files from Old Server

All staff who currently access one of the shared drives are asked to remove any files that are not appropriate/no longer needed to be housed in that drive. Removal can be deletion or transfer to a flash drive, hard drive, etc. Keep in mind that access to the old server will be removed on April 20.

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Shiloh Google Drive can be accessed from:

1. Computer/Laptop (both Windows and Mac)
   a. Using the Google Drive File Stream method (similar look/feel to current)
   b. Internet browser (Chrome preferred; IE/Firefox also work)
2. Android (Phone & Tablets)
   a. Google Drive App
   b. Browser
3. iPhone
   a. Google Drive App
   b. Browser

Using Google Drive File Stream (Windows/Mac)

If you have a personal computer/laptop assigned to you by Shiloh, you will want to install and use the Google File Stream (GDFS) method. Using this method you will be able to most easily save, access, backup your personal files, as well as access any shared drives you have been assigned access to.

Reminder: You can always access Google Drive files using multiple methods and from multiple devices.

These instructions for installing and using Google Drive File Stream are specific to Windows; however, they mostly apply to Mac installs as well.

1. Installing Google Drive File Stream on your Shiloh computer/laptop
   a. Go to www.shilohhouse.net, and click the Google Drive File Stream link. Once the program has downloaded, open the downloaded file to install.
   b. Once it is installed, you should see a window open that asks you to login. Use your Shiloh G Suite username and password. If you do not see the window, look for the icon and click it to open the login window.
2. Using Google Drive File Stream
   a. You will need to have DDFSrunning in order to access files you store in your Google My Drive and Team Drives. If you need to check, look for the in your task bar. If it is not shown there, you will simply need to open the program from your Start menu.
   b. Open a file explorer, and click "Google Drive File Stream (G:)" under Computer (Win7) or My PC (Win10). You will see two folders: **My Drive** and **Team Drives**
   c. **My Drive**
      i. Your My Drive is only seen by you and is not shared with anyone until you specifically share a file or folder. When creating and saving documents, you will need to ensure that they are saved in this folder, as they are not saved here by default.

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   ii. All files stored here will be automatically backed up to the cloud, and can be retrieved using any other method, as well as be restored back down to your computer in the event of hardware failure.

   iii. In order to have access to your files when NOT connected to the internet, RIGHT CLICK on the MY DRIVE folder, click "Drive File Stream", and select "Available Offline". Selecting "Online Only" will require you to have an active internet connection in order to access files.

  d. Team Drives

   i. You are assigned access to Team Drives based on your job duties and position at Shiloh. If you believe you need access to a particular Team Drive and you do not see it listed, contact your supervisor and ask them to authorize the IT Team to provide you access.

   ii. Team Drives can ONLY be accessed when you are connected to the internet. Files saved here are accessed by all others at Shiloh who have been granted access to these files as well.

Using a Browser (applies to computers, laptops, android, and iphone)

You can always use a browser from any device to access your **My Drive** and **Team Drive** files. Simply open the browser and navigate to:

http://drive.shilohhouse.net

Once you are logged in, lock in the top left for the following:

1. **My Drive**: Your personal files that are not visible to others unless you specifically share them.
2. **Team Drive**: shared files that everyone assigned to that drive can access.
3. **Shared with me**: When someone else at Shiloh chooses to share a file with you, it will appear here.

Using the Browser method to open, create, and edit documents:

   1. All Online Method (simplest):
       a. To Open: simply double-click a file
       b. To Edit: Once opened, click the "Open with Google [Docs/Sheets/Slides]" link at the top. This will open a new tab where you will be editing the file directly online; no need for downloading/uploading. Your changes will immediately be saved in the cloud. Once done editing, simply close the browser tab on your device.
       c. To Create: look for the "NEW" button in the top left and click it. This will display a drop down menu where you can select the type of file (or folder) you would like to create. While not technically Microsoft Office documents, they are fully compatible with them.
           i. Word = Google Docs
           ii. Excel = Google Sheets

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           iii. Powerpoint = Google Slides

2. Download/Upload Method (more steps):
   a. RIGHT CLICK a file, and select Download. Save it locally on your device
   b. Open the file you just downloaded, and edit it using one of the applications installed on your device.
   c. Once completed, save the file normally on your device, and switch back to your browser tab with Google Drive open.
   d. Click NEW=>Upload, and select the edited version from your device that you just saved. **NOTE: This MAY create a duplicate copy in the Google Drive, so double check; you may need to delete the version that is older.**

Using a Mobile Device App (Android/iOS):

To Install & Configure:

1. Open Play Store (android) or App Store (iOS); search for Google Drive and install.
2. Once Installed, open the app.
   a. If you DO NOT already have a Google account configured in Google Drive:
      i. The app will automatically ask you for your Shiloh G Suite account information to login.
      ii. After initial login, your device will remember your information until you remove it or the app altogether.
   b. If you ALREADY have a Google account configured in Google Drive:
      i. Tap the menu icon in the top left, then tap the account name already configured in the device. This should reveal another menu with the option to "Add account".
      ii. Once you have inputted your Shiloh G Suite user information, you will be able to switch back and forth between existing account (e.g. personal Google) and Shiloh S Suite account.
      NOTE: On some iOS devices, you may not immediately see Team Drive appear. To fix: Double Click the Home Button, swipe up on the Google Drive app. This will fully exit the app. Simply open the Google Drive app again, and you should have Team Drive access.
3. To switch between **My Drive** and **Team Drive,** tap the menu icon in the top left, and you will have access to everything in your Shiloh Drive.