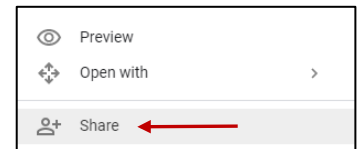


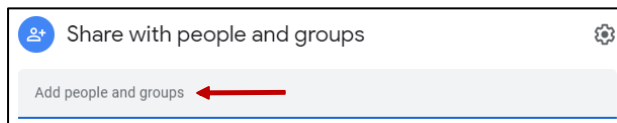
# TRANSFERRING OWNERSHIP OF FILES IN GOOGLE DRIVE

## Sharing & Changing Ownership of ONE File:

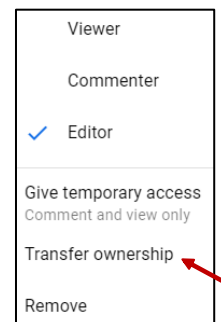
1. Open Google Drive. This can be done by logging into **ClassLink** and clicking on the **Google Drive** app.
2. Find the document that you want to change ownership of in your Drive. Do **NOT** open the document.
3. Right-click on the document preview and choose **SHARE**.



4. You must first share the document with the person that you want to make the owner. Type the **email address** of the person you want to own the document. As you type the email address, their name will appear in the search bar. Click their name to add them to the share field.



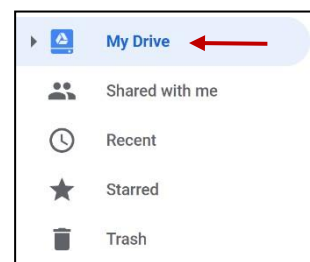
5. Press **SEND** to finish the sharing process.
6. If you wish to change the ownership of the document, right-click on the document preview again and choose **SHARE** again.
7. Click the drop-down arrow next to **EDITOR** and choose **TRANSFER OWNERSHIP**. Press **YES** on the pop-up box. This person will now be listed as the owner and you will be listed as an Editor. The new owner can change your role or delete your access to the document.



### **\*NOTE: After you make someone else the owner of a file...**

- The new owner will be notified. The document will be in their **MY DRIVE**, not Shared with Me.
- You can continue editing the file unless the new owner changes your sharing permissions.
- You are no longer the owner so you can **NOT** transfer the ownership back to yourself.
- Some people will lose access to this file unless this file is shared directly with them.

8. You will still find the file in your **MY DRIVE** folder. The preview will now have a small, curved arrow at the bottom showing that it is a **shortcut** to the original file. Since you are no longer the owner, the original file is now located in your **SHARED WITH ME** folder. You can still open and edit the document using the **shortcut** listed in your **MY DRIVE**.

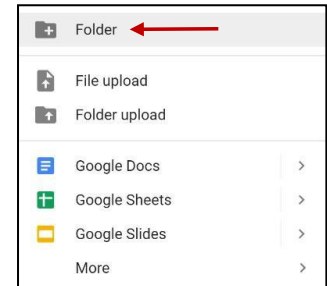


# Sharing & Changing Ownership of a FOLDER (Multiple Files):

**\*NOTE:** Unfortunately, changing ownership of a folder does not change the ownership of all the documents within the folder. You must change the ownership of EACH document INDIVIDUALLY. However, this is an easy way to quickly share multiple documents with someone rather than sharing them individually.



1. Open your Google Drive. This can be done by logging into **ClassLink** and clicking on the **Google Drive** app.
2. Click on the **NEW** button and choose **FOLDER** to create a new folder to house the documents you wish to share. Enter a name for the new folder and press **CREATE**.
3. There are two ways to move files into the new folder.



## Option 1:

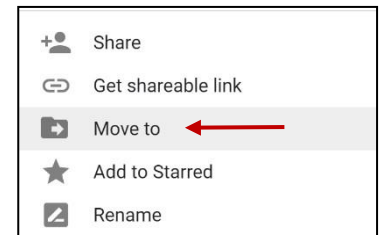
Click and drag the documents into the folder. Once the folder turns blue, release the mouse click and the documents will move to this folder.

**\*NOTE:** You can highlight more than one document at a time in order to drag them as a group. Click on the first document, hold in **SHIFT** on your keyboard, and click on the last document. This will select all of the documents as a group. All documents will be highlighted in blue.

**\*NOTE:** If you want to highlight more than one document but they are not in a row, click on the first document, hold in the **CTRL** key on your keyboard, and click on the other documents that you wish to highlight.

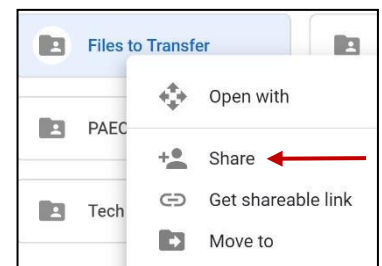
## Option 2:

Right-click on the document you wish to move. Choose **MOVE TO** and choose the folder location you want the document moved to. You can highlight more than one document (see above) and right-click on any highlighted document to move them as a group.



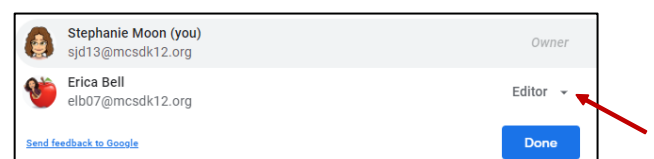
4. Once you have all of the documents in the folder, you will need to share the folder with the intended owner. Sharing a folder will also share the documents inside. You do **NOT** need to share each document individually.

5. Right-click on the folder you want to share. Choose **SHARE** and type the person's **email address**. As you type the person's email address, their name will appear in the search bar. Click their name to add them to the share field. Press **Send**.

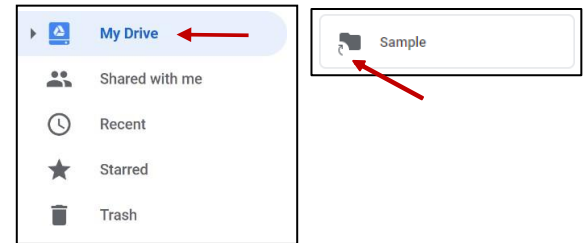


6. If you wish to change the ownership of the folder, right-click on the folder again and choose **SHARE**.

7. Click the drop-down arrow next to **EDITOR** and choose **TRANSFER OWNERSHIP**. Press **YES** on the pop-up box. This person will now be listed as the owner and you will be listed as an Editor. The new owner can change your permissions or delete your access to the document altogether.



8. You will still see the folder in your **MY DRIVE** folder. The folder will now have a small, curved arrow at the bottom showing that it is a **shortcut** to the original folder. Since you are no longer the owner, the original is now located in your **SHARED WITH ME** folder. You can still open the folder and access the contents using the **shortcut** listed in your **MY DRIVE**.



9. The new owner will find the folder in their **MY DRIVE** folder, NOT the SHARED WITH ME.