

This document will show you how to transfer your google drive files from your Pharmacy account to you ISU account.

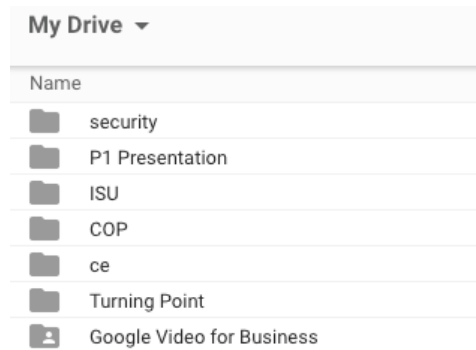
Step 1 – Clean up files and folder you own that are not shared with anyone.



[Clean-up Video](#)

1. Log into your google drive.
 - a. <http://docs.pharmacy.isu.edu/>
2. You should see a list of files and folder in your drive.
 - a. If you don't hit the list view button on the right of the screen.





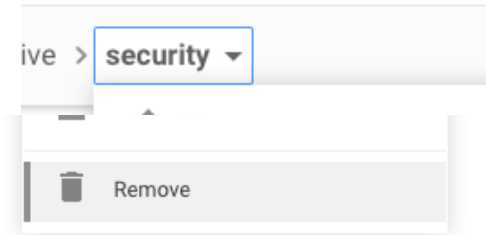
- b. Should look like this now



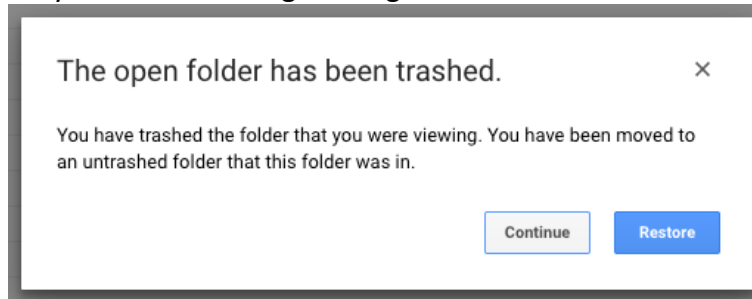
3. Make sure you are the owner of the file or folder
 - a. Will be listed on the right side with me, meaning you are the owner.
 - i. If it doesn't say me under owner do not delete. Later steps will show you how to get access to these files/folders in your ISU email.
4. **Do not** remove files or folders that are shared until you know they are not needed anymore.
 - a. You can tell a file is shared by the two heads  to the right of the filename.
 - b. You can tell a folder is shared by one head within the folder picture .

FOLDERS

5. If a folder has  no head:
 - a. Double Click the folder
 - b. Look at all of the files in the folder
 - c. If any are shared, denoted by two people , do not delete the folder
 - d. If no files are shared and you no longer need this folder
 - i. Select the down arrow on name of the folder at the top and select Remove




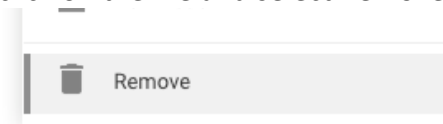
- e. You may see the following message. Just select Continue.





6. Do this for each folder that doesn't have shared files within it.

FILES

7. If a file has no shared icon  do the following:
 - a. If you still want the file, do nothing for now.
 - b. If you no longer need the file
 - i. Right click on the file and select Remove



8. Do this for each file you own that is not shared
9. Looked through your files and delete any files you no longer need.
 - a. Check you are the owner of the file. Will say me if you own the file on the Right Column.

- i. If you are not the owner the column will say who owns it.
- ii. Do not delete files you don't own.
 - 1. Steps later will show you how to regain access to these files
- b. Check that the file or folder is not shared.
 - i. Will have a  person pictured if a folder and  two people if it is a file.
 - ii. Do not delete these files.
- c. If you own the file and are not sharing it and want to delete.
 - i. Right Click on the file or folder and select Remove.

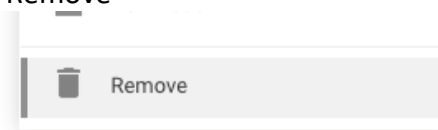
Step 2 – Clean up files owned by you that are shared with someone

[Video on who you share files with.](#)

1. Create an excel file with a list of the shared files you own.
 - a. [Excel Template](#)

Shared Files/Folders – Has the one head icon  or the two head icon 

1. Right Click on the file/folder
2. Select Share
3. Select Advanced
4. You will now see a list of those the folder/file is shared with
 - a. If you still need the File/Folder do the following:
 - i. Put their emails in the excel file with the name of the file/folder
 1. Note: If the shared email is a pharmacy.isu.edu address, you will need to change this to their ISU email address after the file has been moved to your ISU account
 - b. If you no longer need the Filed/Folder and those you shared it with no longer need access
 - i. Right click the file/folder
 - ii. Select Remove



Step 3 – Download Files and Folders you own to your computer

[Video of how to download google drive files/folders](#)

You will need to do these steps for each file or folder.
Only do this for files/folders you own.

1. Select all of the Files and Folders **you own**.
 - a. You can do this by select the first folder and then holding shift on the keyboard and then select the last file **you own** in the list.
 - b. Do not do this for files and folders you do not own.
 - i. Make sure that Owner says me
2. Right click
3. Select Download
 - a. This could take a while, depending on how many files you have and how large they are.
 - b. This will create a zip file and download it to your computer
 - c. Note: You don't need to select all of the files at once, you can select a subset and just download those. And then select another subset to download.
4. Your google docs are now stored on your computer.

Step 4 – Upload Files and Folders to your ISU account

Unzip the downloaded Files – **Video** [Windows](#) | [Mac](#)

1. Once the files are downloaded
 - a. On PC
 - i. Right click on the zipped file and select Extract All
 - ii. Hit the Extract Button
 - b. On Mac
 - i. Double click the file to unzip it

Upload the files to your ISU Drive - [Video](#)

2. Open your ISU Google Drive
 - a. <http://drive.google.com/a/isu.edu>
 - b. You can now drag and drop the files and folders you just unzipped into your google drive.

Step 5 – Setup new sharing permissions

[Video of Process](#)

1. Open the excel doc you created to track how files and folders were shared

Folders

1. Right click the folder
2. Select Share
3. Type in the email addresses of those you shared with in your pharmacy account.

- a. Note: If it is an pharmacy account, please update it with their ISU email address. All student ISU email's can be found [here](#).

Files

1. Right click the file
2. Select Share
3. Type in the email addresses of those you shared with in your pharmacy account.
 - a. Note: If it is an pharmacy account, please update it with their ISU email address. All student ISU email's can be found [here](#).

Step 6 – Notify owners of other files that your email has changed and request access via the new email.

1. For files where you are not the owner you need to:
 - a. From your pharmacy drive account
 - b. Right click the file/folder
 - c. Select Share
 - d. Select Advanced
 - e. Type in your new ISU email address and put in that your email address has changed and you are requesting access to the document.
 - i. My email address has changed and I am requesting access to this document for that email address. My new email is cummmatt@isu.edu.
 - f. Select Send Request

<https://www.youtube.com/watch?v=54cOHJycMS8>