

# Google Drive Policy & Access

## Introduction

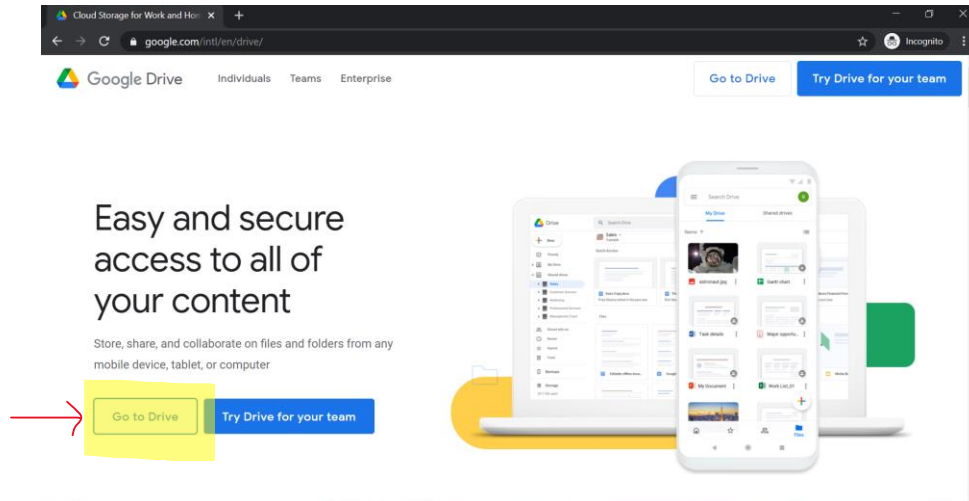
O2I Volunteers working at O2I Office are expected to use O2I laptop assigned to them and use the same for developing and storing O2I documents. However, there may be a necessity to share the documents with Volunteer working remotely. O2I recommends using O2I business account Google Drive for such purpose. Also, O2I's Google Drive is essential for remotely working Volunteers. This document provides O2I's Policy in using O2I's Google Drive and instructions to access Google Drive.

## Policy

- Volunteers may use only Outside2Inside's organizational Google Drive.
  - Use of personal account or any other Google Drive is strictly prohibited.
- Volunteers may not use the "My Drive" on Outside2Inside's Google Drive for any purpose.
  - Avoid using it even for temporary purpose.
- O2I Board creates a folder under Organization's Shared Drive in Google Drive for each volunteer to use.
- A Shared Drive folder will be created for each project.
  - Volunteers are expected to deposit their project related documents only in this shared drive folder assigned to the project.
  - O2I Board will determine the access privilege to this folder depending on who needs to access the document in the project folder.
  - A volunteer is expected to request a project folder to the O2I Board by sending an email to [o2i\\_board@outside2inside.com](mailto:o2i_board@outside2inside.com) and stating the purpose and access requirement. O2I Board will review the request and provide the necessary if found appropriate.
- Each volunteer will have a Shared Folder with their name.
  - This individual's folder is used for depositing non-project organizational documents that may be required.
  - Access is generally restricted to only one volunteer.
  - In case there is a need to share this document with other volunteers in the organization, the volunteer is expected to request access permission by sending an email to O2I Board ([o2i\\_board@outside2inside.com](mailto:o2i_board@outside2inside.com)) and stating the purpose. O2I Board will review the request and provide the necessary permission if found appropriate.
  - This folder may be used for depositing the status report excel file.
- At all times, the O2I Board will and must have access to all the documents and folder in the organizational Google Drive.
- Volunteers may not share the organizational Google Drive document or folder to anyone outside of the organization.
  - This also includes providing the URL or any other means.

## Step to access google drive

- 1) Go to drive.google.com
- 2) If you have not already signed in your O2I google account you will see the following.
- 3) Click on "Go to Drive".



- 4) Enter the O2I email id provided to you and click on next.

Google  
Sign in  
to continue to Google Drive

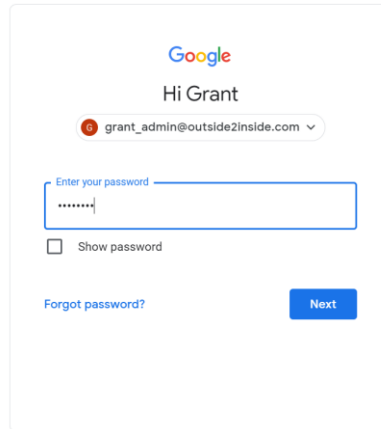
Email or phone  
grant\_admin@outside2inside.com

[Forgot email?](#)

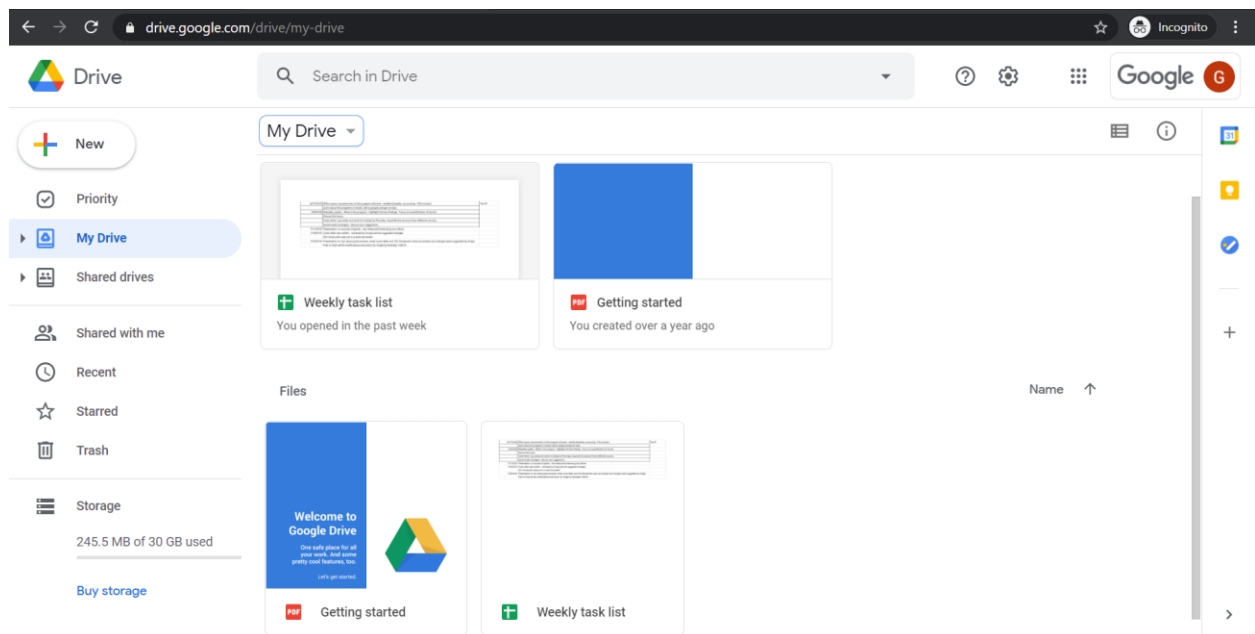
Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

- 5) Enter the O2I password provided to you and click on next.

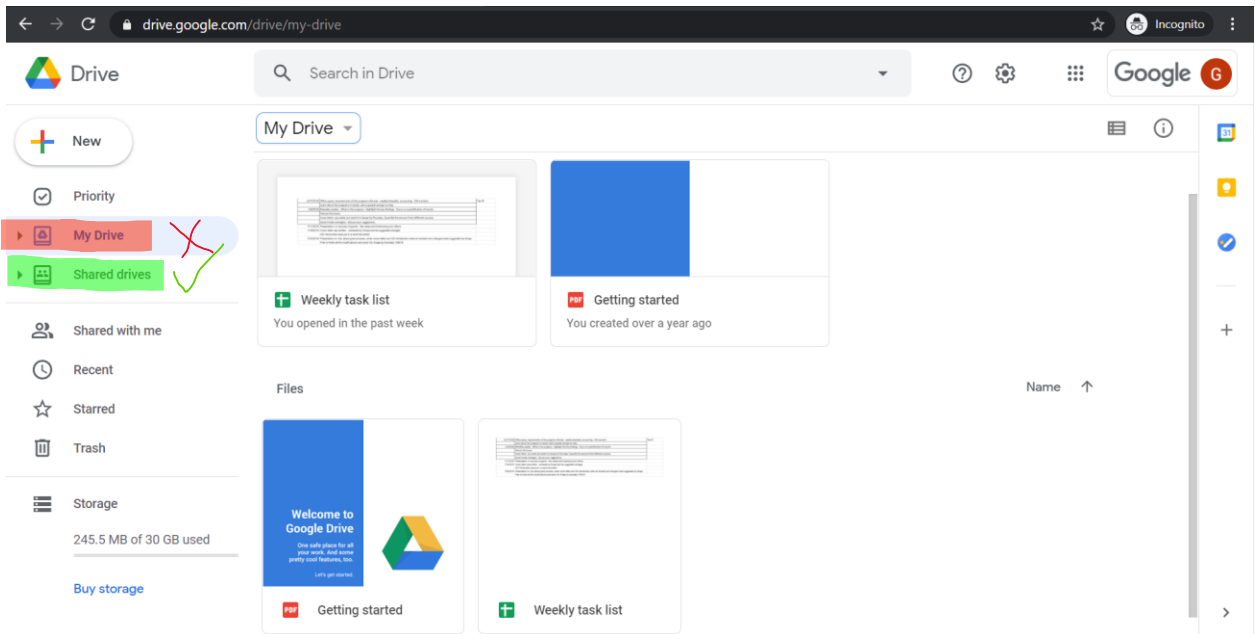


6) You will see the following page.



7) **Note:** Kindly do not use “My Drive” for any purpose, even for temporary use.

8) Use the “Shared Drive”.



- 9) All the O2I documents (Word/Excel/PowerPoint) and documents by the volunteer should always be stored in the “Shared Drive”.

## Reference Material

- Google’s documentation on Google Drive: <https://support.google.com/drive/answer/2424384>
- Wiki page illustrating the use of Google Drive: <https://www.wikihow.com/Use-Google-Drive>