

Google Drive Articles



All faculty, staff, and students have access to Google **Drive**. [Google Drive](#) is a file storage and synchronization service developed by Google which allows users to store files in the cloud, synchronize files across devices, and share files.

Overview

Drive is a cloud-based file storage and sharing system with built-in tools for word processing (Google Docs), spreadsheet creation (Google Sheets), slideshow creation (Google Slides), and other collaboration and productivity applications. Through our Google Workspace (formerly G Suite) licensing, every App State faculty, staff, student, and retiree has **unlimited** storage space in **Drive**. Users can share files and collaborate with other **Drive** users, regardless of whether they have an App State account or not.

Access

On the web, access **Drive** by navigating to <https://drive.google.com/a/appstate.edu>.

Note: If you are logged into a personal **Google** account in the same browser, you may be redirected to the inbox for that account. See this [Help Document](#) to add a second account to your browser session.

On a mobile device, access **Drive** via Google's **Drive** app, which is available for free in the **App Store** (iOS devices) or **Play Store** (Android devices)

Note: App State recommends using the official Google **Drive** app rather than third-party mail apps such as Apple Mail.

Help

For general assistance, please view Google's [Support Page](#).

Articles

- [Google Drive Articles](#)
- [Google Shared Drives \(formerly Team Drives\)](#)
- [Using the Google Drive App to Sync with Multiple Accounts](#)

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