

Guidance for Self-Migration from Webfiles to Google Drive

Is Google Drive the correct place for your data?

Please read the UC Information Protection Standards to become familiar with the data classification levels:

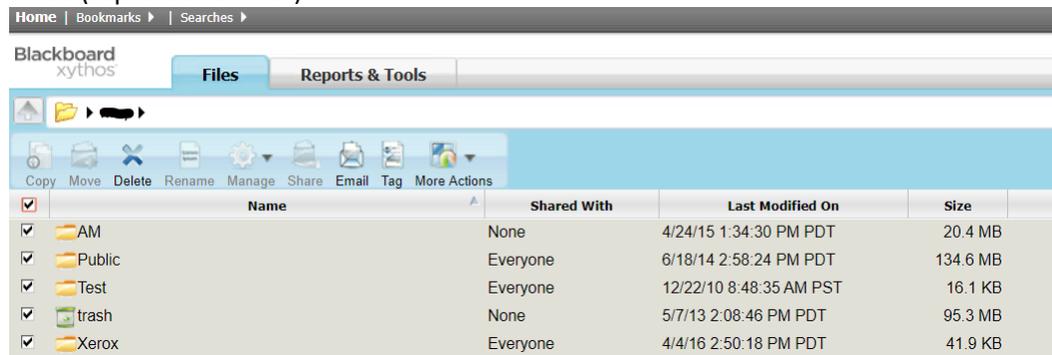
<https://security.uci.edu/security-plan/plan-classification-protection.html>

UCI Google Drive is only appropriate for P1 and P2 data. Data which is classified P3 and P4 must be stored on UCI Microsoft Office 365 OneDrive.

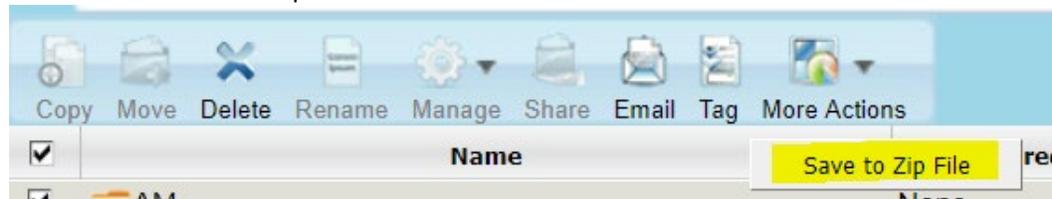
Note, the instructions below show how to export and import all files from Webfiles to Google Drive. Consider only moving and re-sharing files and links that are needed.

How to download your files from Webfiles

1. Log into Webfiles: <https://webfiles.uci.edu/>
2. Select all files (top left checkbox).



- a.
3. Select More Actions > Save to Zip File.



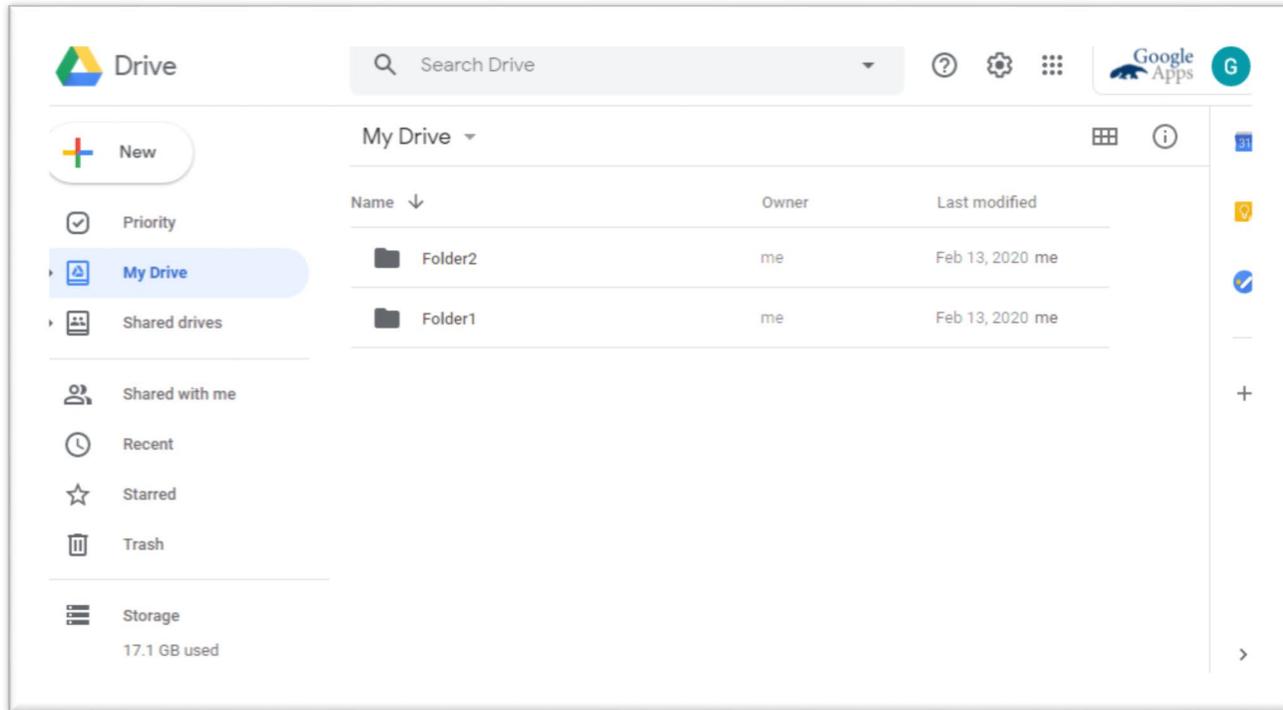
- a.
4. A zip file will be downloaded to your computer and named (ucinetid.zip).
5. Navigate to the download location and extract the zip file (right click, extract all). The contents of the zip file will be placed in a folder.

How to upload files to Google Drive

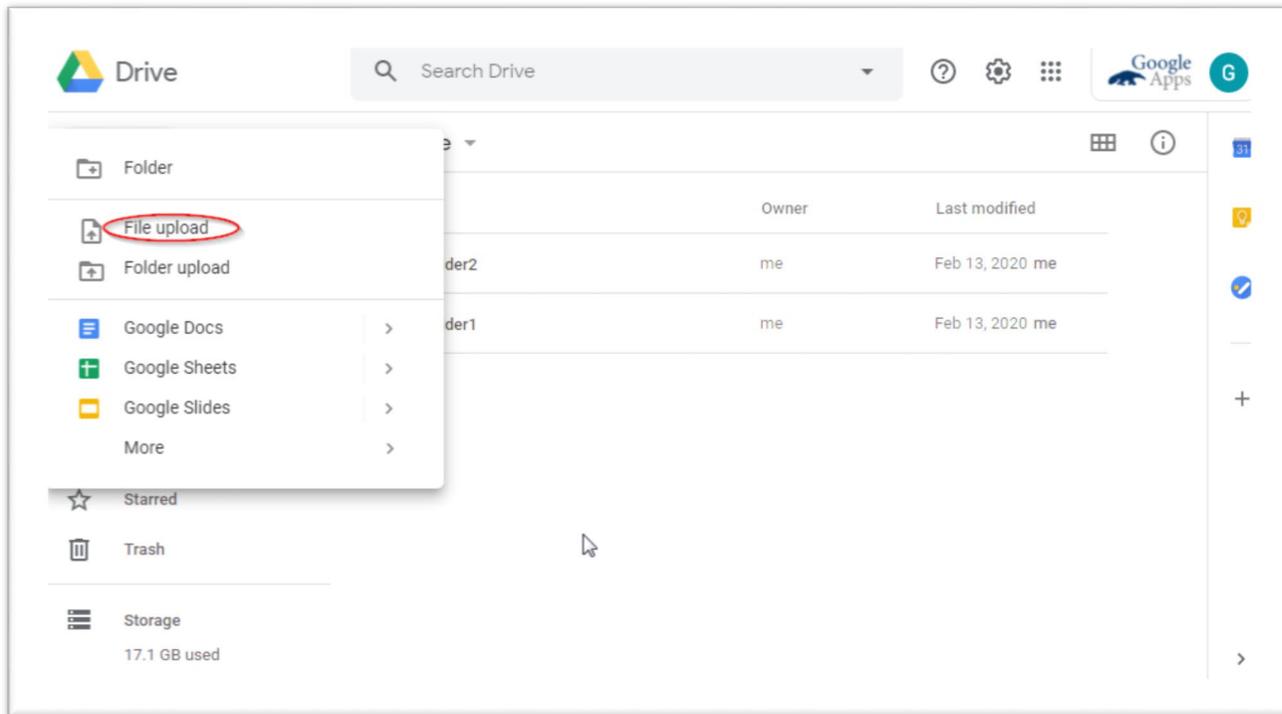
On your computer, you can upload from a web browser at drive.google.com or your desktop if you have installed a Desktop client. You can upload files into private or shared folders.

Upload files/folders to Google Drive

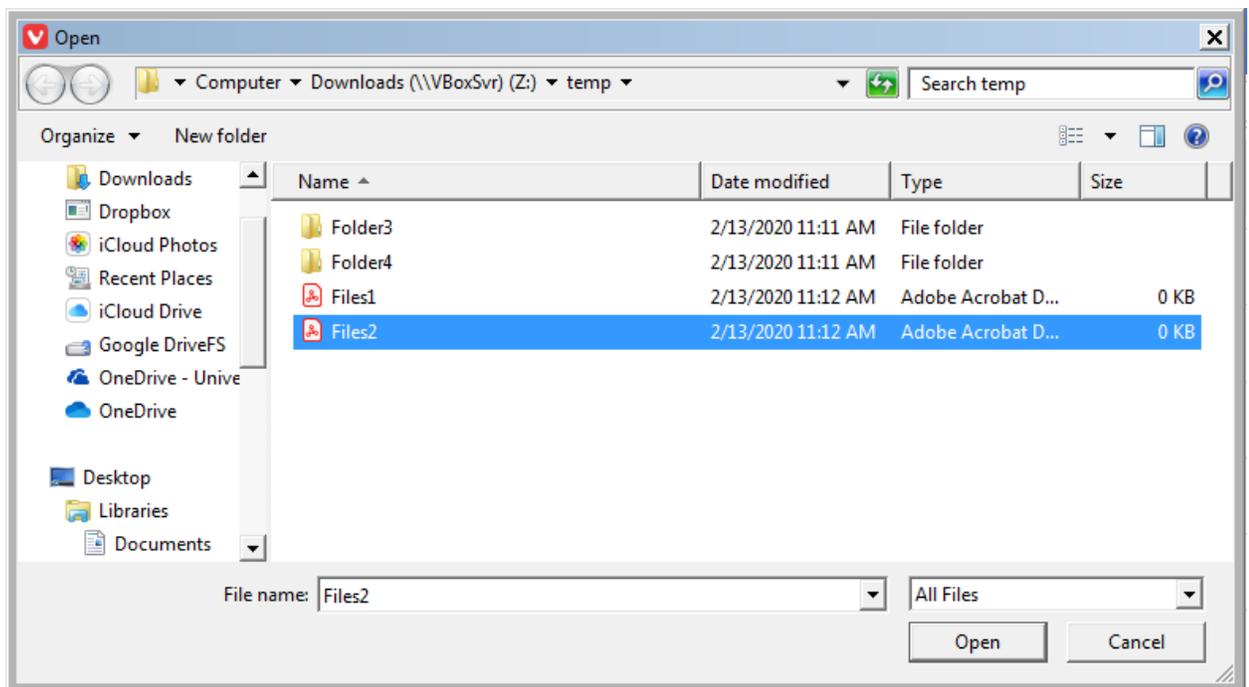
1. On your computer, open a Web browser and go to drive.google.com.



2. At the top left, click New → File Upload.



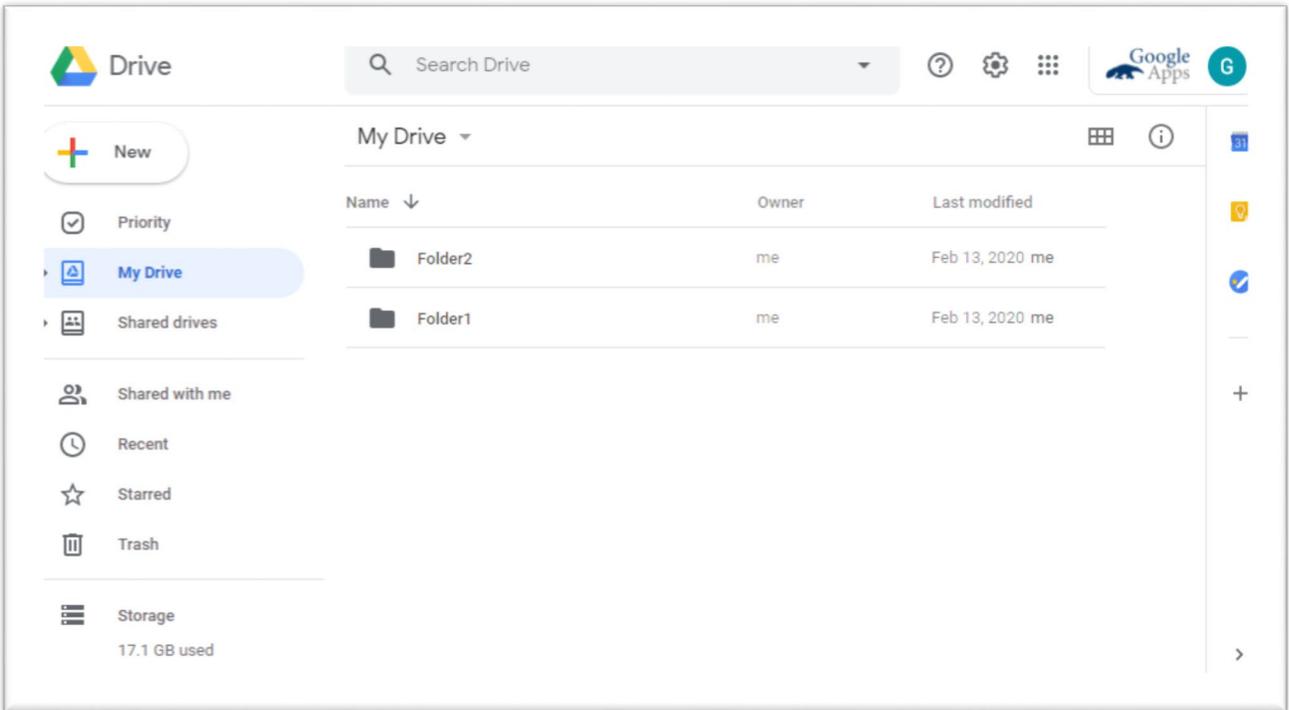
3. Choose the file(s) you want to upload and click the Open button.



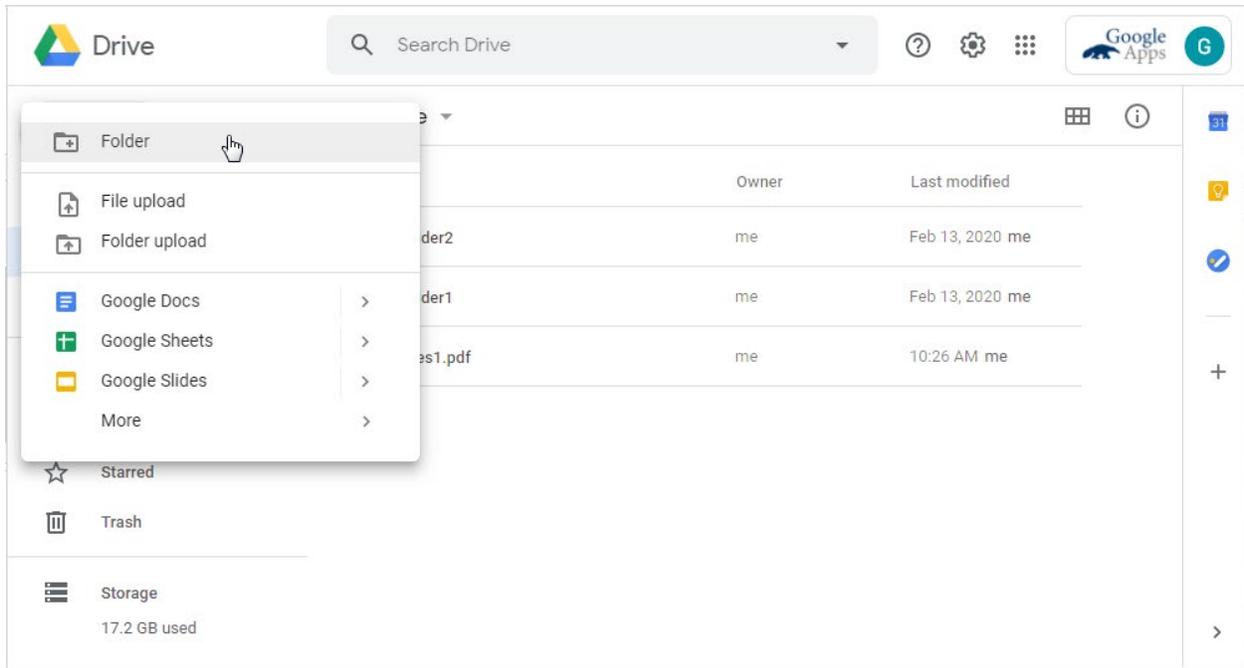
The selected file(s) will be uploaded to your Google Drive account.

Drag files into Google Drive

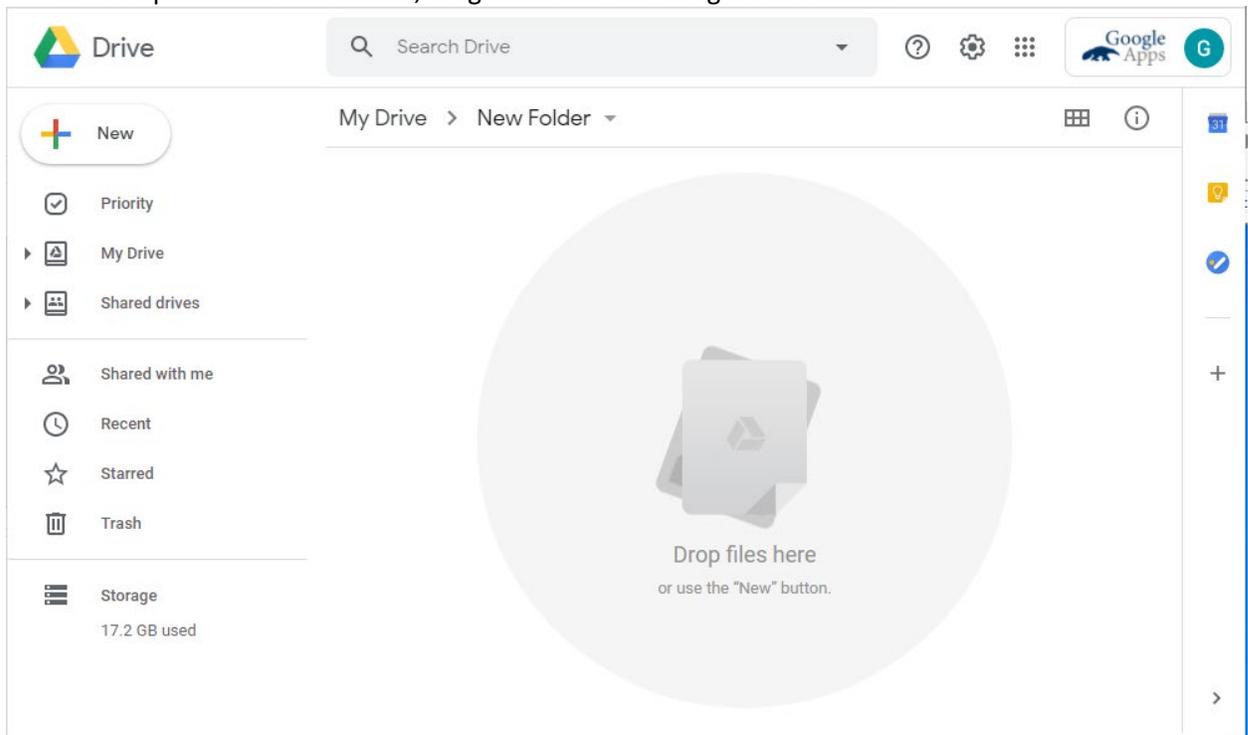
1. On your computer, open a web browser and go to drive.google.com.



2. Double-click on a folder in your Drive display to open it, or use New→Folder to create a new folder.



3. To upload files and folders, drag them into the Google Drive folder.



Use a Desktop Client: Drive File Stream

Google Drive File Stream allows you to access your Google Drive directly from your computer desktop instead of using the Web interface.

Install the Google Drive File Stream application on your computer. If you have Administrator access to your computer you can install it yourself. Otherwise contact your computer support staff.

[Download Google Drive File Stream](#)

You can find Drive File Stream Menu  in a different place, depending on what computer you use:

Windows: At the bottom right of your screen.

Mac: At the top right of your screen.

You can then access your Google Drive through the “Google DriveFS” link in Window Explorer.

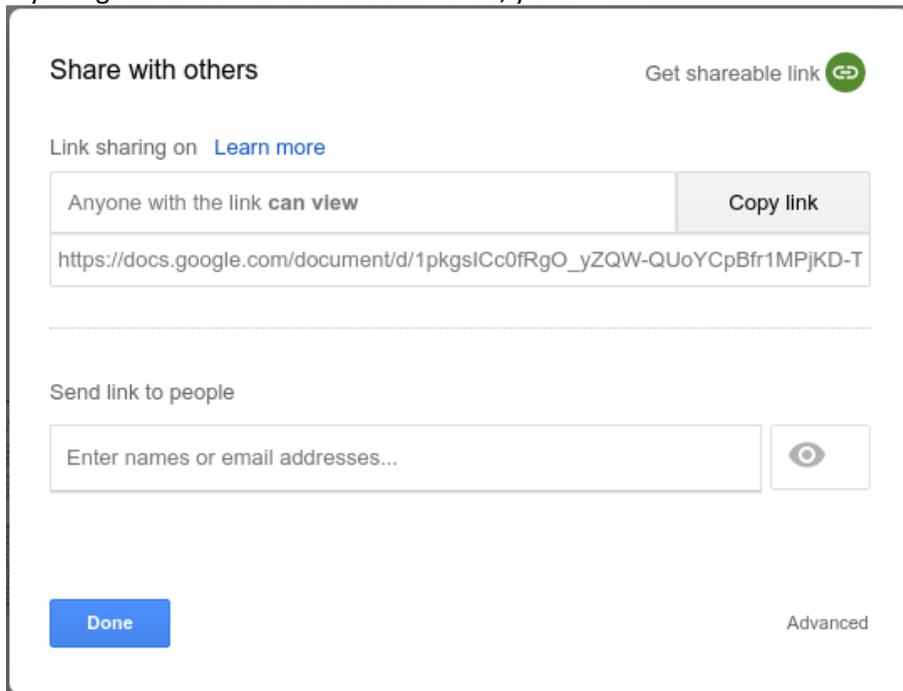
[More information on Drive File Stream](#)

Using Google Drive

Currently, UCI Google Drive does not have a quota.

“Shared with me” on the left-hand pane will display all the files that others have shared with you.

If you right-click a file and choose “Share”, you will see:



The screenshot shows the 'Share with others' dialog box in Google Drive. At the top right, there is a 'Get shareable link' button with a link icon. Below this, it says 'Link sharing on' followed by a 'Learn more' link. The main section has a dropdown menu set to 'Anyone with the link can view' and a 'Copy link' button. Below the dropdown is a text box containing the shareable link: 'https://docs.google.com/document/d/1pkgsICc0fRgO_yZQW-QUoYcPbfr1MPjKD-T'. A horizontal dashed line separates this from the 'Send link to people' section. This section has a text input field with the placeholder 'Enter names or email addresses...' and a visibility icon (an eye). At the bottom left is a blue 'Done' button, and at the bottom right is the word 'Advanced'.

This will generate a “shareable link” which will refer to that file. You can email that link to addresses you specify and you can copy the link to your clipboard for pasting elsewhere. Anyone with the link can access the file, be careful if the link is shared further.

Sharing Options:

Can Edit allows those with whom you've shared the file to change it.

Can Comment allows those with whom you've shared the file to add comments to it.

Can View restrict those with whom you've shared the file to view it only.

If a link must be shared outside of the organization, you must use a "shareable link".