

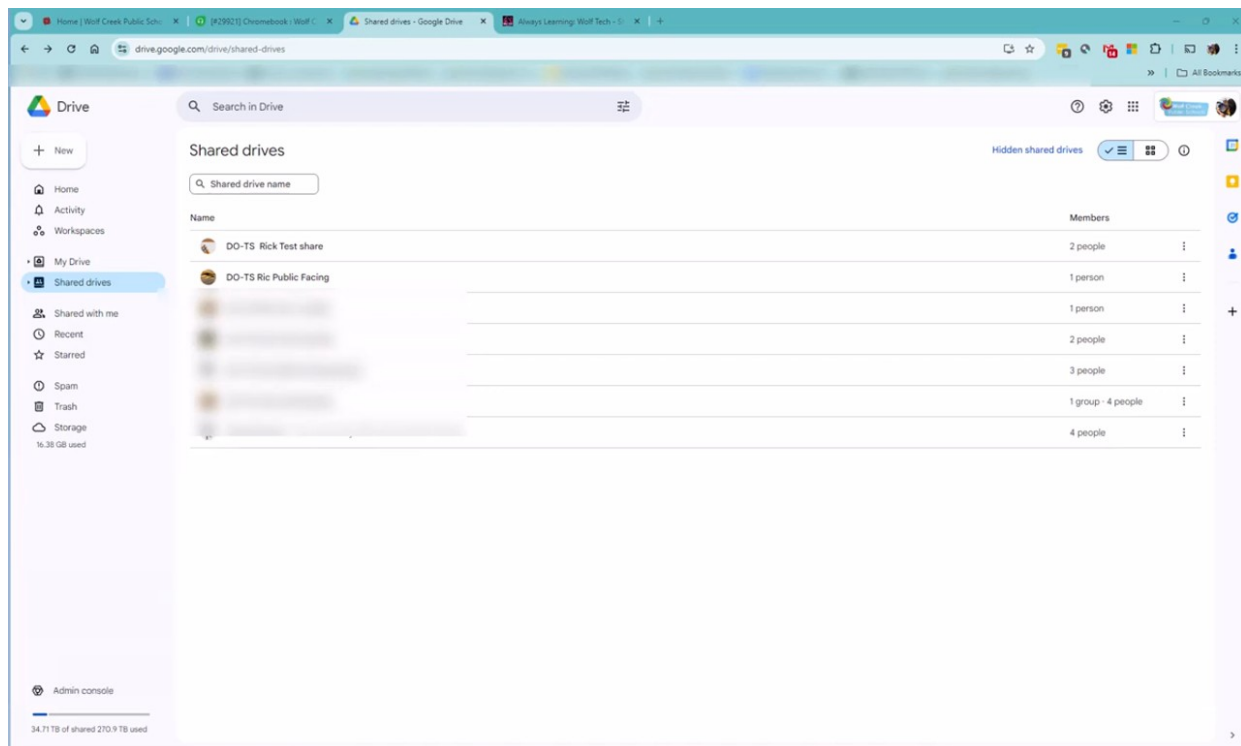
Beefing up Shared Drive Security

Step-by-step guide based on the Wolf Creek training video

Before you begin: Use your Wolf Creek Google account and confirm you are working in the correct class, drive, message, or channel.

STEP 1 Open the Shared drive

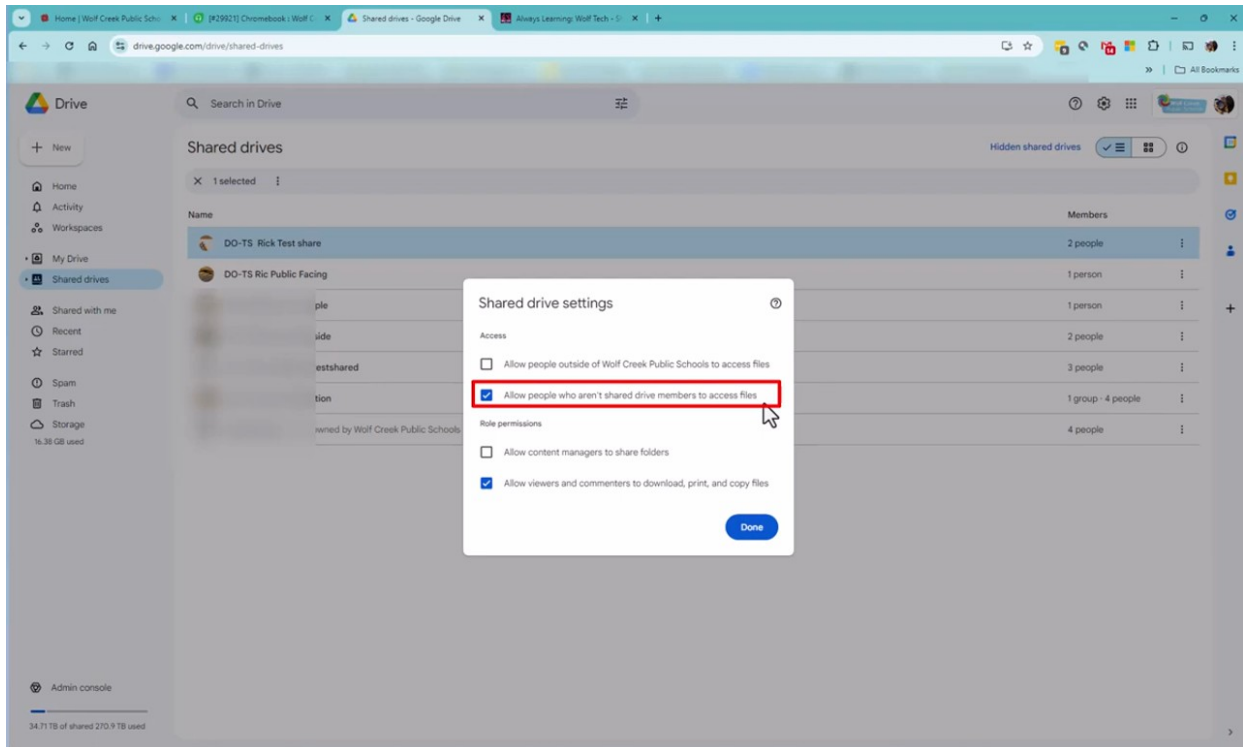
In Google Drive, open the Shared drive you manage.



Open the Shared drive.

STEP 2 Review members

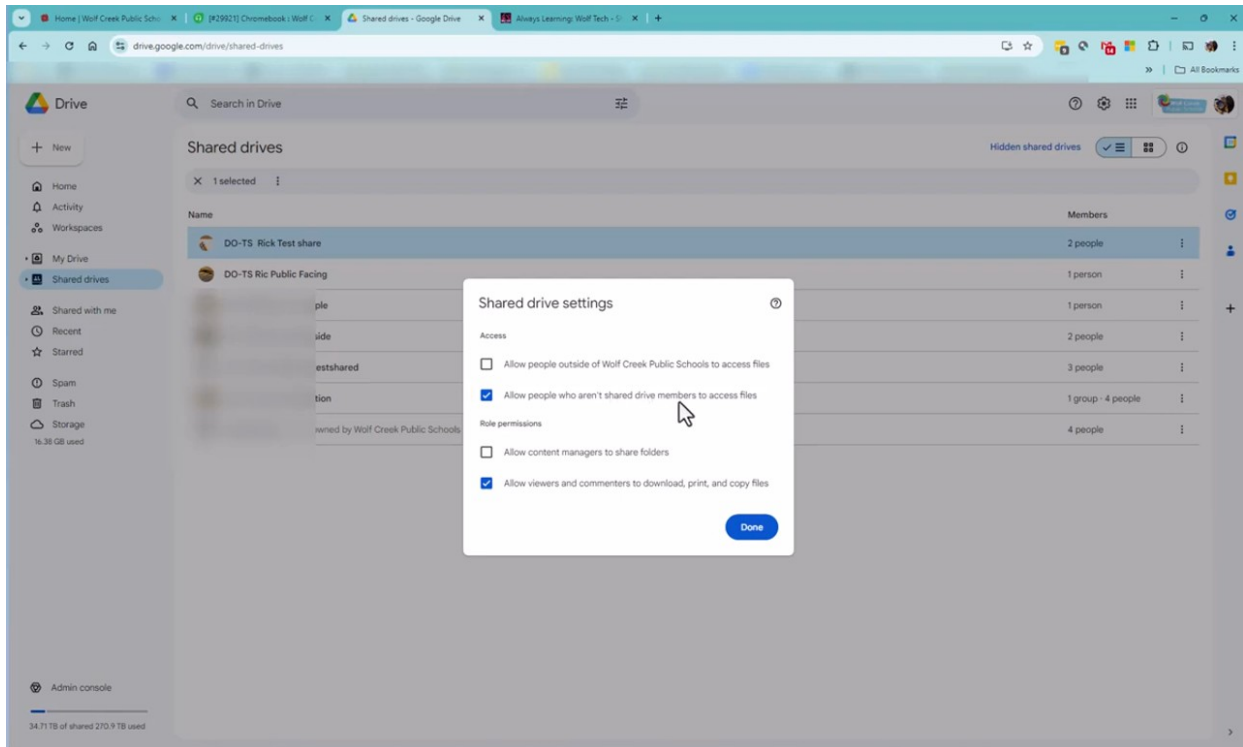
Open Manage members and review each person's access level.



Review members.

STEP 3 Tighten access

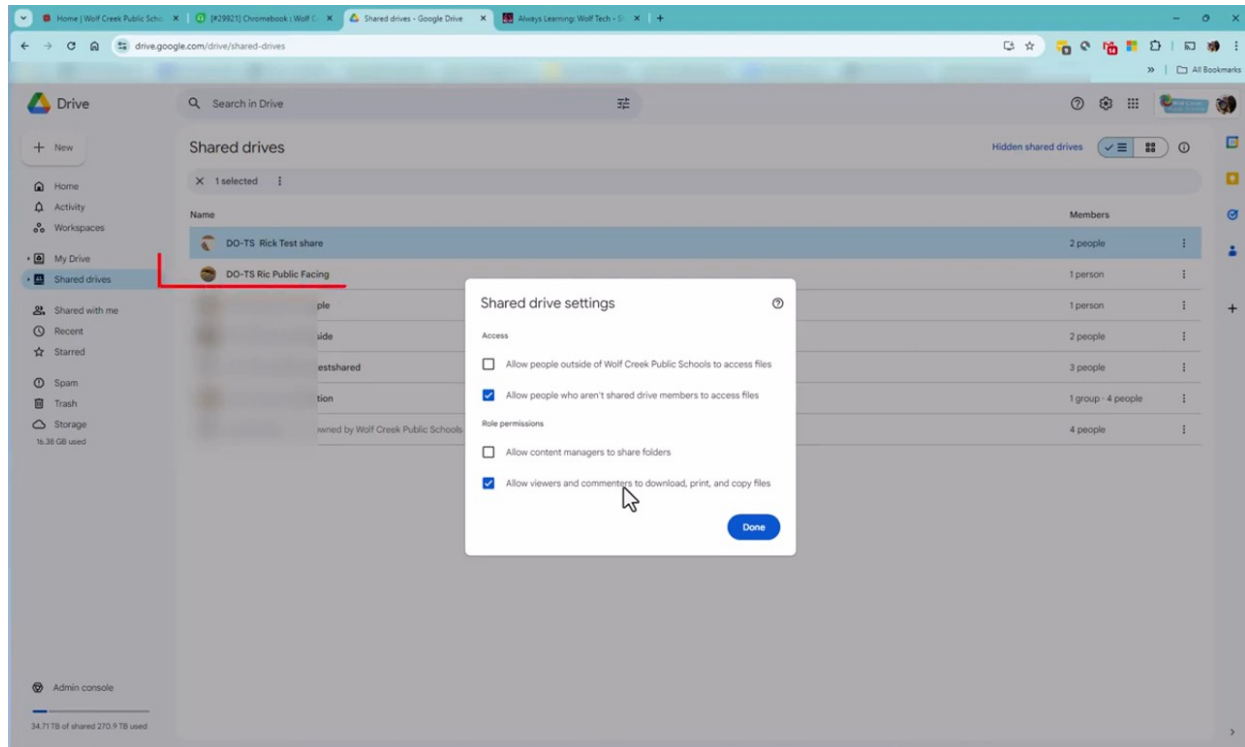
Remove people who no longer need access and assign the least-permissive appropriate role.



Tighten access.

STEP 4 Review sharing settings

Check folder and file sharing, then confirm sensitive content is limited to the intended group.



Review sharing settings.

Finished

Review the final screen to confirm the task completed as expected.