

Google Drive/Docs  
Usage Guidelines and Support          Agreement

The University has a contractual agreement with Google, Inc. for their Google Apps for Education suite of products, including Google Calendar, Google Drive, and Google Docs. As such, the Google Drive service is available to all faculty, staff, and librarians to provide additional file sharing and document collaboration capabilities that complement the existing MSUFILES home directory and departmental file shares. One of the main advantages of Google Drive/Docs is the ability to share and collaborate on documents with entities external to the University such as research colleagues or third party vendors who would not normally have access to the central MSUFILES file share.

Due to the more public nature of Google Drive/Docs and the ability to grant document access to non- MSU persons, the Information Technology Division in conjunction with University Counsel have developed a set of usage guidelines for Google Drive/Docs that are intended to reduce the

