



Google Drive

Keep everything, share anything



To get started with Drive, please visit drive.google.com/start

Google Drive is the one place to store all of your files, so you can access them anywhere, from any device. It's more than just storage – it also lets you share files with anyone and work on them together. And, as part of the Google Apps for Business suite, Drive offers you peace of mind with 24/7 support, centralized management tools, comprehensive security measures, and more.

Google Drive business storage lets your Google Apps administrator buy additional storage space in Google Drive for users across your domain.

Administrators can:

- Automatically purchase new storage quotas of varying capacities and in bulk
- Easily apply storage quotas to users and groups
- Shift storage quotas to those who need them, and remove them from those who don't
- Create default storage levels, automatically assigning storage amounts to new users

Access from anywhere

Users can always access their information directly at drive.google.com, or download the Google Drive application to Macs, Windows PCs, and Android devices. The app will sync selected content across all the devices, so you always have the most up-to-date version of whatever you're working on. The app also automatically syncs your online files into a desktop folder called Google Drive.

Files that come to life

Once your files are in Drive, they're no longer static documents. Files come to life, letting you work with colleagues like never before.

- Google Drive lets you share individual files or whole folders with individuals, your entire team, or even customers, vendors, and partners
- You can create and reply to comments on any file to get feedback, develop new ideas, and move projects forward more efficiently
- Drive is part of Google Apps, so you can keep working together in real time on documents, spreadsheets, and presentations
- Enhanced search functionality lets you search for content by keyword and filter by file type, owner, and more. Drive can even recognize objects in your image files and text in your scanned documents (you can finally search PDF files!)
- Integrated third-party productivity apps such as Smartsheet, DocuSign, SlideRocket, and many others let you create and edit even more file types right from Drive
- You can view over 30 file types in Drive (videos, images, Adobe Illustrator and Photoshop, and more) without installing any additional software

Drive business storage pricing

| Storage | Monthly price |
|---------|---------------|
| 5 GB | — |
| 20 GB | \$4 |
| 50 GB | \$7.50 |
| 200 GB | \$17.50 |
| 400 GB | \$35 |
| 1 TB | \$89 |
| 2 TB | \$179 |
| 4 TB | \$358 |
| 8 TB | \$716 |
| 16 TB | \$1,430 |

A safe place to store your files

We know you rely on your files to get work done every day, so we built Drive using the same infrastructure as our other Google Apps services. This means that the security and reliability built into Apps are also part of Drive.

- Your files are encrypted as they move between your browser and our servers
- Two-step verification helps prevent unauthorized account access by letting users sign in with a secure code from their mobile phones
- Google Drive data is simultaneously replicated in multiple data centers, so that in the unlikely event that one data center fails, your files will still be safe and accessible
- The Google Apps 99.9% uptime Service Level Agreement (SLA) gives you the confidence that your files will be available whenever you need them.
- You'll always have 24/7 support, if you ever need assistance

Buy what you need and grow flexibly

Google Drive business storage makes it easy to buy storage as you need it. Each Google Apps user gets 5 GB of included storage; when users reach their limits, your administrators can buy as much as they need. Google Drive storage is available in multiple tiers, which are distributed to individual users. Start them off with an additional 20 GB for \$4 per month apiece, and add as much as 16 TB. (Your Google Docs are now stored in Drive – but, just as before, they don't count against your storage quota.)

| | Details |
|---------------------|--|
| Eligibility | Any Google Apps for Business domain administrator can buy Drive business storage. (Domains in a trial period can't purchase storage until the account is upgraded.) |
| Signing up | Your administrators can accept the Terms of Service and activate storage directly from the control panel. Once completed, storage will be billed only as it is assigned. |
| Assigning storage | Your administrators can assign and un-assign storage quotas to individuals and users within groups. They can also set a default storage level for new users. |
| Commitment | You have no annual commitment when you add storage through your control panel. Assign as much or as little as needed. At the end of the month, charges are pro-rated for actual usage. |
| Monitoring capacity | Your administrator can monitor each user's storage through the control panel. |
| Exceeding capacity | If they exceed their data limit, users won't be able to upload new files until their administrator allocates additional storage to them. |
| Deleted users | If a user is deleted, ownership of documents can be reassigned to another user in the domain. |
| More controls | Administrators can also restrict users from downloading and syncing from the desktop application, sharing files and folders outside of your domain, and downloading third-party applications to Drive. |

