

Transferring Files from a Personal Drive to the SEN Google Drive

Move files into the SEN Workspace without re-sharing documents or disrupting collaboration.

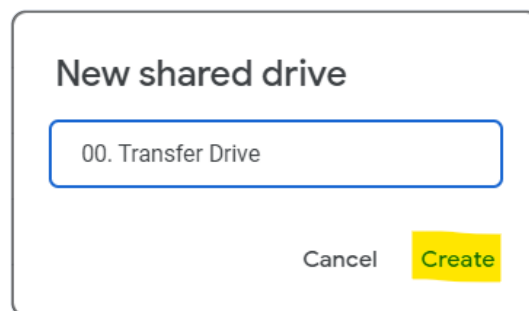
UPDATED JULY 2026 · INTERNAL USE ONLY

1 Create a new shared drive.

While in your **SEN profile**, create a new shared drive:



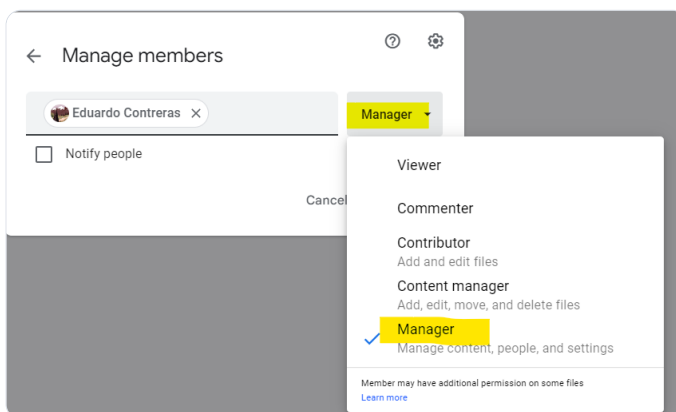
New shared drive, from Shared drives



Name it (e.g., 00. Transfer Drive) and click Create

2 Add your personal Gmail to the new shared drive.

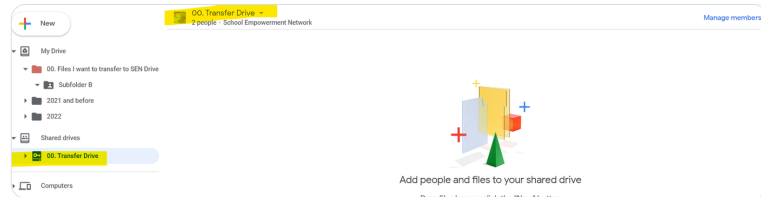
Click **“Manage members.”** Add your personal profile as a **“Manager.”**



Set your personal account as Manager

3 Open your personal profile.

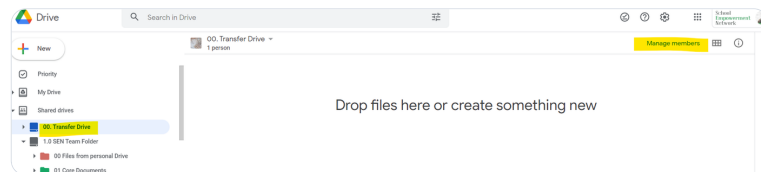
The new shared drive appears there automatically.



The transfer drive, seen from your personal profile

4 Drag files across.

Drag files from any location on your personal drive into the new shared drive. Once they're in the shared drive, switch back to your SEN profile and drag the files out of the shared drive into any location on your SEN profile.



Drop files into the transfer drive

Good to Know

- **Note 1:** you can transfer several files simultaneously, BUT you cannot move folders. You must manually recreate the folder/subfolder structure in the new location.
- **Note 2:** people who had access to a file in the original location will continue to have the same access (as viewer, commenter, editor, etc.).
- **Note 3:** people who had access to a folder in the original location will NOT have access to the recreated folder. You must share the re-created folder so people continue to have access to the files inside it.

→ Watch a short video showing the process