GoDrive – Quick Reference

GoDrive allows you to security share files with internal or external contacts.

- To access Go Drive, go to https://godrive.rcgov.org.
- Your User Name and Password are the same as what you use to log into your computer.
- What do you want to do? See the options below.

NOTE: External senders/recipients do not need a GoDrive account to upload or download a file. See below instructions. Contact IT if you plan to collaborate long-term with someone outside the City.

I want to share a file with someone.

1. Click <Upload> to place your data into GoDrive.
   a. This can be single files or a folder of files.
2. Click the <gear> icon next to the name of the file or folder.
3. Hover over <Share> and click <Public Link>.
4. Click <Change Settings> to view/change the Password and update the expiration if needed
   a. Click <Apply> if changes are made.
5. Click <Copy Link>.
6. Create an email message to the person you want to share the link. Paste the copied link and let them know the password as well.

I want to have someone drop off a file for me to download.

1. Click <New Folder> to create a folder to share.
2. Click the <gear> icon next to the folder name.
3. Hover over <Share> and click <Public Link>.
4. Click <Change Settings>.
   a. View/change the Password and update the expiration if needed
   b. Change the Assigned Role to <Contributor>.
   c. Click <Apply>.
5. Click <Copy Link>.
6. Create an email message to the person you want to drop off a file for you. Paste the copied link and let them know the password. They can then follow the link to upload a file for you to access.

I want to start long term collaboration with someone.

1. Click the <gear> icon next to the file or folder name.
2. Hover over <Share> and click <GoDrive>.
3. Enter the email address, a Subject and Message.
4. Select the appropriate Assigned Role.
5. Select the Notifications you want to receive.
6. Select <Share> to complete.

Note: Collaboration with people not @rcgov.org will require City IT approval. Contact the Help Desk for more information.