

Accellion for Google Drive: User's Guide

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Getting Started

Share Files Securely Using the Accellion for Google Drive Plug-in

The Accellion for Google Drive Plug-in enables you to securely email and share Google Drive files through kiteworks—Accellion’s secure, content collaboration platform. The plug-in integrates with Google Drive so that you can seamlessly access, share, and collaborate on sensitive information in a secure and compliant way.

With the Accellion for Google Drive Plug-in, you can:

- Send files as secure links. You determine whether recipients must sign in to your Accellion server to access the files.
- Copy files and folders to Accellion folders. If you’re the Accellion folder owner or manager, you control who can view and download files from your folders. You also specify how long users can access the files and folders.
- Upload Accellion files and folders to Google Drive to view, edit, and share with other users.

Files that you send through Accellion or that you copy to Accellion folders automatically convert to Microsoft Office files. This enables recipients and shared folder members to view and collaborate on the files in Office or download the files for their own use.

All files that you send, copy, upload, or download using Accellion undergo antivirus (AV), data leak prevention (DLP), and advanced threat protection (ATP) scans to ensure that the information you share is safe and private.

Verify the Plug-in is Enabled in Google Drive

The Accellion for Google Drive Plug-in gets installed for you by your administrator.

Here's how you can verify that it's been added to Google Drive:

- Right-click a folder, click Open With, and verify that Add From Accellion is on the menu.
- Right-click a file, click Open With, and verify that these options are on the menu:
 - Send Using Accellion
 - Share Copy Using Accellion

If you don't see menu options for using the plug-in, contact your server administrator for assistance. If you're an administrator, refer to the *kiteworks Administrator's Guide* for instructions on how to install and enable the plug-in for use with Google Drive.

Using the Accellion for Google Drive Plug-in

Send Files Using Accellion

You can send Google Drive files securely through Accellion to other users. To keep the files secure, the files are uploaded to your Accellion server and a link is sent to recipients for accessing the files. When the link expires, the files are no longer accessible and deleted from the server.

Files that you send through Accellion or that you copy to Accellion folders automatically convert to Microsoft Office files. This enables recipients and shared folder members to view and collaborate on the files in Office or download the files for their own use.


To send a file using Accellion:

- 1 In Google Drive, right-click one or more files, click Open With, and then click Send Using Accellion.
- 2 If prompted, sign in to your Accellion server and authorize your Google account.
- 3 Enter the email addresses of the recipients. For each address, click “Add this as a new contact.”
Result: As you type, suggestions are made from your Contacts list in the Accellion Web application. You may also be able search your company directory for an email address.
- 4 To set an expiration date for file links, add more security, and more, click More Options.

The screenshot shows the 'Send using Accellion' interface. At the top, it says 'Secured by Accellion' with a lock icon. Below that, a green checkmark indicates 'Message body protected'. The 'To' field contains three email addresses: philip.tyo@accellion.com, jeremy.fong@accellion.com, and cristina.marshall@accellion.com. The subject line is 'Confidential project files'. The message body starts with 'Hi team, Here are the files we discussed at today's meeting. Please do not share them until we get approval to Peter'. Two files are attached: 'Annual Report.docx' and 'Expense Spreadsheet.xlsx'. The 'More options' section is expanded, showing 'Secure access' checked with a dropdown menu set to 'Recipients only', and 'Protect message body' checked. The 'File access expires' field is set to '10 Jul, 2019'. There are 'Cancel' and 'Send' buttons. Three blue callout boxes provide additional information: one points to the file attachments stating 'Google Docs, Sheets, and Slides are converted to Office files.', another points to the 'More options' section stating 'Specify who can access the message, even if recipients forwarded it to other people.', and a third points to the 'Protect message body' checkbox stating 'Prevent recipients from viewing the message until they sign in with a user account or use an SMS passcode to access it.'

- 5 Click Send.

Table 1. Message options

| Setting* | Description |
|----------------------|--|
| Secure access | Specify who can access the message, including when recipients forward it to other users. |
| Protect message body | Recipients must sign in to view the message and access file links. Caution: The subject line will not be hidden from recipients. In your Accellion Web application Sent folder, the  indicates a secure message. |
| File access expires | Select the number of days after which the links will be deactivated. Once the links expire, recipients can't download the files and the uploaded files will be scheduled for deletion from the server. |
| Send me a copy | Send a copy of the message and file links to your email address. |

* Your user profile on your Accellion server determines which settings you see and can modify. For assistance, contact your server administrator.

Copy Files to Accellion Folders

You can copy Google Drive files to your Accellion folders, and then share them with other users. In a folder, you can specify each user's role based on the type of access you want them to have to the files.

Files that you send through Accellion or that you copy to Accellion folders automatically convert to Microsoft Office files. This enables recipients and shared folder members to view and collaborate on the files in Office or download the files for their own use.

If you overwrite a file, the prior version gets saved so that you can access its file history. You can use the Accellion Web application to view, download, roll back, and delete file versions. For instructions on how to manage file versions, refer to the online help in the Accellion Web application or the *kiteworks Web User's Guide*.

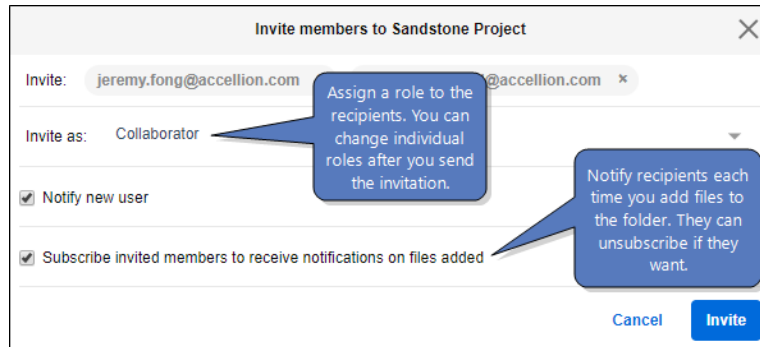
Role: To copy files to Accellion folders, your role in the Accellion folders must be Owner, Manager, or Collaborator.

To copy a file to an Accellion folder:

- 1 In Google Drive, right-click one or more files, click Open With, and then click Share Copy Using Accellion.
- 2 If prompted, sign in to your Accellion server and authorize your Google account.
- 3 From the Share Copy Using Accellion screen, browse to where you want to copy the files.
Alternative: To copy the files to a new folder, click New Folder, and then create the folder.
- 4 Click Copy, and then click Done.

To share an Accellion folder:

- 1 While copying a file to Accellion, in the destination folder, click Invite.
- 2 Type the email addresses of the users you want to share the folder, and then select their names from your Accellion contacts list or click "Add this as a new contact".
Result: As you type, suggestions are made from your Contacts list in the Accellion Web application. You may also be able search your company directory for an email address.
- 3 Select a role to assign to the new folder members.
Rationale: Roles contain permissions that allow folder members to perform tasks in shared folders in the Accellion Web application. You can change individual user roles after you send the invitation. For a list of roles and what people assigned to them can do, refer to the online help in the Accellion Web application or the *kiteworks Web User's Guide*.
- 4 To include a link to the folder with your invitation, select Notify New User. If you don't send a link, folder members can still access the folder when they sign in to the Accellion Web application.
- 5 To notify the new folder members whenever files are added to the folder, select "Subscribe invited members to notifications on files added". In the Accellion Web application, folder members with the appropriate roles can also subscribe to folder notifications on their own.

6 Click Invite.**To change a user's role in an Accellion folder:**

While copying a file or folder to Accellion, in the Members pane, click the arrow next to the user's role, and then select the new role. To revoke user access to the folder, click Remove User.

Upload Accellion Files and Folders to Google Drive

You can upload your Accellion files and folders to Google Drive folders.

Keep the following information in mind:

- When you upload a new version of a file, you can access prior file versions in Google Drive. Right-click the file, and then click Manage Versions.
- Your activity is captured in the file or folder details. In Google Drive, click the Info icon.

Role: To upload Accellion files and folders, your role in Accellion for the folders must be Owner, Manager, Collaborator, or Downloader.

To upload files and folders to Google Drive:

- 1 In Google Drive, right-click the folder, click Open With, and then click Add From Accellion.
- 2 If prompted, sign in to your Accellion server and authorize your Google account.
- 3 From the Add From Accellion screen, select the files or folders you want to upload, and then click Add.

Additional Resources

Get Support

Need assistance with your Accellion product? Contact Accellion Customer Support with requests for assistance or to submit product enhancements.

Contact customer support at support@accellion.com.

Learn More About Accellion Products

Visit the Accellion Support Portal to read technical articles, view training videos, search the knowledge base, and download additional user documentation.

Visit the Accellion Support portal at accellion.com/support.

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