

Towne Lake HOA Online File Storage

Purpose

The purpose of this document is to describe the online cloud storage used by the Towne Lake HOA. The HOA utilizes the free Google Drive cloud storage service which provides a secure location where HOA files can be stored and shared between the HOA board members.

Requirements for Accessing Shared Folders

- User must be either an elected or non-elected board member
- User must maintain a valid GMAIL account
The webmaster can help the user create a free GMAIL account if necessary

Roles and Responsibilities

Towne Lake HOA Webmaster

- Maintains Google Account that hosts the storage: TowneLakeHOA.Webmaster@gmail.com
- Maintains the folder share settings for HOA board members
 - Adds/removes folder shares as board members change
 - Board members are granted read/write access to their own folder
 - Board members are granted read-access to other board member folders
- Helps board members gain access to the shared google drive folders.
 - Provides Training
 - Creates GMAIL accounts, if necessary, to enable an authorized user to gain access to the shared folders (use of GMAIL account enforces username/password access)
- Maintains backups of the online file storage, so that files may be restored if they are lost
 - Protects against intentional or unintentional actions of the board members
 - Protects against loss from Google server failures

Towne Lake HOA Board Member

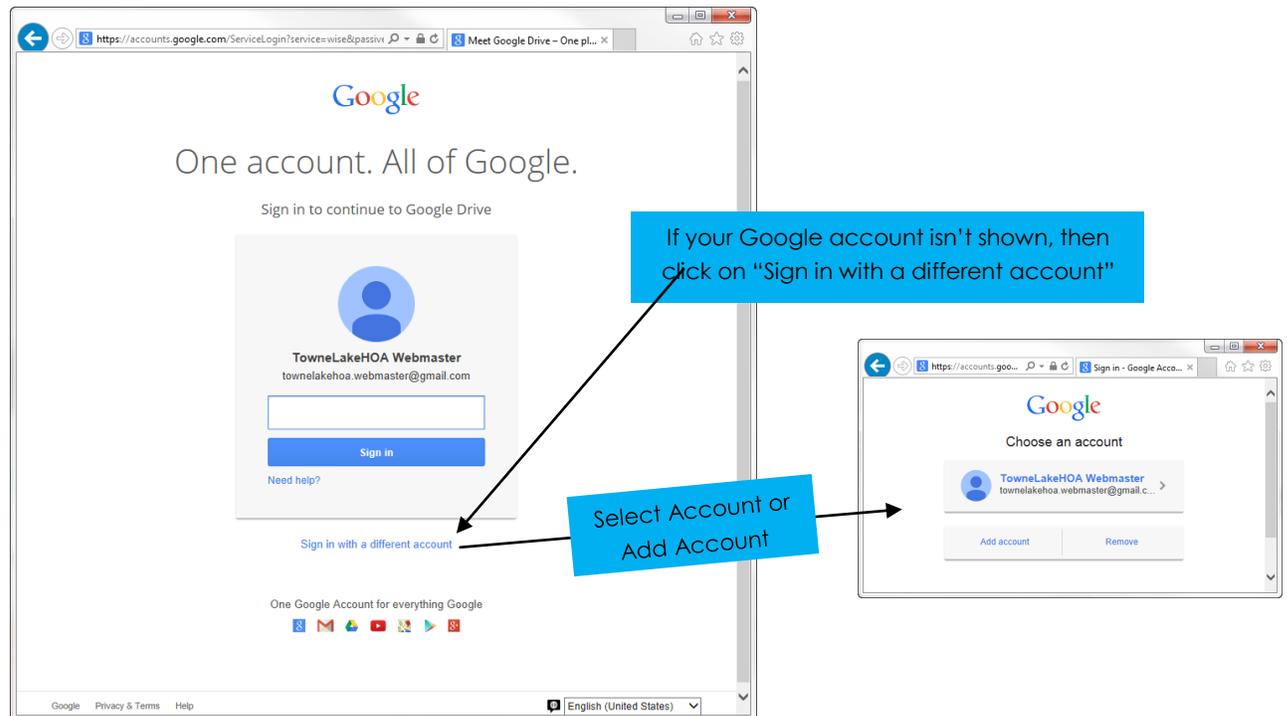
- User must maintain a valid GMAIL account in order to enforce username/password access.
The webmaster can help the user create a free GMAIL account if necessary
- User must not allow people to access the shared folders other than Towne Lake HOA board members

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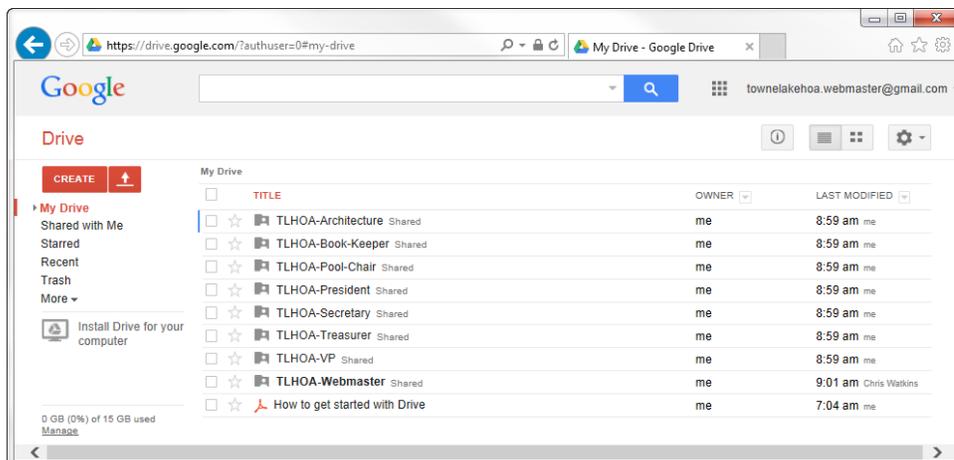
How to Access Google Drive via a Web Browser

1. Open browser and open the following URL:
<http://drive.google.com>
2. Login to your Google Account
If you don't have a Google Account, the Towne Lake HOA Webmaster can help you create a free account

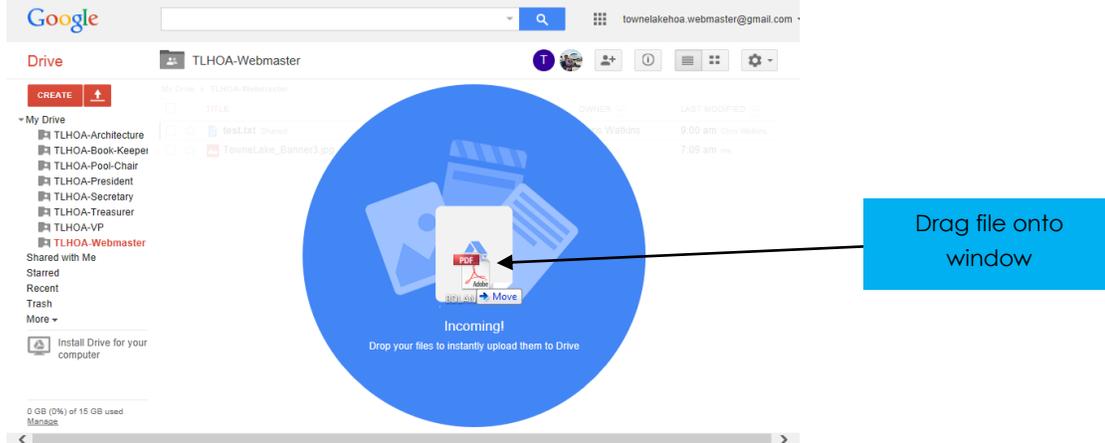


3. Once logged in, you will see all folders shared with you. If you have your own Google Drive, then the Towne Lake folders will be shown along with your personal folders. All Towne Lake HOA folders are named with the prefix "TLHOA-" followed by the Board Member title that owns the folder.

NOTE: Board members only have write access to their folder. They have read-only access to all other board member folders.

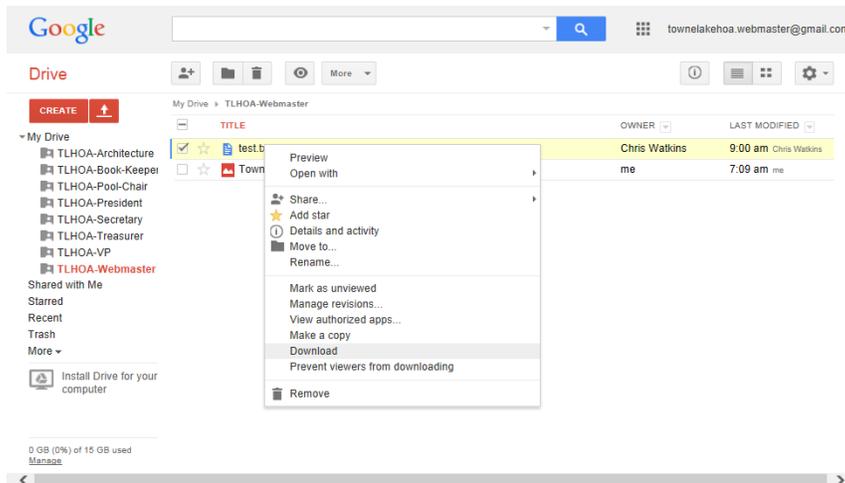


- You can add files to a folder by clicking on the folder to open it, and then dragging a file from your computer into the folder window



- You can download a file in a folder by right-clicking on the file and selecting "download"

Note: If you left-click on a file, then Google Drive will attempt to show you a preview of the file instead of downloading the file.



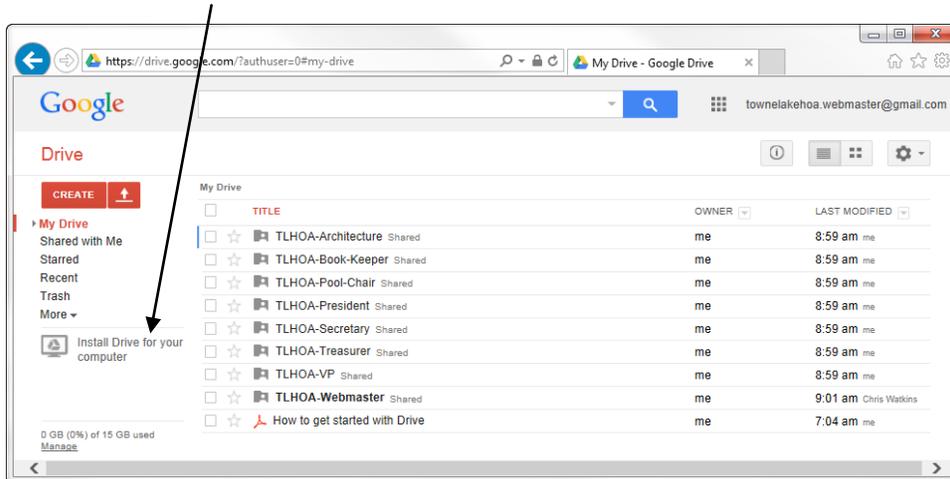
- You can delete a file in a folder by right-clicking on the file and selecting "Remove"

How to Access Google Drive as a Computer Folder

You can install Google Drive on your computer, such that you can access the files the same way you access files stored on your local computer. It looks like a normal computer folder. This is the easiest way to use the Google Drive shared folders.

Install Google Drive (if not already installed)

1. Open browser and open the following URL:
<http://drive.google.com>
Login to your Google Account
2. Click on "Install Drive for your computer"



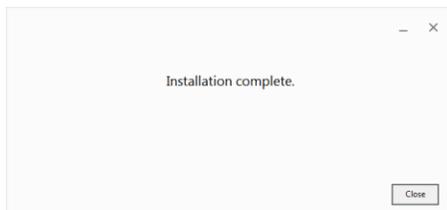
3. Click on "Install Drive for PC" (or equivalent button for a MAC computer)



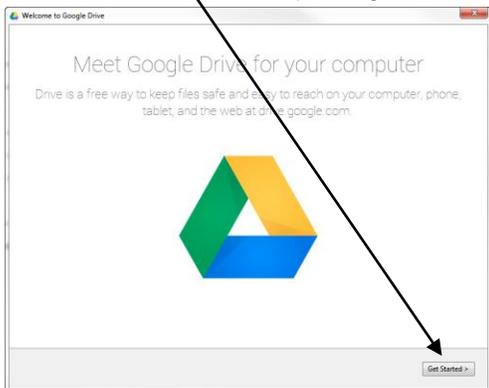
4. Click "Run" if prompted



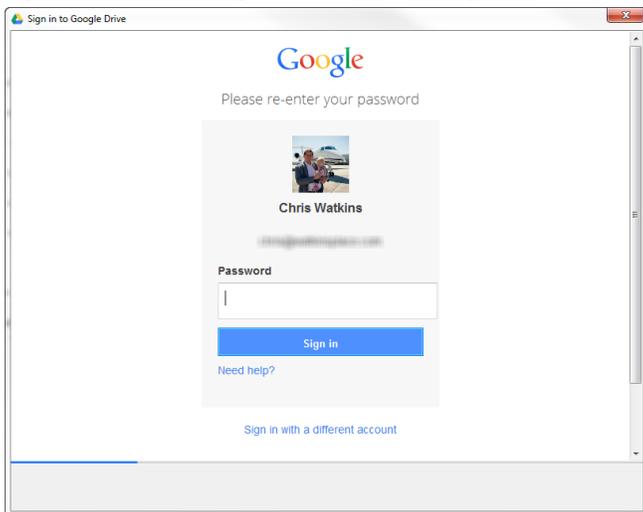
A window will prompt you when install is finished:



- 5. Click "Get Started" to Setup Google Drive

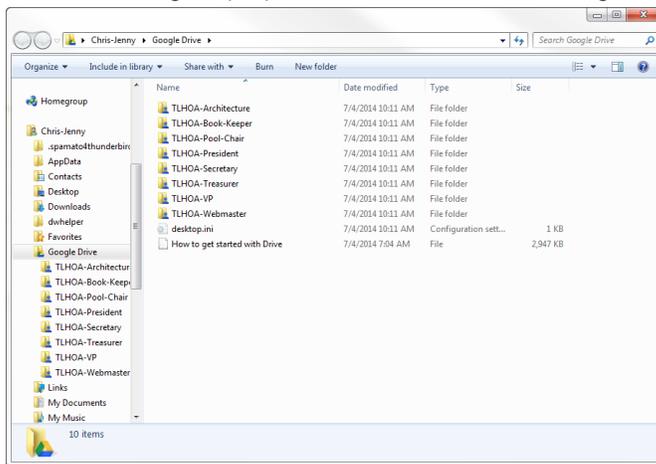


- 6. Sign in with your Google Account. Click Sign in with a different account if your account is not shown.



- 7. Click "Next" to scroll through the introductory tips, then click "Done"
- 8. A Google Drive Folder is created on your computer. You can use that folder like a normal folder on your computer, but the files are *magically* synced with the online file storage for the HOA

Be sure to note the location of the folder on your computer

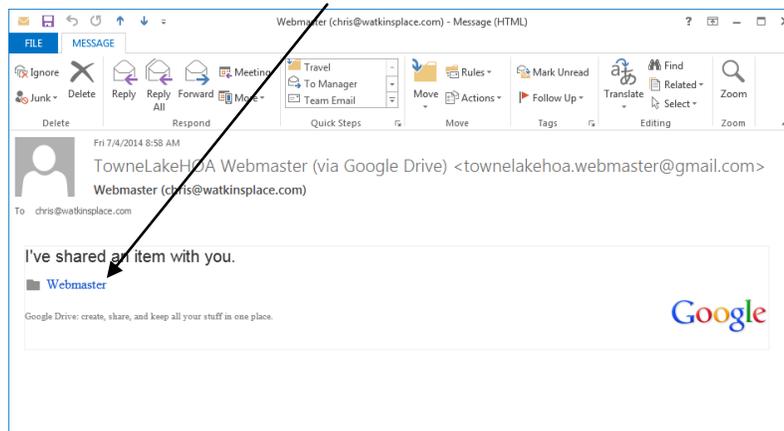


You can only add/edit files in your folder. If you add/edit files in another board member's folder then they **will not be synced** with the online storage and you will receive errors from Google Drive

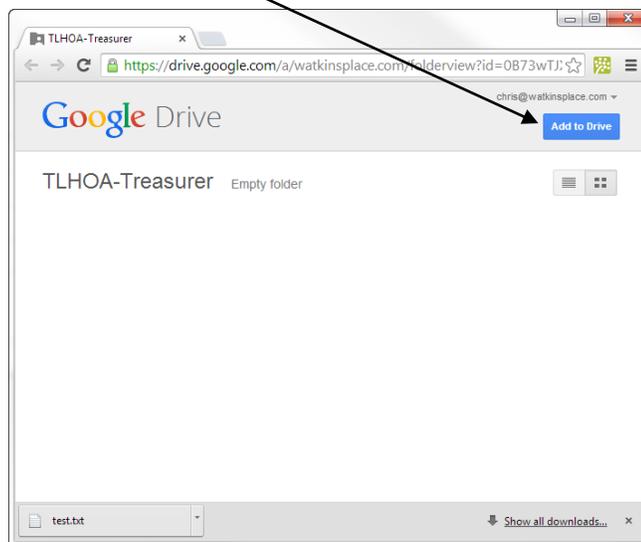
How to Add a Shared Folder to Your Google Drive

After the webmaster shares a folder with you, you must add it to your Google Drive. This is a one-time task, and the folder will always be shown after you complete this task for each shared folder.

1. Open the email from the Webmaster that invites you to the shared folder and click on the link to the folder



2. Click on "Add to Drive"



Now the folder will be shown in your Google Drive.

Repeat steps 1 and 2 to add all shared folders to your drive (you should have received a separate email for each shared folder).