

# Manage content more effectively

Teams create and collaborate on thousands of documents, spreadsheets, and presentations every day. Google Drive offers powerful, easy-to-use tools to help you manage all of this content more securely and efficiently, while retaining control over your users, content, and devices.

# Always-on file storage & syncing

With Drive, files are stored in the cloud, so you can access what you need, whenever you need it. You can share files with anyone, and updates happen automatically. With Drive File Stream, you can preview more than 40 popular file formats and edit Microsoft Word, PowerPoint, and Excel files from any device. Team Drives provide collaborative spaces to store, sync, and share files, making it easy to track changes and manage permissions. Hundreds of apps — including DocuSign for e-signatures, CloudLock for additional security layers, and LucidCharts for mockups — integrate directly with Drive and plugins for Microsoft Office and Outlook make it easy to fit Drive into existing workflows.

# **Built-in intelligence**

Drive uses Google-powered machine learning to identify relevant files and make proactive recommendations. Beyond easily finding content using natural language search and optical character recognition (OCR), Quick Access in Drive uses patterns like regularly scheduled meetings to quickly surface what's important.

### Comprehensive security

Data is vital, and customer data always belongs to the customer alone. Google Drive includes dozens of security features designed to keep data highly secure and within your control. For industries or geographies subject to specific regulations, Google Drive (with domain verification) supports FISMA, FERPA, and HIPAA and adheres to the Safe Harbor Privacy Principles.

### **Related Products**

- Drive
- Vault

#### **Learn More**

- Drive gsuite.google.com/products/ drive
- Vault gsuite.google.com/products/ vault
- Security gsuite.google.com/security

Matthew Wood, creative director at clothing manufacturer and retailer, GANT

Google Drive is a very visual and simple way of working. We can plan, manage and discuss our work in progress within one place — fabrics, styles, everything, right down to the very last stitch.