Shared UW NetIDs

**Email (UW Gmail)**

- **Question:** Is email used with this Shared NetID?
  - **No:** No further action required.
  - **Yes:**
    - **Note:** Email (UW Gmail) will be removed when the Shared UW NetID has UW Google services turned off.
    - **Shared UW NetID owner/admin must look this up in the Manage UW NetID Resources tool and update; simply using an Outlook email client does not mean the email itself is set up through UW Office 365 Exchange Online.

**UW Google Drive**

- **Question:** Is there content stored in the Shared UW NetID’s Google Drive?
  - **No:** No further action required.
  - **Yes:**
    - **Note:** All content will be deleted when UW Google services are removed from the Shared UW NetID.
    - **Migration Plan Required**
      - **Destinations**
        - UW Google Shared Drive
        - UW Google Shared NetID owner’s account
        - UW Office 365 OneDrive for Business
        - UW Office 365 SharePoint Online
        - UW Office 365 Microsoft Teams
        - UW Google (individual) account
        - U Drive
        - Other (self-storage)

**YouTube**

- **Question:** Is there a YouTube account associated with this Shared UW NetID?
  - **No:** No further action required.
  - **Yes:**
    - **Note:** Access will be disabled when UW Google services are removed from the Shared UW NetID.

**Photos**

- **Question:** Is there any content in the Google Photos service for this account?
  - **No:** No further action required.
  - **Yes:**
    - **Note:** All content will be deleted when UW Google services are removed from the Shared UW NetID.

**Analytics**

- **Question:** Does this Shared UW NetID access Google Analytics for websites?
  - **No:** No further action required.
  - **Yes:**
    - **Note:** Access will be disabled when UW Google services are removed from the Shared UW NetID.

**Google Sites, Jamboards, Forms, Earth Maps, etc.**

- **Note:** If any other Google content such as the examples listed here exist, must recreate it elsewhere; transfer tools cannot migrate this content to another Google drive/account or any other platforms.

**Note:** Shared UW NetID owner/admin must look this up in the Manage UW NetID Resources tool and update; simply using an Outlook email client does not mean the email itself is set up through UW Office 365 Exchange Online.
**UW Google Shared Drives**

**Is a UW Google Shared Drive in use?**

- **No**
  - No further action required

- **Yes** and need to keep
  - Add a current UW employee to the UW Google Shared Drive in the Manager role

- **Yes but do not need to keep**
  - All UW Google Shared Drives and content will be deleted when UW Google services are removed from the Shared UW NetID on August 29, 2023

**Over Quota**

**Is the content of the UW Google drive over the 100GB quota limit?**

- **No**
  - No further action required

- **Yes** and need to keep
  - Migration plans are needed
  - Note: Be sure to verify that the destination has available space for the amount of over quota content to move. Also keep in mind that Google has a 750GB daily cap on manual exports.

- **Yes but do not need to keep**
  - All UW Google Drives over the 100GB limit will be deleted August 27, 2024

**Destinations**

- UW Google Shared Drive
- UW Google Shared NetID owner’s account
- UW Office 365 OneDrive for Business
- UW Office 365 SharePoint Online
- UW Office 365 Microsoft Teams
- UW Google (individual) account
- U Drive
- Other (self-storage)