

Manage editing permissions on your Solvay ONE documents folder (using Google Groups)

Introduction

 The following procedure is reserved to space owners.

Since the Solvay ONE documents are managed in an AODocs Library, you no longer manage permissions directly in Drive but through Google Groups.

The rules are very simple:

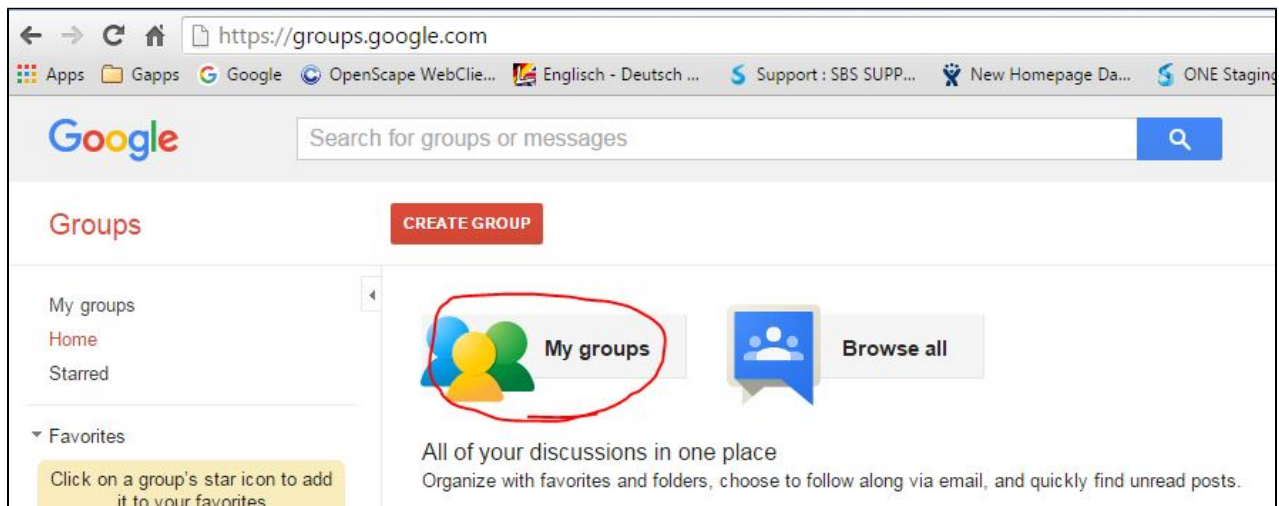
1. a Google Group dedicated to your Solvay ONE space was created (named "**SAODocs Solvay ONE [Your Solvay ONE space name]**")
2. as a owner of your Solvay ONE space, you should be manager of this group, being able to add / remove people in it.
3. adding someone (or another Google group) as member of this group allows him (or them) to edit the folder content.
4. removing someone (or another Google group) as member of this group remove this permission.

What about reading rights?

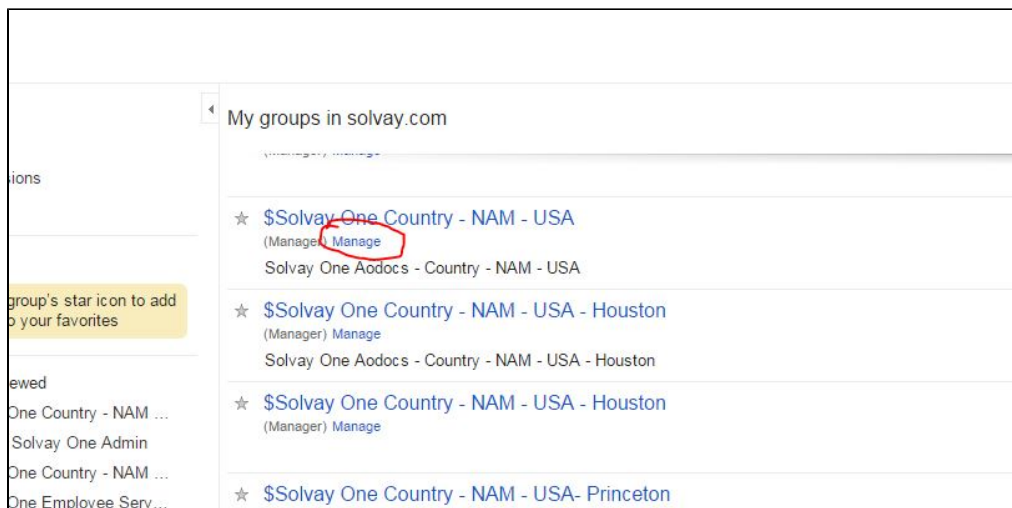
The reading permissions are given to all Solvay employees in the whole library, so you only need to manage the edition rights, as summarized upper and detailed below.

Adding members to your Google group

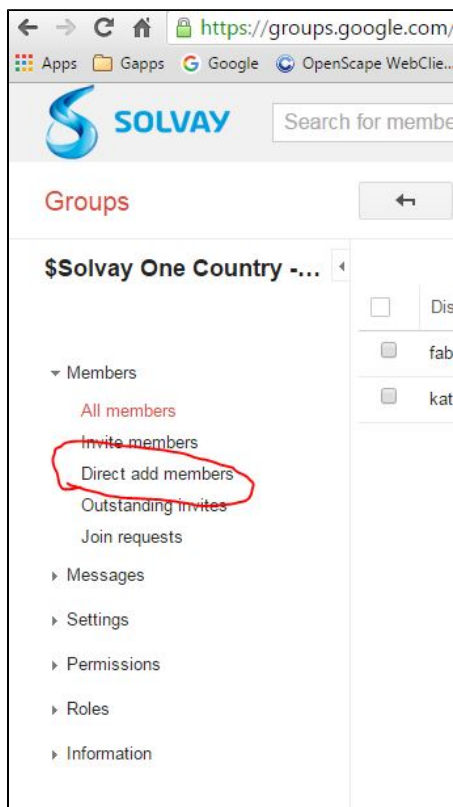
Go to [Google groups](https://groups.google.com) and select 'My Groups':



Find your group in the list, then click 'Manage':



Select **'Direct add members'** on the left:



Then add the mail addresses and a welcome message for the new members.



Delay before effective rights

After adding someone to your GGroup, it could take until 4h before the person is concretely able to contribute in the concerned library folder. It is due to technical synchronization reasons.

 Notes

- You could add another Google group instead of adding a single or a list of persons.
- If it will be only used for web contribution only (No email), you should avoid setting up mail subscription.



try -...

Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation.

Enter email addresses to add as members

someone@solvay.com

Separate email addresses with commas. Each person will immediately become a member and can start receiving messages.

Write a welcome message 

You are now added to the xxx Google Group for the contribution in Solvay ONE.

Email subscription options

☒ **No email:** web-only participation

☐ **Abridged Email:** one summary email of new activity per day

☐ **Digest Email:** up to 25 full new messages in a single email

☐ **All Email:** send each message as it arrives