

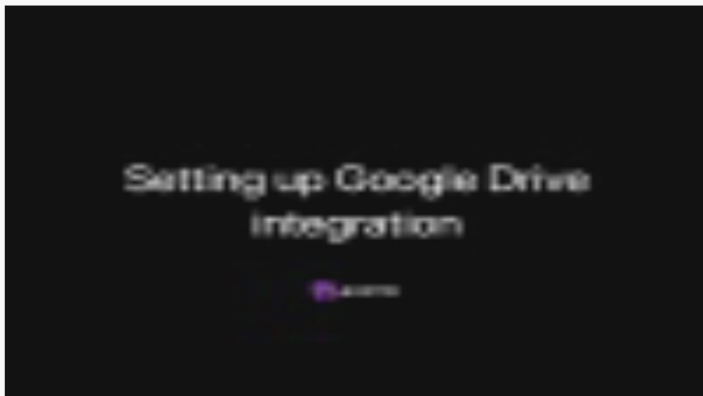
# Google Drive Integration Administrator Setup

Version 16

Published 4/6/2020 08:23 PM by [Grace Kamau](#) Last updated 6/23/2021 07:17 PM by [Grace Kamau](#)

Communifire supports a two-way sync between Files and Google Drive. Google Drive sync has the following features:

- Your Google Drive files will appear in [Files](#) (and sync automatically every 3 hours)
- You can upload files to Google Drive in Communifire
- You can download Google Drive files in Communifire
- You can create Google Docs, Sheets, and Slides in Communifire



## Step 1: Configure the Google App

1. Visit the [Google Developers Console](#)
2. Create a new project for your intranet if necessary:
  - a. Click the project dropdown menu in the header.
  - b. In the modal that opens, click **New Project**.
  - c. Enter a name for the project.
  - d. Click **Create**.
3. On the APIs & Services page, click **Enable APIs and Services**.
4. Search for and enable the following APIs:

- Google Drive API
- Google Docs API
- Google Sheets API
- Google Slides API

5. Click the hamburger menu icon in the left upper corner to open the side menu.
6. Click **APIs & Services > OAuth consent screen**.
7. Select a user type to set which users can use your app.  
Note: If you select **External**, you must submit your app to Google for verification. Your app will display a security warning page until your app is verified. Refer to [this page](#).
8. Click **Create**.
9. Enter an **App name**.
10. Select the **User support email**.
11. Upload an **App logo**. (Optional)
12. In **Application Homepage link**, enter your site URL.
13. In **Authorized domains**, add the domain of your site. Do not enter the full site URL.  
For example, the domain for <https://myintranet.communifire.com> is *communifire.com*.
14. Enter an email address in **Developer contact information**.
15. Click **Save and continue**.
16. Click **Add or remove scopes**.
17. In the side modal that opens, search for *drive*.
18. Check **../auth/drive** and **../auth/drive.metadata**.
19. Click **Update**.
20. Click **Save and continue**.
21. In the left menu, click **Credentials**.
22. Click **Create credentials**.
23. Click **OAuth client ID**.
24. Select **Web application**.
25. Enter a **Name**.
26. Under **Authorized redirect URIs**, click **Add URI**.
27. In **Authorized redirect URIs**, enter your site URL followed by  
*/oauth2/google/integrations/callback*  
(e.g. <https://mycommunity.com/oauth2/google/integrations/callback> or  
<https://mycommunity.communifire.com/oauth2/google/integrations/callback>)

28. Click **Create**.
29. A modal will open with the client ID and client secret. Copy the client ID and client secret and save them for later.

## Step 2: Add the Google App in Communifire

1. In Communifire, go to **Control Panel > System > Integrations**.
2. Click **Add Connected Account**.
3. Select **Google**.
4. Enter a display name. This name will appear in [My Integrations](#) when a user has connected their account.
5. Paste the client ID and client secret.
6. Set where users can connect to Google Drive from:
  - **Available in top level community:** Users can connect to Google Drive in **Browse > Files**. (Note: If enabled, files must be set to On in **Control Panel > System > Application Settings**.)
  - **Available in spaces:** Space admins can add Dropbox in any space. Users can connect to Google Drive in the space Files section.
  - **Available in Personal Connect:** Users can connect to Google Drive in [My Files](#).
7. Click **Save Settings**.

## Step 3: Add Google Drive to the Files Section

### Option 1: Add Google Drive in a specific space or the top level community

1. Navigate to one area depending on where you want users to connect to Google Drive:
  - To add Google Drive to the Files section of a specific space, go to **Manage Space > External Drives**.
  - To add Google Drive to **Browse > Files**, go to **Control Panel > System > External Drives**.
2. Click **Add External Drives**.
3. Click **MyDrive**.
4. Enter a **Display name**. The display name will appear when users open the Google

Drive folder.

5. In **Connected Account**, select the Google Drive account you added.
6. Click **Connect**.
7. A new tab will open. Click **Allow**.
8. You'll be returned to Communifire. Click **Save Settings**.

Once settings are saved, users can connect to Google Drive in the **Files** section of the space or in **Browse > Files**.

### Option 2: Add Google Drive to My Files

If you enabled **Available in Personal Connect**, go to **Control Panel > System > System Properties** and set **ShowNewMyAccountFilesView** to *true*. Once this is enabled, users can connect to Google Drive in My Files.

## Connect to Google Drive

[Google Drive Integration User Setup](#)