

## How to Identify the Owner of a Google Doc

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It can be helpful to know exactly who owns a Google Doc, especially when trying to manage access, request permissions, or figure out if a file is securely stored in a Shared Drive. Here is how you can quickly find the ownership details of any Google Workspace file.

### Checking from within the document

- Open the Google Doc, Sheet, or Slide you want to check.
- Click on File in the top menu.
- Select Details from the dropdown menu.
- Look at the Owner line in the small window that appears to see the current owner.

### Checking from Google Drive

- Navigate to your Google Drive.
- Single-click the file to select it without opening it.
- Click the View details icon, which looks like an "i" in a circle, located in the upper right corner of the screen.
- Scroll down the details pane on the right side of your screen to locate the Owner information.

### Understanding the ownership details

- If a specific person's name is listed as the owner, the file lives in their individual Google account and is tied to their active status at the university.
- If a specific name is not listed and instead you see the name of a Shared Drive, the file is owned by the university and is housed within that collaborative space, meaning it will not be deleted if an individual leaves.