Users can connect their Microsoft Teams account to Google Drive and see, edit, create or delete Google Drive files directly from the Teams application. Follow the instructions below to add this feature to your Microsoft Teams account.

1. Log into Microsoft Teams.

2. Click on ‘Files’.

3. If ‘Files’ is does not appear on your left-hand menu, click the three dots to show more apps.
4. Click ‘Add Cloud Storage’.

5. Choose ‘Google Drive’.

6. In the popup, enter your @email.gwu.edu or @gwmail.gwu.edu email address. If you have both @gwmail and @email addresses, you must choose 1 to use in Teams.
7. At the second prompt, log in with your @gwu.edu and password and complete 2SA verification.

8. Allow MS Teams to access your account.