

Quick Guide to Sharing in Google Drive



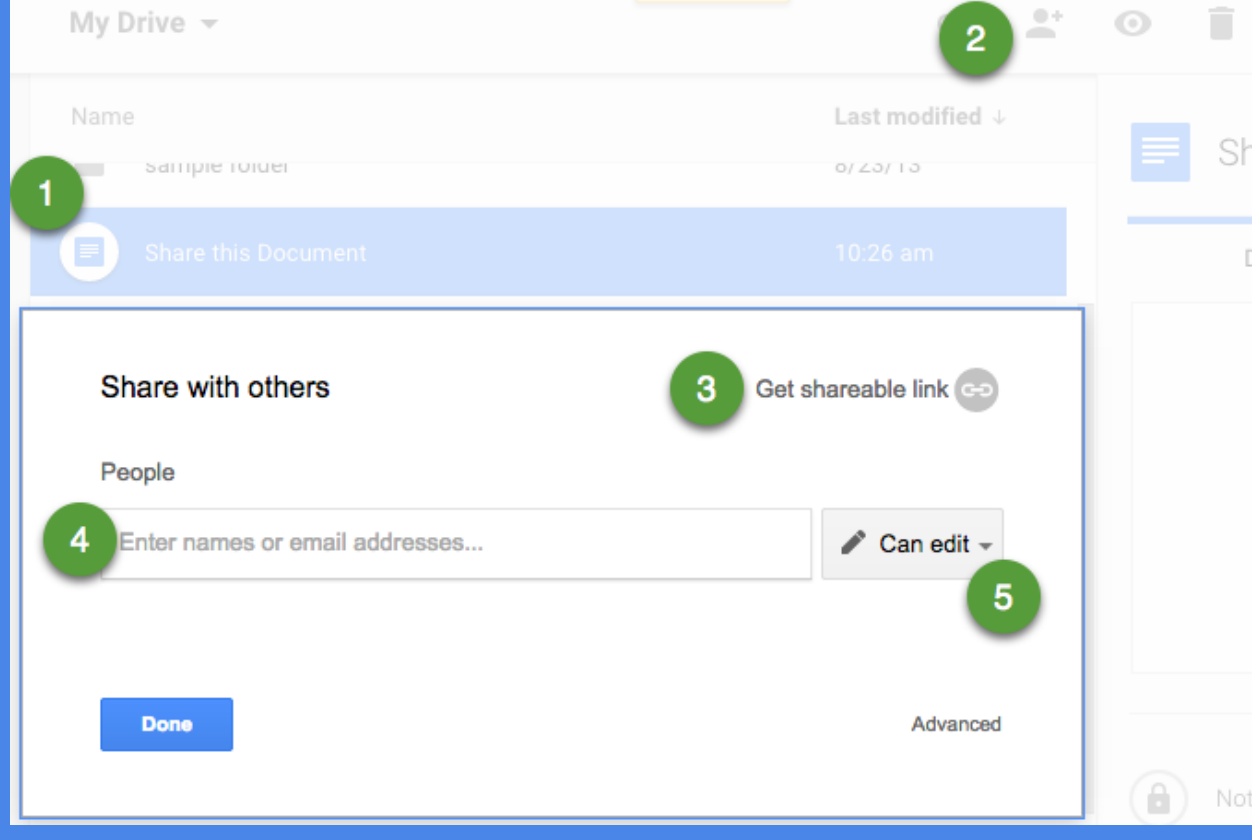
drive.google.com
Go directly to Google Drive by typing in the URL.

Share Button

This “magic” button is the key to ultimate collaboration in Drive.



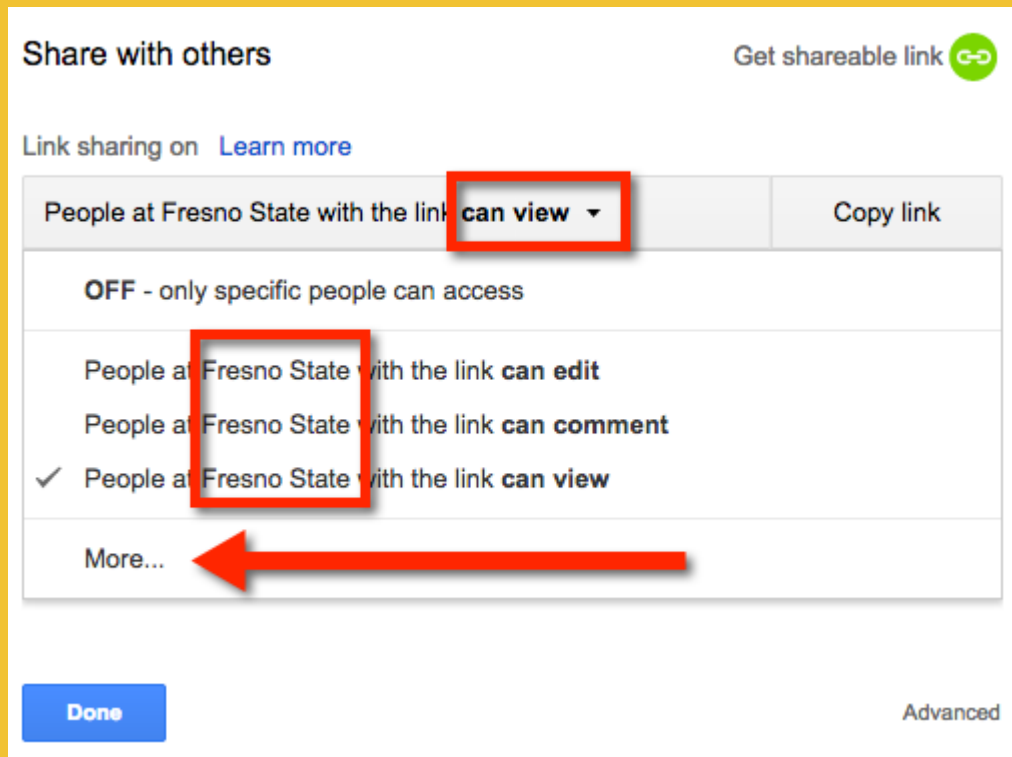
Sharing Files



- 1 Single click on a file in Google Drive.
- 2 Click on the sharing icon in the toolbar. Head with a plus sign. Share file. Set sharing settings.
- 3 Get sharable link makes your document visible to anyone with the link and copies the URL to your clipboard. Visibility is restricted to the domain for GAFE accounts.
- 4 Share directly with collaborators by typing in their email address.
- 5 Change edit access to view, edit, or comment only access.

Change Sharing

Click on arrow next to “can view” in sharing box to reveal other options. Note that by default sharing is restricted to the domain. Click on “More...” to allow access to the document outside of the SISD domain.



Visibility Levels

First, decide **WHO** you want to see your file/folder.



LEVEL 1

PRIVATE: This is a private file/folder for you and you alone. The file is like a locked door and only you, the owner, has the key.



LEVEL 2

INVITE ONLY: You have specific individuals you’d like to have the file, like giving them a key to a locked door.

- ✓ Users must login to view.



LEVEL 3

ANYONE WITH THE LINK: This file/folder is shared by giving a unique link (URL). This link is the key to granting access to your file/folder.

- ✓ No login required to view.



LEVEL 4

PUBLIC: Share with the **WORLD!** Anyone can find and access this file/folder.

- ✓ No login required to view.

Access Levels

Once you have chosen who can see the file/folder, then decide **WHAT** you want them to be able to do.



VIEW

VIEWERS: The file/folder is read-only for viewers.

- ✓ Viewers can download or make a copy of the file. File>Make a Copy
- ✓ Viewers cannot make edits to the file.
- ✓ Viewers cannot delete the file.



COMMENT

COMMENTERS: The file/folder is viewable and available for comments on Google Docs, Sheets, Slides, and Drawings.

- ✓ Commenters can download or make a copy of the file. File>Make a Copy
- ✓ Commenters cannot make edits to the file.
- ✓ Commenters cannot delete the file.



EDIT

EDITORS: The file/folder is available for edits on Google Docs, Sheets, Slides, and Drawings.

- ✓ Editors can invite other collaborators.
- ✓ Editors can download or make a copy of the file. File>Make a Copy
- ✓ Editors can add and remove items in a folder.

Additional Resources (Links)

[How to Share in Google Drive](#)

[Sharing Settings Overview \(includes advanced features\)](#)