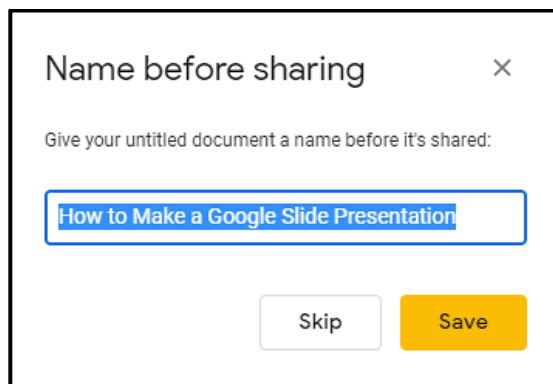


How to Share a File on Google Drive

1. Whether you create a Google Doc, Slide, or Sheet, a **Share** button can be found in the top right, next to the Google user's initial. It will automatically be set to private to the user, in which only the user can view, edit, and comment on the file.

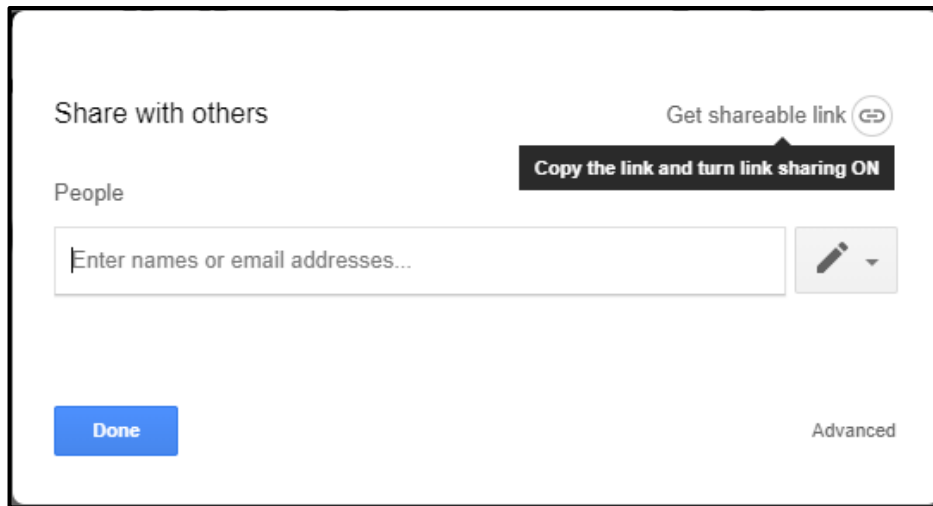


2. These privacy settings can be changed by clicking on the button. If the file is not already named, a prompt will come up asking for a title, or it can be skipped in the meantime.



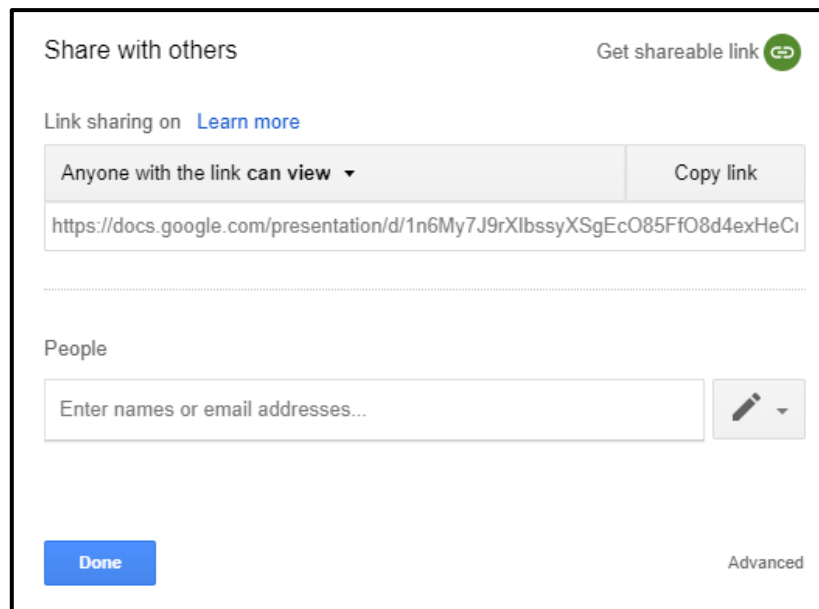
3. People can be added individually, or by group. The pencil icon has a dropdown menu that lists the permissions that can be given: Edit, Comment, or View. These are assigned to every individual or group that is added. These permissions can always be changed in the **Advanced** window, or by clicking on the **More** option in the dropdown menu.

When individuals are invited, they will receive a notification in their email. If a notification *does not* need to be sent, uncheck the Notify box.



Clicking on **Get shareable link** generates a link that can be copy and pasted for someone to access, for instance, a team member on a group project. It will automatically copy the link, so be aware. Permissions to view, edit, or comment can be changed here as well.

To change permissions *back* to **Only me**, select the Off option. Make sure the **Share** button displays a lock, like the one shown at the beginning of these instructions.





* Being signed into a Maricopa email address, the Maricopa Institution may be the default option to where the link is shared. The Maricopa Institution cannot be seen from a personal email address. Please make sure what account is signed into, especially if you have more than one Gmail account.

Sharing settings

Link to share

<https://docs.google.com/presentation/d/1TpS8yDSjgosa-POMMvkeS1DFEjpaL-MncJy>

Who has access

	Anyone at Maricopa Community College District who has the link can view	Change...
	Bob Bobberson (you) MEID@ccdc.edu	is owner

Invite people:






Enter names or email addresses...

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

[Done](#)

Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **On - Maricopa Community College District**
Anyone at Maricopa Community College District can find and access.
-  **On - Anyone at Maricopa Community College District with the link**
Anyone at Maricopa Community College District who has the link can access.
-  **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)