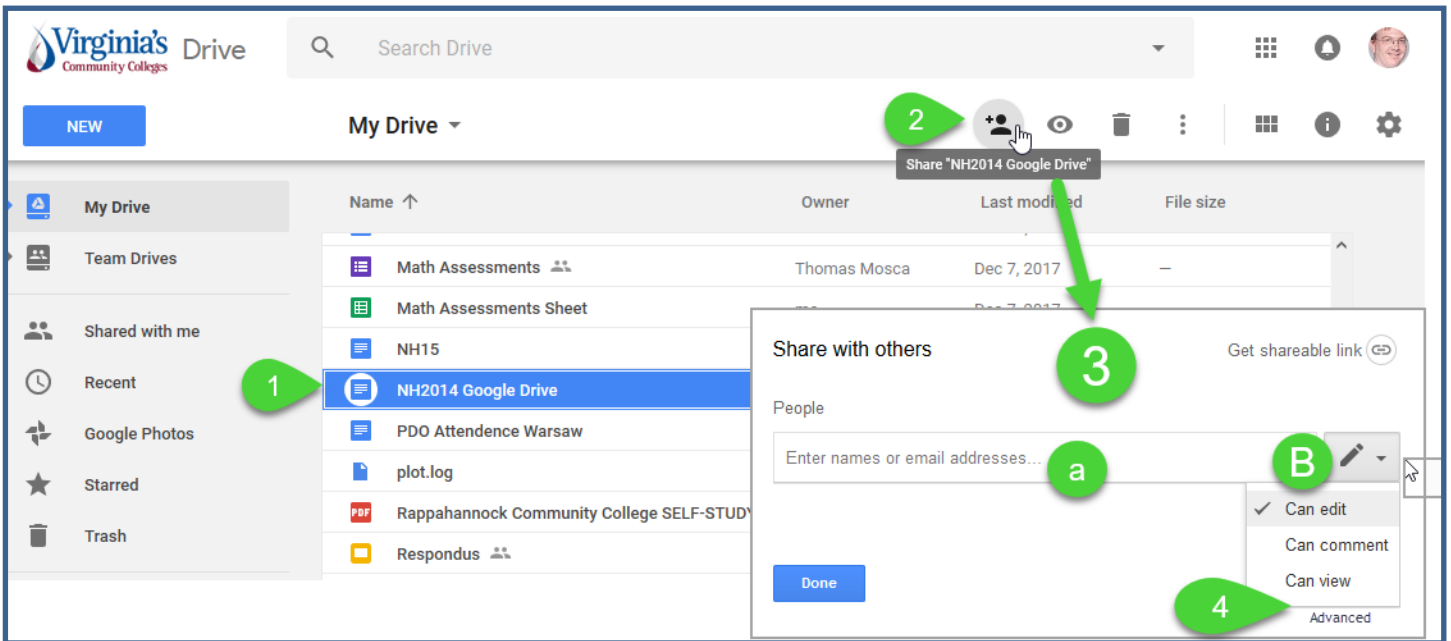


Sharing from Drive—People:

- 1) In the main Drive Window, Click on the Document you wish to share
- 2) To share this with specific people: click the **Share filename** Button (looks like a silhouette)
- 3) A new dialog will appear. To share you only need:
 - a. Email Address of the user (best practice –this should be a Google email address either @email.vccs.edu or @gmail.com) If collaborating with a fellow student **ONLY** use the @email.vccs.edu for best results.
 - b. Access level to share with them—Editing, Commenting, or View only.
- 4) You may control other aspects of sharing by clicking the Advanced button. Options include preventing editors from adding additional people and disabling viewers or commentators from downloading or printing.



Sharing from a document:

- 1) In your document, upper right, click the **Share** button
- 2) If you wish to share a document with anyone, you may use the first sharing line, set the share permissions as in the previous example, and simply copy the link to send them.
- 3) If you wish to share with specific people, enter their Google email(s) in the box
- 4) Set the sharing permission you wish them to have
- 5) Click **Done** when ready.

