Sharing in Google Drive

Google Drive gives you the ability to share your Docs, Presentation or Spreadsheet files with other users. This allows you to then read, make comments on, and edit these documents simultaneously in real time.

Sharing from Drive—Sharing Link:

1) In the main Drive Window, Click on the Document you wish to share

2) If you want to post a link to this document for Anyone in the VCCS: click the Get Sharable Link Button

3) In the pop-up, Turn on Sharing using the slider

4) The sharable link will appear, as will the Sharing Settings option
   If the current access is desired (note text above link) you are done, if you wish to modify this click Sharing Settings.
   Choose the access you wish:
   a. Anyone at Virginia’s Community Colleges with the link can view
   b. Anyone at Virginia’s Community Colleges with the link can edit
   c. Anyone at Virginia’s Community Colleges with the link can comment
   d. Click More for additional sharing options including making it Public to the Web

If you want only specific people to share this, you may use the People option here or look in the next section.
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.