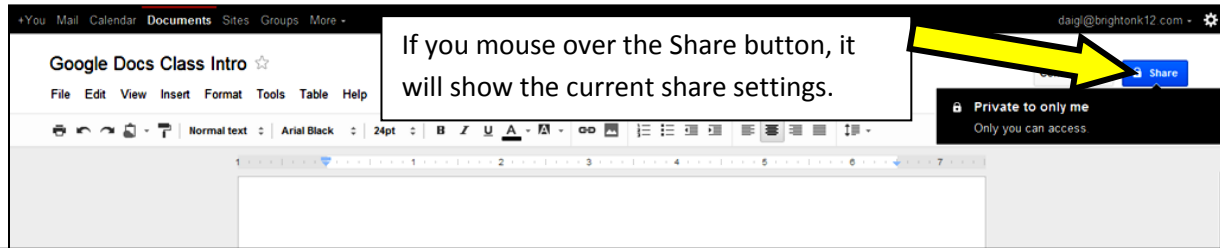
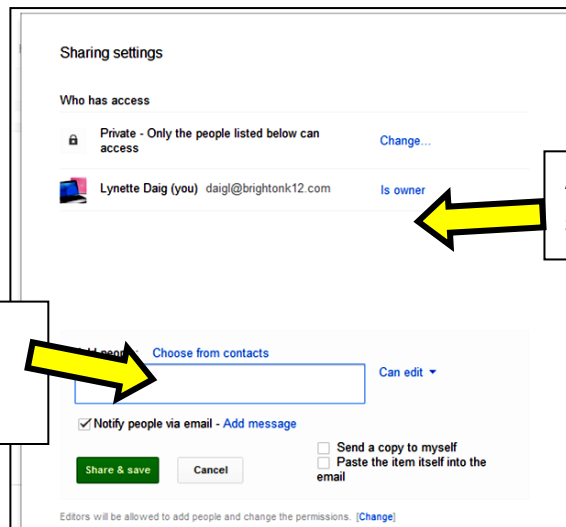
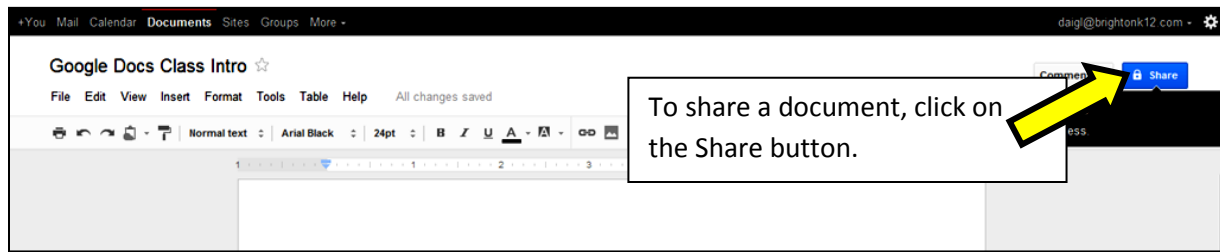


GOOGLE DOCS BASICS: HOW TO SHARE A DOCUMENT

Checking the Shared Setting for Your Document

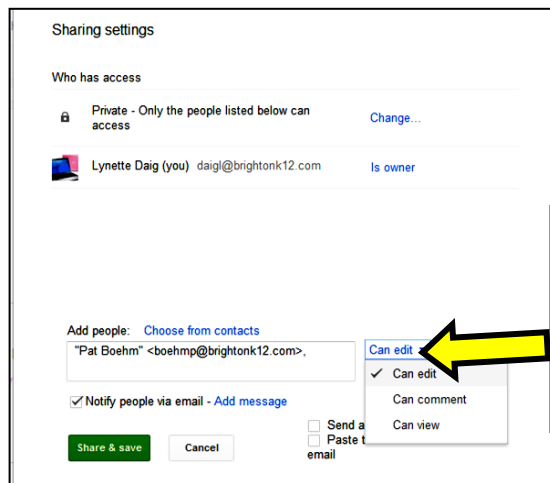


How to Share a Document with Specific People



Anyone with whom the document is shared, will appear listed here.

To add someone, type their email address in the "add people" box.



The default setting allows the user to edit the document. If you don't want this person to edit, select "Can View"



GOOGLE DOCS BASICS: HOW TO SHARE A DOCUMENT

Share

Who

Share with people

Google will notify the person via email that you have shared a document with them. I advise you to always leave this box checked.

I also suggest adding a message. To do this, click "Add Message"

People: Choose from contacts

Pat Boehm <boehmp@brightonk12.com>

Notify people via email - Add message

Send a copy to myself

Paste the item itself into the email

Share & save Cancel

Editors will be allowed to add people and change the permissions. [\(Change\)](#)

Sharing settings

Type your message in the box. I like to explain what the document is, so the person knows what they are getting and what they are expected to do with it.

Add people: Choose from contacts

"Pat Boehm" <boehmp@brightonk12.com>

Notify people via email - Discard message

Here is a sample document

Share & save Cancel

Send a copy to myself

Paste the item itself into the email

When you are finished, click "Share and Save"

Sharing settings

Who has access

Private - Only the people listed below can access [Change](#)

Lynette Daig (you) daigl@brightonk12.com Is owner

Pat Boehm boehmp@brightonk12.com Can edit x

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\(Change\)](#)

Done

Now the person with whom you shared the document appears listed.

You can change their access to view or comment with the drop down menu.

You can also revoke their access with the little "x".

