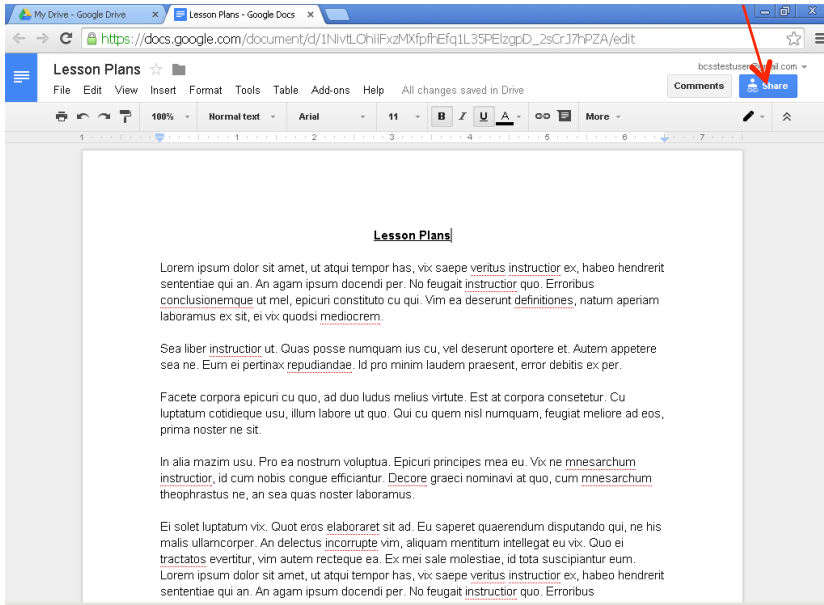
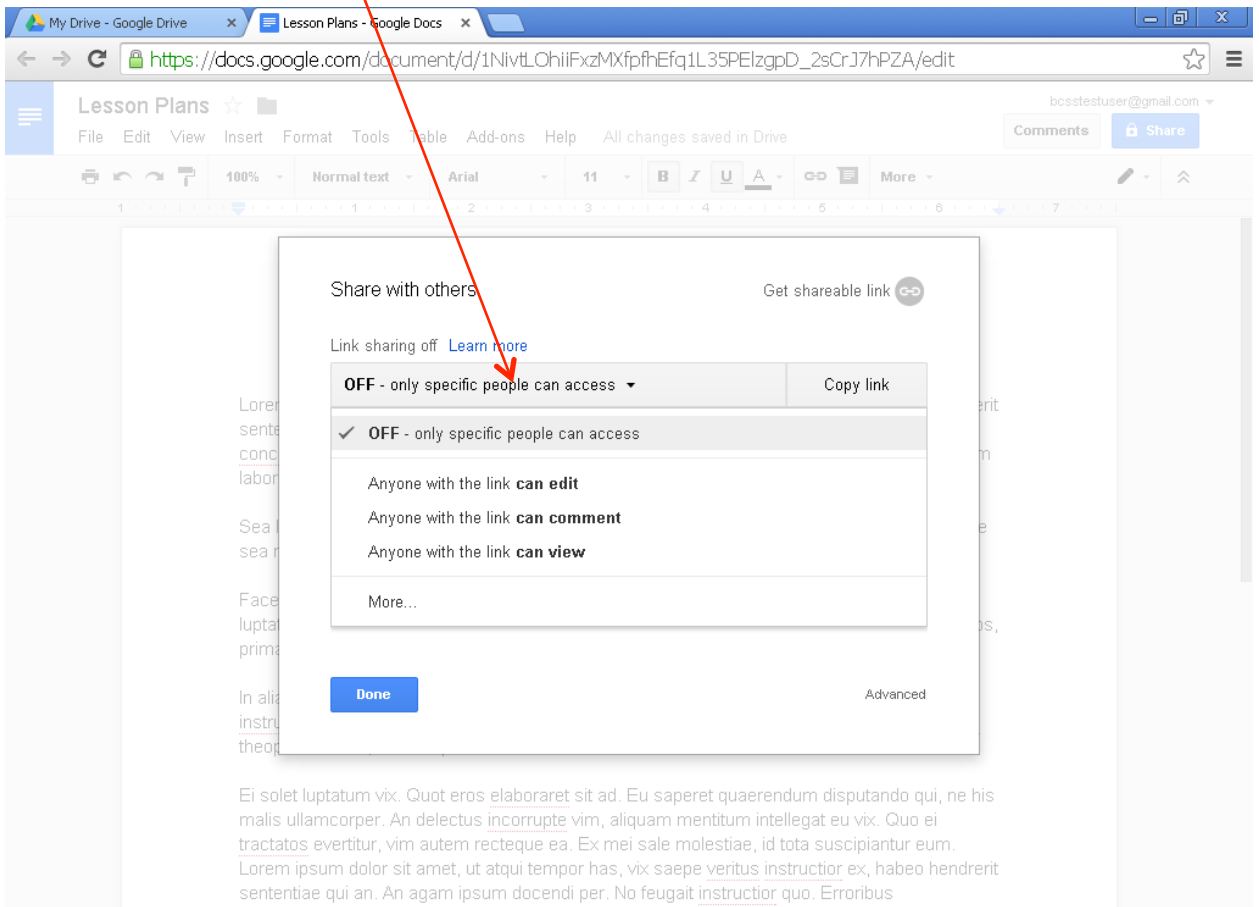


## How to share a Google Drive file

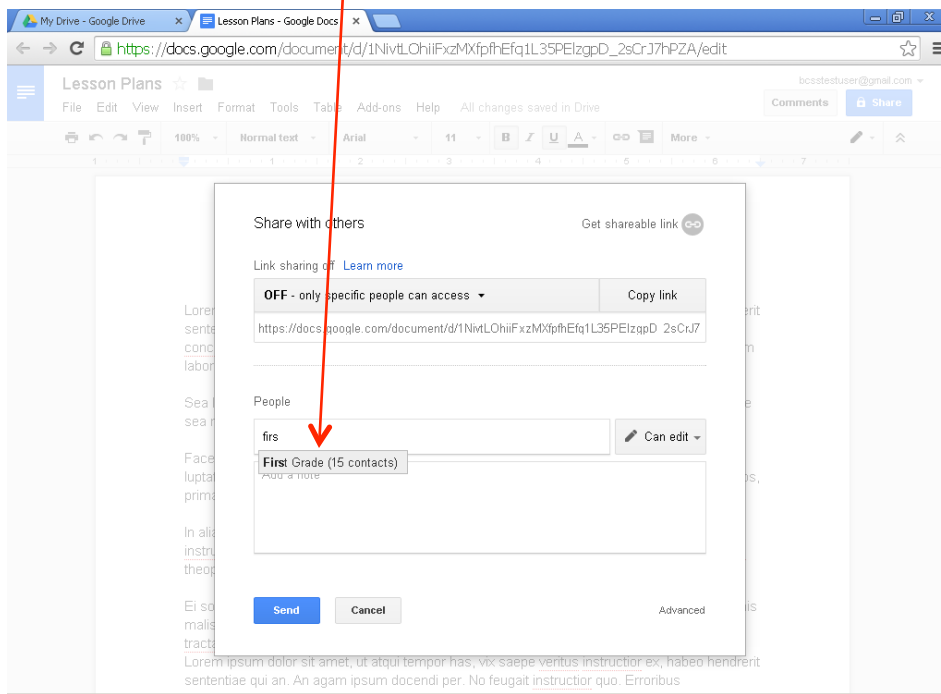
1. Open your Google Doc or other Google Drive file and click “share”.



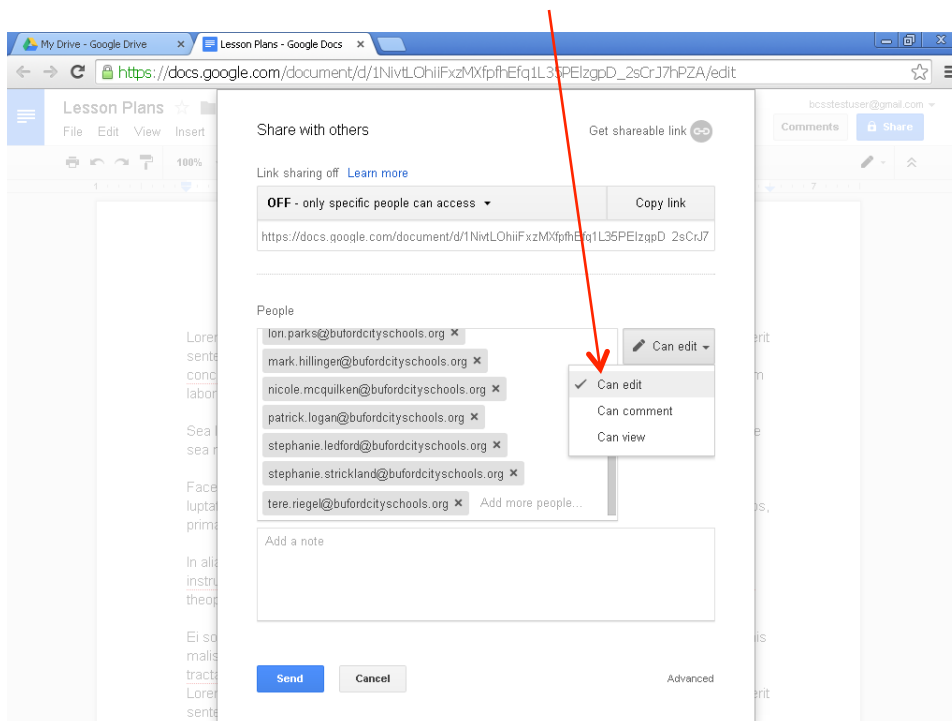
2. This will open the file's permissions. I want to keep the file secure. First, I will select “only specific people can access”.



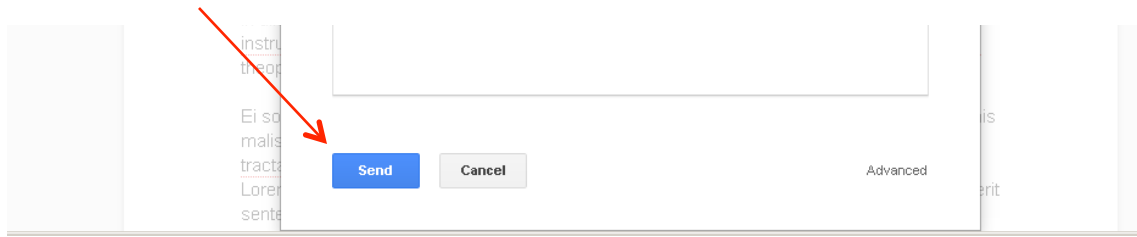
- Next, start typing the name of the person or contact group you are sharing with. In this example, I chose my first grade contact group.



- Decide if those you are sharing with are able to edit, comment, or view. In this example, I want the first grade team to be able to edit the document.



5. Click "send".



6. The recipient will see an "invitation to edit" in their Gmail account.



You're done! Let the sharing begin!