

Google Drive

You can share your files and folders with as many or as few people as you like, and you can give each collaborator whichever level of access you like -- and it's all under your control.

Sharing

Share a doc or file from the documents list

1. In your documents list, check the box(es) next to the item(s) you'd like to share.
2. Click the **Share** button 
3. Type the email addresses of the people you want to share with. You can add a single person, a mailing list, or choose from your contacts.
4. To the right of the list of names, choose 'Can edit,' 'Can comment' or 'Can view' from the drop-down menu.
5. 'Can edit' means that they'll be able to edit and make changes to the file. By default, people who can edit your file will be able to share it with additional people. You can remove this option by clicking **Change** next to 'Editors will be allowed to add people...' before you click **Share & save**.
6. 'Can comment' means that they can view and comment.
7. 'Can view' means that they will only be able to view the file. We recommend this setting if you don't want people to be able to edit your file.
8. Click **Share & save**.

By default, everyone you share with will get an invitation email. If you'd rather not notify them, de-select the 'Notify people via email' checkbox. They'll have access to the item when they next sign in.

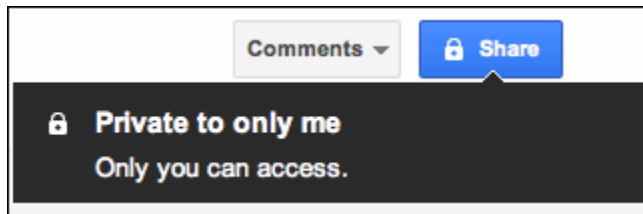
Share directly from a Google doc

1. Click the blue **Share** button.
2. Type the email addresses of the people you want to share with. You can add a single person, a mailing list, or choose from your contacts.
3. To the right of the list of names, choose 'Can edit,' 'Can comment' or 'Can view' from the drop-down menu.
4. 'Can edit' means that they'll be able to edit and make changes to the file. By default, people who can edit your file will be able to share it with additional people. You can remove this option by clicking **Change** next to 'Editors will be allowed to add people...' before you click **Share & save**.
5. 'Can comment' means that they can view and comment.
6. 'Can view' means that they will only be able to view the file. We recommend this setting if you don't want people to be able to edit your file.
7. Click **Share & save**.

By default, everyone you share with will get an invitation email. If you'd rather not notify them, de-select the 'Notify people via email' checkbox. They'll have access to the item when they next sign in.

Visibility options

There are five different visibility options: private, people at Lewis & Clark College with the link, Lewis & Clark College, anyone with the link, and public on the web. You can see the current visibility setting for your doc by hovering over the blue **Share** button in the upper right of your screen.



Private

All documents start out as private. When you create a private doc, you're the only person with access to it. From there, you can give access to other people. Anyone trying to access the document will have to sign in to their Google Account to verify that they have access to the doc.

Private is the best setting for your private documents, like a list of contacts or a resume. It's also a good setting if you want to collaborate with a small circle of people. For example, you and a friend or family member could work together on a private letter or taxes.

Anyone with the link/people at Lewis & Clark College with the link

A doc set to **Anyone with the link** is like an unlisted phone number. Another person can only view it if they have the exact URL of the doc or file. If you also select the 'Allow anyone to edit' option, anyone with the URL will also be able to *edit* your doc. Sign-in isn't required, so viewers and editors may show up as anonymous.

Anyone with the link is a great setting if you want to give easy access to information to a bunch of people (as long as the contents of the doc aren't sensitive).

People at Lewis & Clark College with the link is more restricted, as only people who are logged in to their LCapps account can use the link to view the document.

If you want to restrict access to your doc, click the **Share** button on the top right of any doc, then click **Restrict access**.

Public on the web/ Lewis & Clark College

Set a doc to public if you want to make it publicly available to anyone. Public docs can show up in search results, and anyone who finds the web address of the doc can access it. If you also select the 'Allow anyone to comment' and/or 'Allow anyone to edit' options, anyone who finds the document will also be able to view, comment and edit your document.

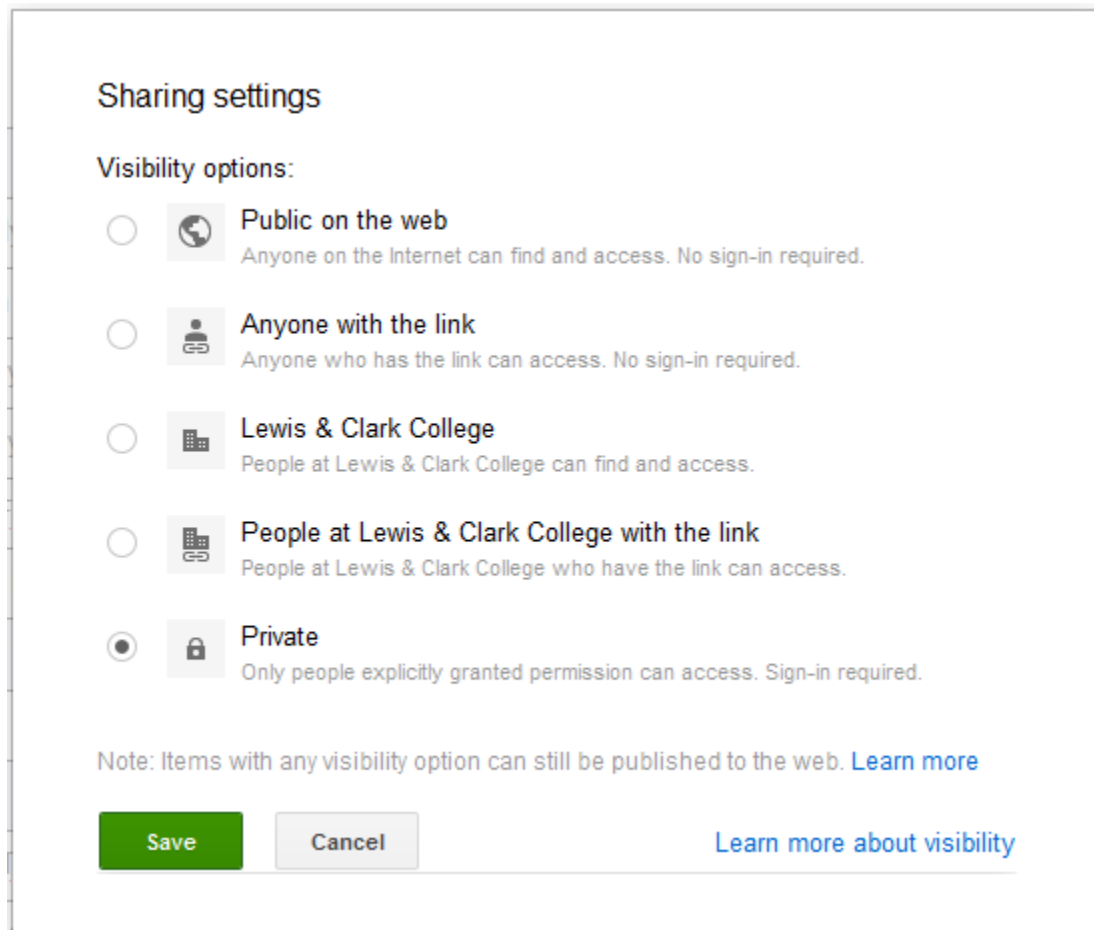
Public on the web is a great setting if you're trying to get the word out about something. For example, you could create a flyer for a concert, save it as a public doc, post a link to it on your blog, and maybe ask your friends to do the same.

Lewis & Clark College is similar, but only allows people who are logged in to their LCapps account to view the document.

How to change the visibility options

To change the sharing setting of your doc, click the **Share** button in the top right of the doc.

Click **Change** to the right of the visibility option. Select from the available choices



The screenshot shows a 'Sharing settings' dialog box with the following content:

- Sharing settings**
- Visibility options:**
- ☐  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☐  **Lewis & Clark College**
People at Lewis & Clark College can find and access.
- ☐  **People at Lewis & Clark College with the link**
People at Lewis & Clark College who have the link can access.
- ☒  **Private**
Only people explicitly granted permission can access. Sign-in required.

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

Save **Cancel** [Learn more about visibility](#)

Limits on sharing

You can explicitly share a doc or file with **200** viewers and editors (combined), or you can make your doc available to anyone by changing its visibility option. **50** may edit and view a spreadsheet, document, or drawing at the same time.

If you need to share a doc or file with more than 200 people, you can create a mailing list. Then, share the doc or file with the mailing list rather than individual people.