Share a File in Google Drive

Step 1: Find the file you want to share

Share a single file

1. On a computer, go to Google Drive, Docs, Sheets, or Slides.
2. Click the file you want to share.
3. Click Share or Share Share Image not found or type unknown

Share multiple files

Send & share Google Forms

Step 2: Choose who to share with & how they can use your file

Share with specific people

If you use a Google Account through work or school, you might not be able to share files outside of your organization.

1. Under "People," enter the email address you want to share with.
   - **Note:** If you share with an email address that isn't a Google Account, they'll only be able to view the file.
2. To choose what someone can do with your file, click the Down arrow Down Image not found or type unknown
   - Learn more about how others view, comment, or edit files.
3. If you don't want to send an email to people, click **Advanced** and uncheck the **Notify people** box. If you notify people, each email address you enter will be included in the

email.
4. Click **Send**.

Share a link to the file
Share a file publicly

Share & collaborate on a file with more than 100 people

Up to 100 people with view, edit, or comment permissions can work on a Google Docs, Sheets, or Slides file at the same time. When more than 100 people are accessing a file, only the owner and some users with editing permissions can edit the file.

To share and collaborate on a file with more than 100 people:

Publish the file

- If you need many people to view a file at once, publish it and create a link to share to viewers. You can give edit access to people who need to edit or comment on the file.

  Learn how to publish a file.
- Publishing a file makes it visible to everyone on the web. Be careful when publishing private or sensitive info. If you have an account through work or school, your administrator can limit who can view a published file. If you're an administrator, learn how to control who can publish documents to the web.

- To remove a file from the web, you must stop publishing it. Learn how to stop publishing a file.

- To stop sharing a file with collaborators, learn how to change sharing permissions.

Revision #1
Created 22 April 2020 11:09:37 by Ethan Dancy
Updated 22 April 2020 13:12:11 by Ethan Dancy