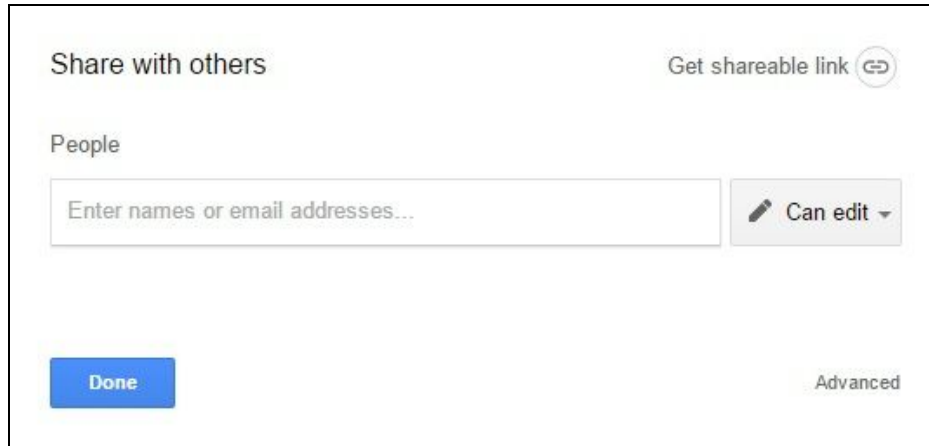


Sharing Google Docs, Etc.

To share a Google App for Ed document, click on



You'll get a screen like the following:

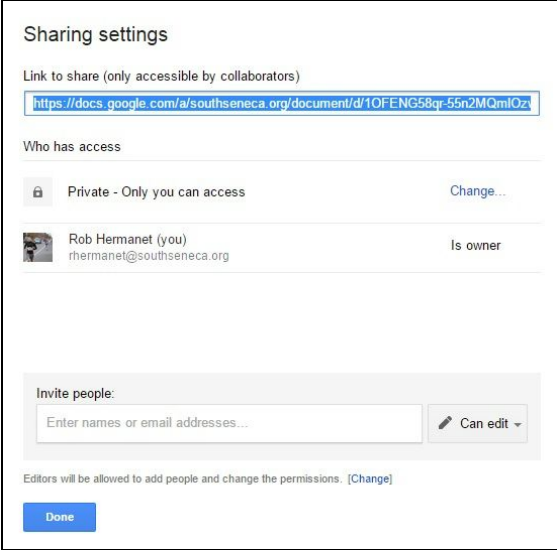


Here you can directly input the email address of the person or people you would like to share the item with. If it is a group you'd like to share it with, input the group's email address.

To change access levels, click on the CAN EDIT button. This is where you will set **WHAT** others can do with your file. Your options are:

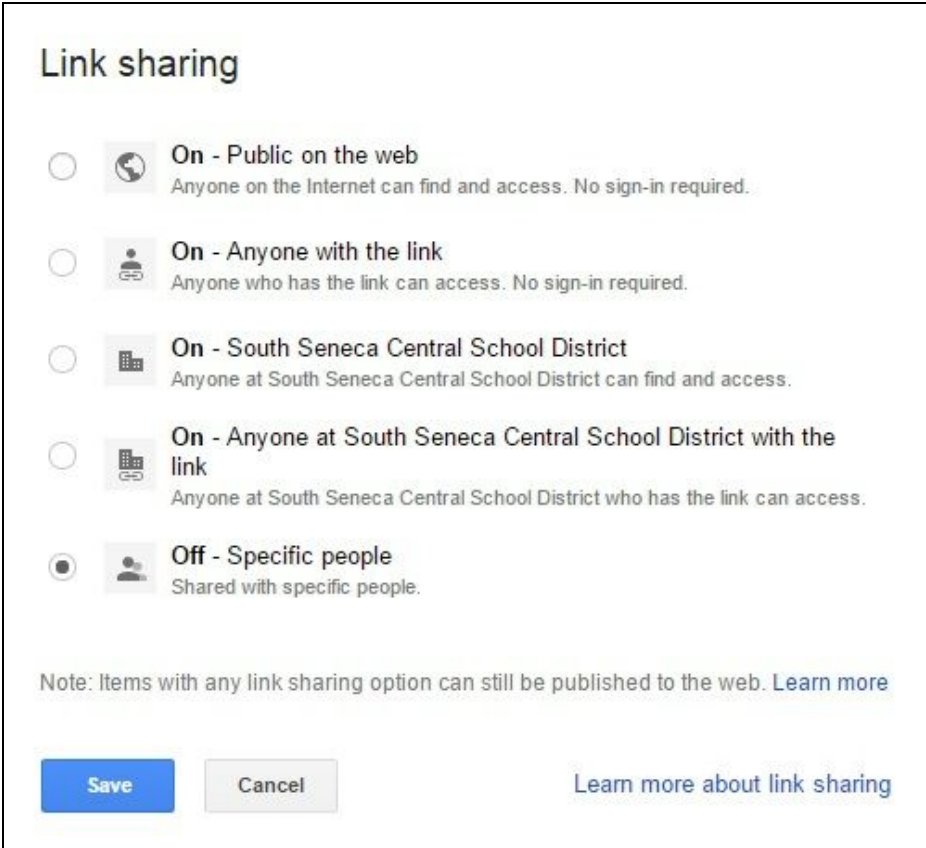
1. Can Edit
 - Editors can invite other collaborators
 - Editors can download or make a copy of the file
 - Editors can add and remove items in a folder
2. Can Comment
 - Commenters can download or make a copy of the file
 - Commenters cannot make edits to the file only comment
 - Commenters cannot delete the file
3. Can View
 - Viewers can download or make a copy of the file
 - Viewers cannot make changes to the file
 - Viewers cannot delete the file

If you click on the advanced settings, you can set visibility permissions as well. This is where you will set **WHO** you want to be able see your file.



The screenshot shows the 'Sharing settings' dialog box. At the top, it says 'Link to share (only accessible by collaborators)' with a text box containing the URL: <https://docs.google.com/a/southseneca.org/document/d/1OFENG58qr-55n2MQmlOz/>. Below this, it says 'Who has access' and shows a lock icon next to 'Private - Only you can access' with a 'Change...' link. Underneath, a list shows 'Rob Hermanet (you)' with the email 'rhermanet@southseneca.org' and the role 'Is owner'. There is an 'Invite people:' section with a text input field 'Enter names or email addresses...' and a 'Can edit' dropdown menu. At the bottom, it says 'Editors will be allowed to add people and change the permissions. [Change]' and a 'Done' button.

There are 5 levels of visibility. If the item is shared with “Anyone at South Seneca Central School District” permissions, then individuals signed in with their South Seneca Google account can look up the document in their Google Drive Search bar.



The screenshot shows the 'Link sharing' dialog box. It has a title 'Link sharing' and five radio button options:

- On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- On - South Seneca Central School District**
Anyone at South Seneca Central School District can find and access.
- On - Anyone at South Seneca Central School District with the link**
Anyone at South Seneca Central School District who has the link can access.
- Off - Specific people**
Shared with specific people.

At the bottom, there is a note: 'Note: Items with any link sharing option can still be published to the web. [Learn more](#)'. Below the note are three buttons: a blue 'Save' button, a grey 'Cancel' button, and a blue link 'Learn more about link sharing'.