



# GOOGLE DRIVE PART II

## SHARING IN GOOGLE DRIVE, 2017


### GOOGLE DRIVE IS COLLABORATIVE

---

- In Google Drive Part I we covered the Google Apps—things you could do on Google Drive—but Google Drive also allows you to work with others collaboratively on the same document while using Google Apps. You are able to view changes in real time, add comments to a document, and converse with your collaborators—all through Google Drive


### SHARING ON GOOGLE DRIVE

---

- In order to work collaboratively on a document, you first need to share that document with someone.
- To share a document:
  - On a laptop/computer: RIGHT click on the document and choose the “Share...” option
  - On a tablet or phone: click the  and then choose “Share”
- You will now have the option to copy a “share link” or email someone directly through Google Drive. Choose the option that works best for you. I often opt to share the copied link by sending it in an email.
- Before you send, there are 3 options for how much access someone has to your document:
  - Can view: this option allows the person you send the document to only to VIEW the document, nothing else
  - Can comment: this option allows the person you send the document to, to comment on the side of the document but not make changes to the document itself
  - Can edit: this option allows someone full access to the document, they will be able to edit, change, comment, and view the document
- If you want someone to be able to work collaboratively on a document with you, you must adjust the share settings to either “can comment” or “can edit”

### FILES SHARED WITH YOU

---

- to access files that someone has shared with YOU via Google Drive go to the menu icon:  then click on “Shared With Me”. Here you will find all the items that have been sent to you by other people using google Drive
- You are able to move files shared with you from this location to your main Google Drive folder or into any of the sub-folders you’ve created.

---

*THINGS TO TRY: send a document through Google Drive | work collaboratively on a document | add comments to a document you are working on with someone else | create a spreadsheet of passwords using Google Sheets*

---