



DISTRICT  
105CW: IT  
RESOURCES

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GUIDE FOR  
SHARING ON  
GOOGLE DRIVE


# Guide for Sharing on Google drive

First make a generic gmail email for your club.


Upload all files

## 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 multiple files

1. On a computer, go to [drive.google.com](https://drive.google.com).
2. On your keyboard, hold Shift and select two or more files.
3. At the top right, click Share .

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

### Share with specific people

1. Select the file you want to share.
2. Click Share or Share .
3. Under "Share with people and groups," enter the email address you want to share with.  
Important: If you share with an email address that isn't a Google Account, they can only view the file.
4. To change what people can do to your doc, on the right, click the Down arrow  > Viewer, Commenter, or Editor.
5. Choose to notify people.  
If you want to notify people that you shared a doc with them, check the box next to Notify people. If you notify people, each email address you enter will be included in the email.  
If you don't want to notify people, uncheck the box.
6. Click Share or Send.

Got any questions? Email: [pr@lions105cw.org.uk](mailto:pr@lions105cw.org.uk)

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## Share folders in Google Drive

### Choose who to share with

#### Specific people

Like files, you can choose to share with only specific people.

1. On your computer, go to [drive.google.com](https://drive.google.com).
2. Click the folder you want to share.
3. Click Share .
4. Under "People," type the email address or Google Group you want to share with.
5. To choose how a person can use the folder, click the Down arrow ▼ .
6. Click Send. An email is sent to people you shared with.

#### Anyone with a link to the folder

You can give other people a link to your folder so that you don't have to add email addresses when you share your folder.

1. On your computer, go to [drive.google.com](https://drive.google.com).
2. Click the folder you want to share.
3. Click Share .
4. At the top right, click Get shareable link.
5. Next to "Anyone with the link," click the Down arrow ▼ .
6. Choose whether people can edit or view.
7. Copy and paste the link in an email or any place you want to share.

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### Share with a Google Group

You can share files and folders with Google Groups instead of individuals. If you add or remove members from the group, they will gain or lose permission to the files and folders that the group can see or use.

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1. Create a Google Group.
2. Add members to the group.
3. Share the file or folder with the group.

Note: Group members will have to open the file or folder from an invitation or a link before it will appear in "Shared with me."