

Google - Sharing a Document

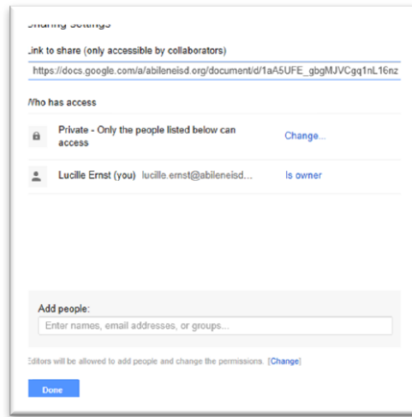
Once logged in to the Google domain, open the desired document to share.

Click on the **File** menu, and select **Share**
– OR –
Click the **Share button** in the upper right corner.



-OR-

The **Sharing Settings** dialog box will appear.



Sharing Setting Choice #1

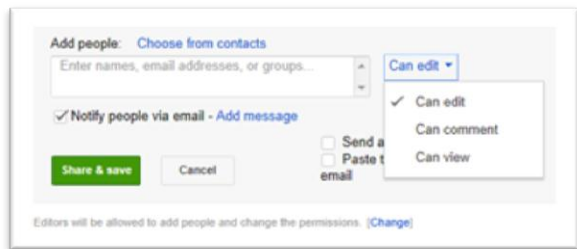
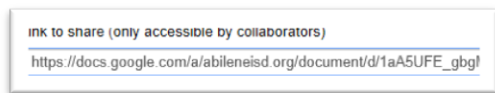
Distribute the link for viewing the document.

At the bottom of the dialog box, enter the email addresses (or choose from you contact list) of people with which you wish to collaborate.

Specify whether collaborators:

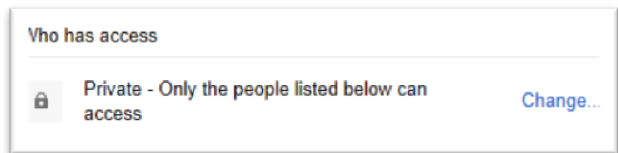
- **Can edit**
- **Can comment**
- **Can view**

Click **Share and Save**.



Sharing Setting Choice #2

Under “Who can access” click **Change** next to “Private – Only the people listed below can access.”



Google - Sharing a Document

Choose a **Visibility option**:

- Public on the web
- Anyone with the link
- Abilene Independent School District
- People
- Abilene Independent School District with the link
- Private

Specify whether collaborators:

- **Can edit**
- **Can comment**
- **Can view**

Click **Save**.

