## **Sharing Google Docs**

## To share a Google Doc:

- 1. Select "share" in the top right corner of the doc.
- 2. Insert the address of the person or people you want to share your document with in the window that appears.

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- 3. Decide if they can edit, comment, or view your doc.
- 4. Select "done."

Share with others	Get shareable link
People	
Enter names or email addresses	🖉 Can edit
Shared with 2 other people	
Done	Advance

## To receive a shared Google Doc:

- 1. From Google Drive, select the "Shared with me" folder.
- 2. Find the doc within the folder.

Drive	
My Drive Shared with Me Starred Recent Trash More →	
Install Drive for your computer	

## To save a copy of the shared Google Doc to your drive:

- 1. Select the doc you wish to copy by placing a check in the upper left corner. (Move your cursor over the doc to make the check box appear.)
- 2. In the toolbar at the top, select "more."
- 3. From the pull down menu, select "Make a copy."
- 4. Go to your Drive to find the copy.

