

# Sharing Files in Google Drive

## Introduction

This guide is to instruct users on how to share files in Google Drive by email and link.

## Share by Email

1. Log in to your Google Drive account at <https://www.google.com/drive/>
2. Right-click on the file you wish to share. If you are using a laptop, press the mousepad using both your index and middle finger.
3. Click the **Share** button.
4. Enter the email addresses of the people you wish to share your document within the pop-up window under **Add people and groups**.
5. Select how the user can access the file.
  - Viewer – users are only able to view the file.
  - Commenter – users are able to leave comments on the file.
  - Editor – users are able to edit the file.
6. Press the **Send** button when you are finished.
7. Repeat steps 1-6 if necessary.

## Share by Link

1. Log in to your Google Drive account at <https://www.google.com/drive/>
2. Right-click on the file you wish to share. If you are using a laptop, press the mousepad using both your index and middle finger.

3. Click the **Share** button.
4. Select how you want the file accessed under the **General access** section.
  - Restricted – Only people with access can open with the link.
  - Anyone with the link – Anyone on the internet with the link can view.
    - Viewer – users are only able to view the file.
    - Commenter – users are able to leave comments on the file.
    - Editor – users are able to edit the file.
5. Click the **Copy link** button and paste the link to the platform you wish to share it with.
6. Press the **Done** button when you are finished.