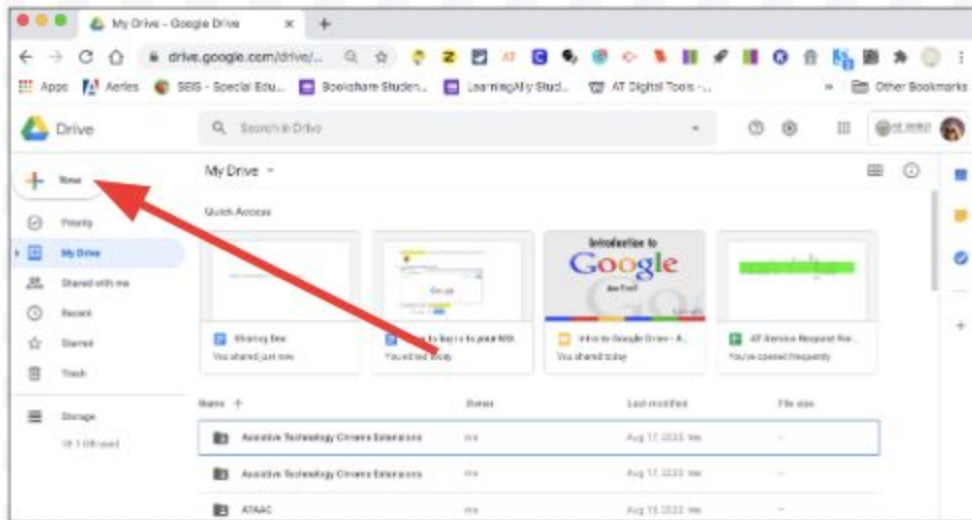


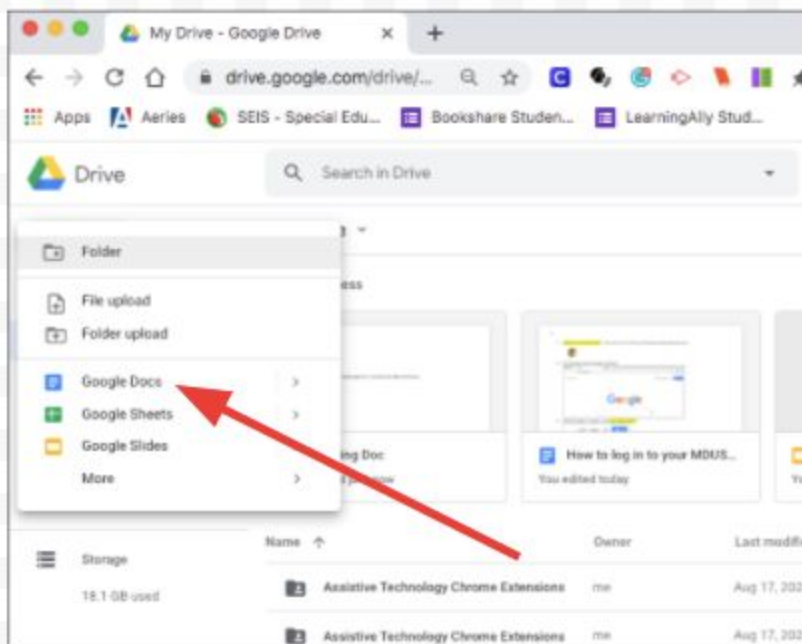
Sharing in Google Drive-GUIDE

This guide will help you learn how to share in your MDUSD Google drive. Knowing how to [log in to your MDUSD Google account](#) and how to [navigate the Google drive](#) will be helpful.

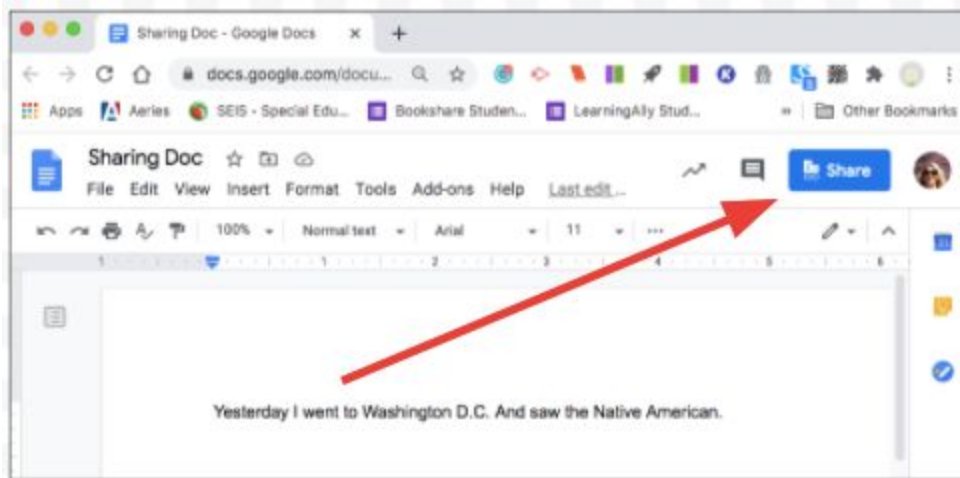
1. Within your Google Drive create a new document by **clicking the New button in the upper left-hand corner.**



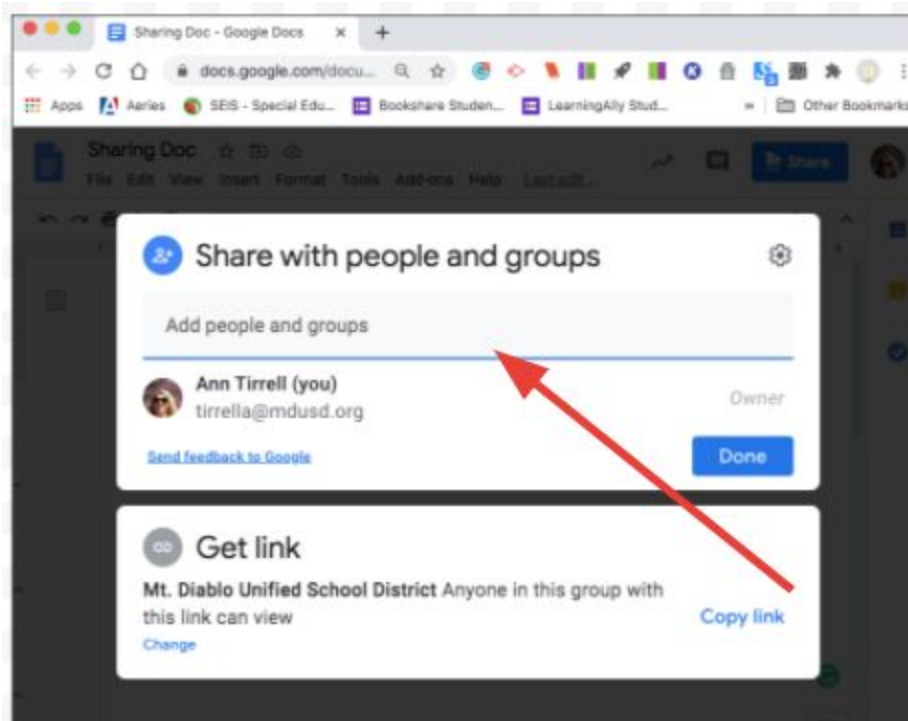
2. **Select Google Docs** from the dropdown.



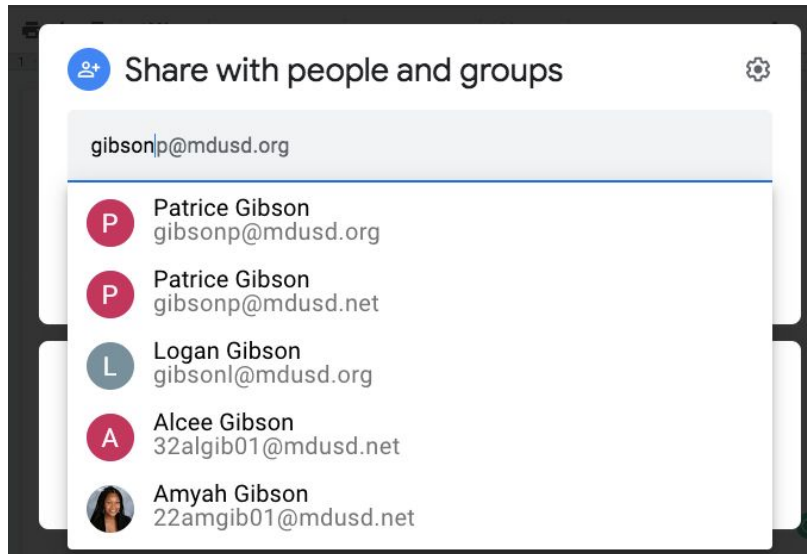
- The document will open in a new browser tab outside to the right of your Google drive. Type something on the document. Investigate the menu bar at the top of the document.



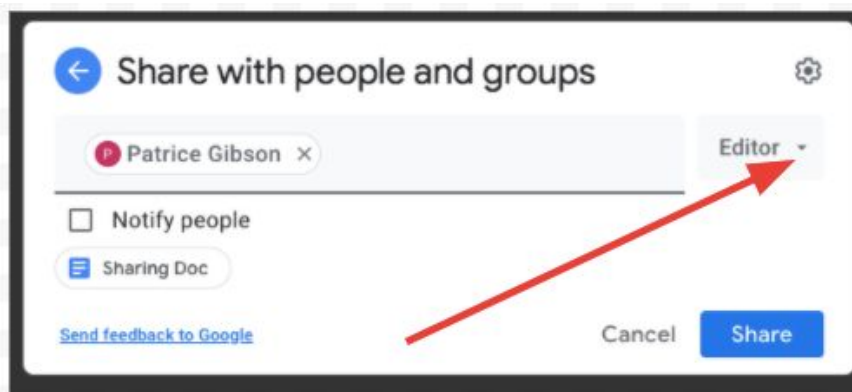
- Click the Share button in the upper right of the document. This will open the Share window.



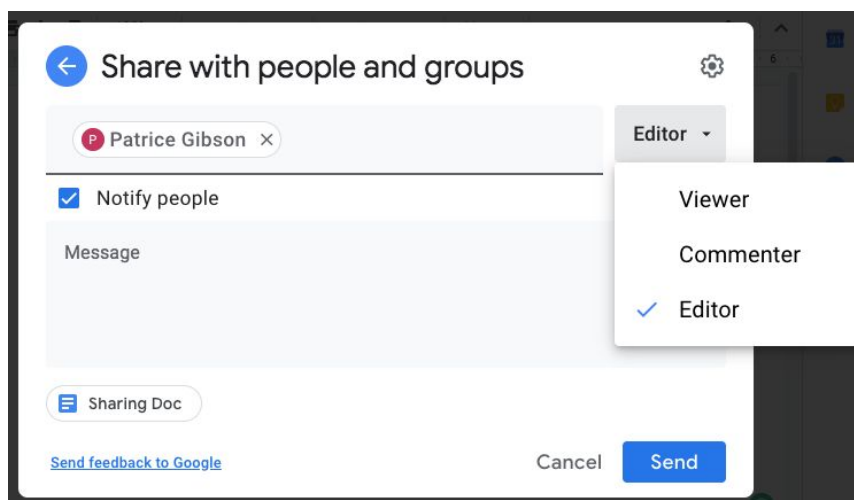
5. In the **Add people and groups space**, you can type the last name of another MDUSD person and names will start to populate and you can select the one you want. You can also type the person Google email if you know it. Having a Google account of the student will be helpful.



6. The person you selected will be added to the **Add people and groups space**. Click the small arrow next to the word **Editor**.



7. The dropdown window will allow you to control what access this person has over the document. **Editor**-they can edit the document, only do this if you want them to make changes to the document, if not use **View**. The **view** allows them to see the document in their Google Drive but can't edit it. They can make a copy of the document and then be able to make changes to the new copy. **Comments** allow them to view and add comments to the document.



8. Uncheck *Notify people* and click the *Share* button. The person will find the document in their Google drive.

