


Simple file sharing with Google Drive

With Google Drive, you can share files like documents, images, and PDFs without having to email them as attachments. Sharing is as easy as indicating which email addresses or mailing lists should have access to a given file.

Share a file with an email address or mailing list

1. Go to drive.google.com.
2. Check the box next to the file or folder you'd like to share.
3. Click the  Share icon.
4. Choose a visibility option: "Private," "Anyone with the link" or "Public on the web."



5. Type the email addresses of the people you want to share with in the text box below "Add people." You can add a single person or a mailing list.
6. Choose the access level from the drop-down menu next to each collaborator: "Can view," "Can comment," or "Can edit."



7. Click **Share & save**.