

## Activity 2: Add a guest and attach a file from Google Drive

Now it's your turn to add a guest and attach a file. You continue working with the Strategic goals event from the previous activity.

Complete the following steps:

1. Return to your Strategic goals event and select **Edit event**.
2. Add a colleague as a guest.
3. Optionally, add a description.
4. Attach a file. For this activity, you should be the owner of the file you attach to the event. So you must first make a copy of one of the course assets to your own Google Drive. Click the following link to make a copy of the [On the Rise Monthly Newsletter](#) in your Google Drive.
5. In your event, choose **Add attachment**. Locate and insert your copy of the newsletter from the "My Drive" or "Recent" tab.
4. Select **Save**, and optionally, send a notification to your guest, and when prompted, check that the link permissions are set to "View" for your invited guest.

Note: The ability to share files externally may be restricted by organizational policies.