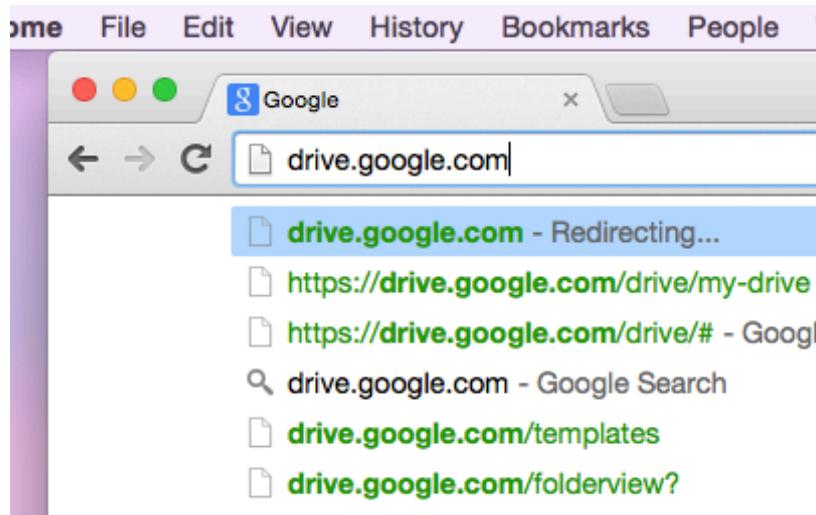
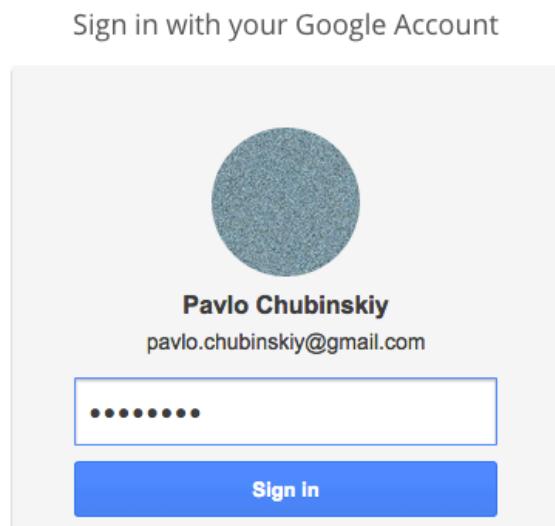


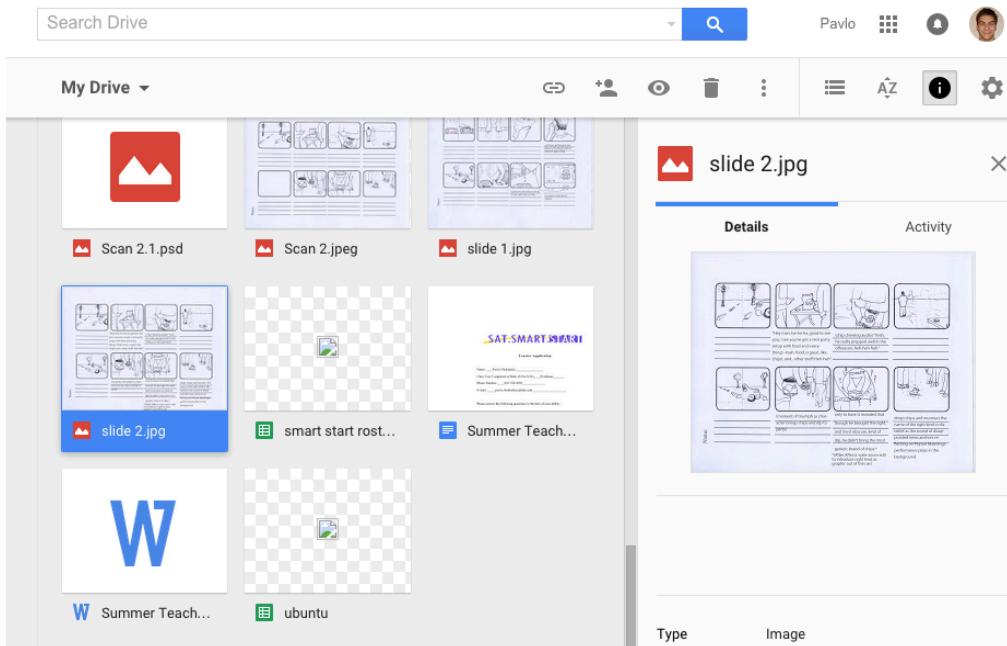
**Overview:** This step-by-step brief instructs Google Drive users on how to share a file with another person. The instructions go through accessing the Google Drive application, finding the file you want to share, changing settings for who can access the link and what media to share the file through, and sending that file to a desired contact.



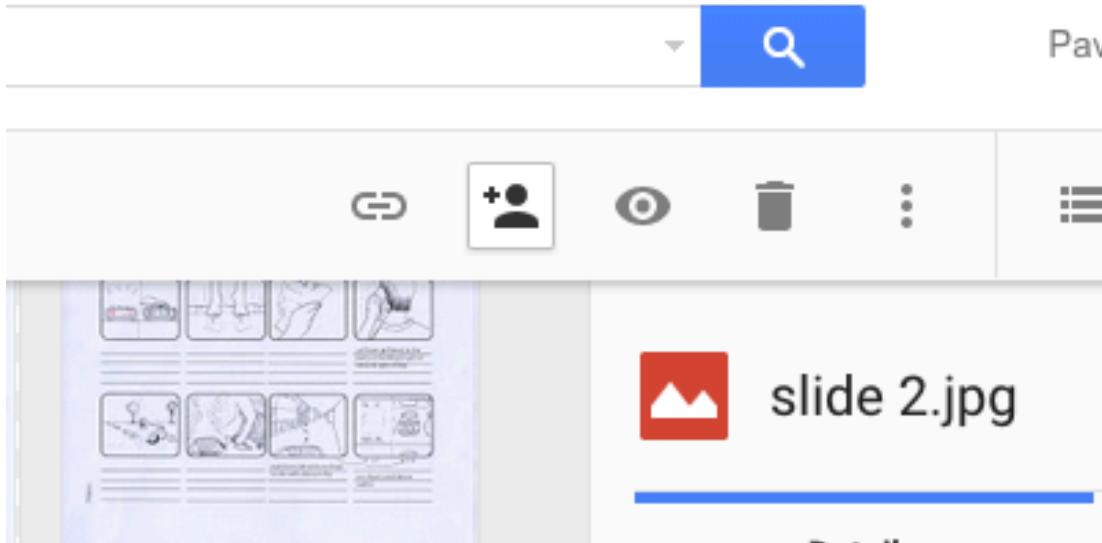
**(1) Go to the Google Drive application.** Open your browser, type “drive.google.com” into the search bar, and press Enter.



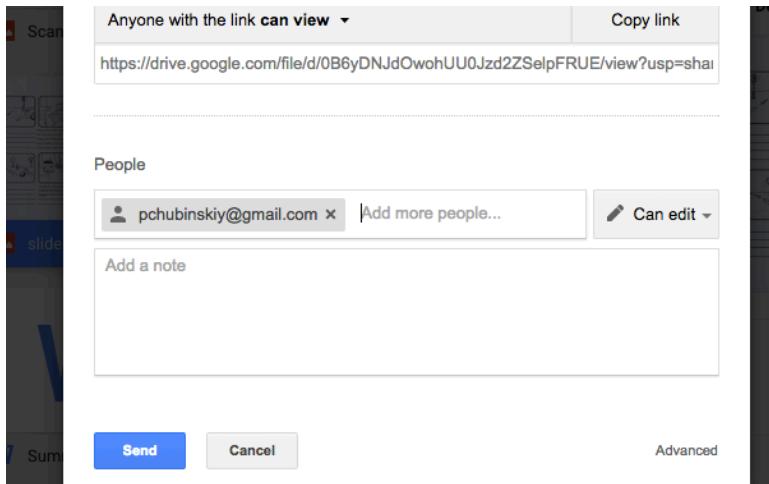
**(2) Sign in to your account.** Click on the account you want to use. Type your password in the text field and press Enter.



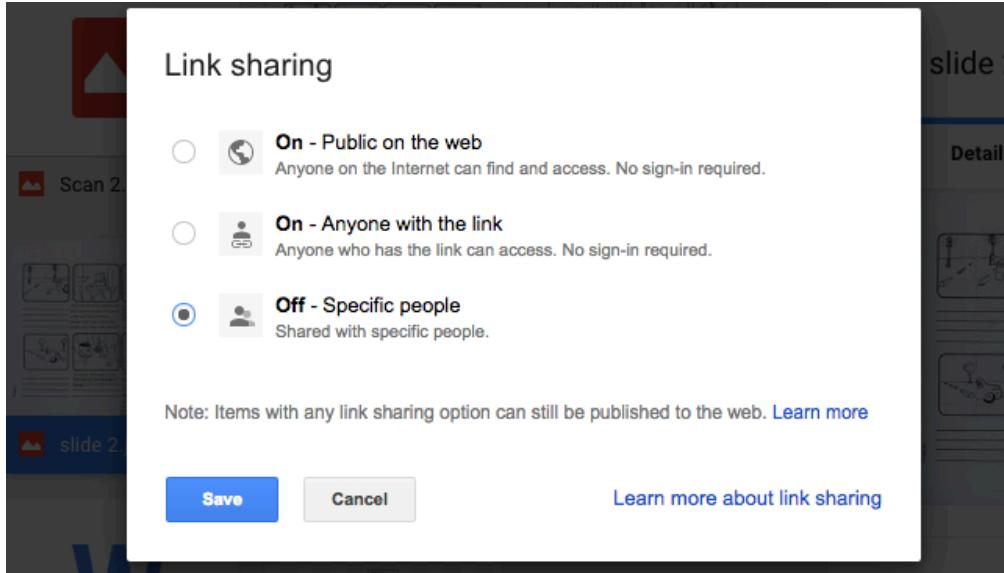
**(3) Select your file.** The Google Drive application will list your stored files in the middle of the screen. Click on the file you want to share with another person.



**(4) Designate for sharing.** On the right side of the Google Drive toolbar, click on the “Share” icon made of a silhouette and a plus sign.



**(5) Specify recipients.** Click inside the “People” text field in the modal and type either the name or the email address of the person with whom you would like to share the file.



**(6) Change link access settings.** To change settings for who can access this file, click on “Advanced” in lower right corner of the modal. Click the “Change...” link in the “Who has access” settings. To make sure only users signed into Google Drive whom you have invited can access the file, choose “Specific People.” To save changes, click “Save.”

## Sharing settings

### Link to share

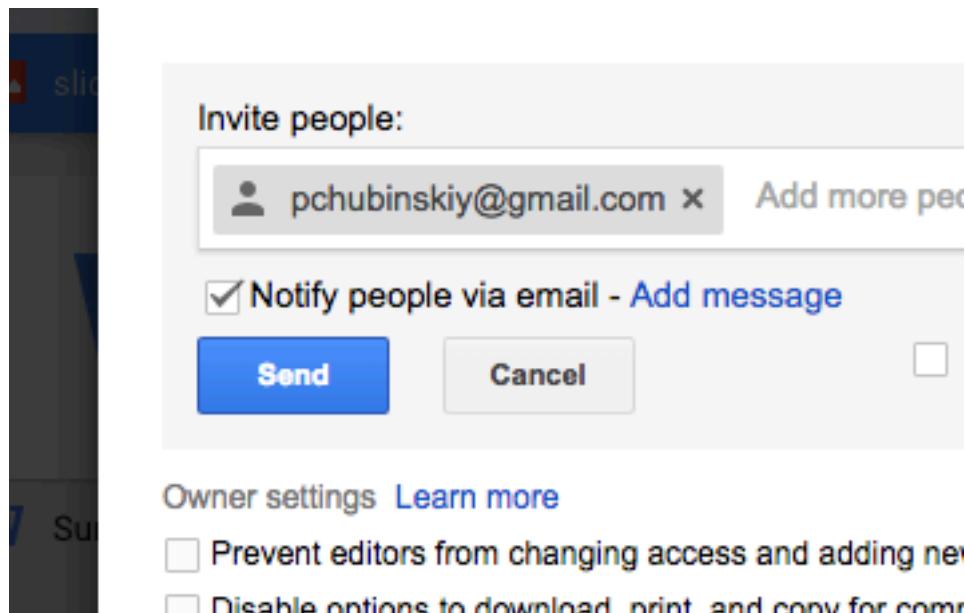
<https://drive.google.com/file/d/0B6yDNJdOwohUUU>

Share link via:



### Who has access

**(7) Change Sharing settings.** To share the file through a social media platform, click on an icon next to “Share link via.” By default, the file will be sent as a Gmail message.



**(8) Share the file.** Finally, click “Send.”