

Do more together

With Google Sheets, everyone can work together in the same spreadsheet at the same time.

Share with specific people

1. Open the file you want to share (that you own or have edit access to).
2. Click Share.
3. Enter the email addresses or groups that you want to share with.
4. Choose what kind of access you want to give people: Can edit, Can comment, or Can view.
5. Click Send.

Share using a link

1. Open the file and click Share.
2. At the top right, click Get shareable link.
3. Next to Anyone with the link, click the Down arrow and choose the level of access you want to give people.
4. Copy and paste the link in an email or any place you want to share it.

Email collaborators

To follow up on a conversation that's too long for comments, email collaborators right from Sheets.

1. Click File>Email collaborators.
2. (Optional) To remove a collaborator from the email, uncheck the box next to their name.
3. Add a subject and message.
4. (Optional) To send a copy of the email to yourself, check the Send a copy box.
5. Click Send.

What else can you do in Sheets?

- [Collaborate in Sheets](#)
- [Share files from Google Drive](#)
- [Stop, limit or change sharing](#)
- [Set spreadsheet's location & calculation settings](#)
- [Make someone else the owner of your file](#)

- [View the activity on your Google Sheets](#)
- [Use comments & action items](#)
- [Add notes to a chart](#)
- [Chat with others in a file](#)
- [How to use Google Form](#)
- [Share your form with collaborators](#)

Get your spreadsheets anywhere, anytime

Access, create, and edit your spreadsheets wherever you go—from your phone, tablet, or computer—even when there's no connection. Download the [Android app](#) or [Get Sheets for iPhone and iPad](#).