How To Share Google Docs

Google Docs Editing and Link Sharing Permissions

Editing Permissions

When sharing a document you have three *Editing* permissions to choose from: **View**, **Comment**, and **Edit**. Google describes these items as follows:

View	People can view, but can't change or share the file with others.
Comment	People can make comments and suggestions, but can't change or share the file with others.
Edit	People can make changes, accept or reject suggestions, and share the file with others

Link Sharing Permissions

You can also share a document with many employees at the same time by using the *Link Sharing* option (described in the **Making Google Docs Available for Larger Groups at Corp** slide). The *Link Sharing* permissions differ slightly from the *Editing* permissions on the previous slide:

On - Corporation	Anyone at Corporation can find and access.
On - Anyone at Corporation with the link	Anyone at Corporation who has the link can access.
On - Anyone with the link	Anyone who has the link can access. No sign-in required. *(Located in the "More..." menu)*
On - Public on the web	Anyone on the internet can find and access. No sign-in required. *(Located in the "More..." menu)*
Off - Specific people	Shared with specific people (link sharing off)

Which Permission Should You Choose?

Editing Permissions

Choose the permission that works best for you and the person you're sharing the document with. For example, if you only need someone to suggest edits to a document you have created, the **Comment** permission may be sufficient.

Link Sharing Permissions

If you need to share your document with a large group of people at Corp, please choose "**On** - Anyone at Corporation with the link." This is useful if you would like to share a doc with your entire store or with employees at other locations.

Please use extreme care if you decide to select a different option -- more people than desired may be able to access your document, whether at Corp or anyone on the internet.

If you are unsure which permission to choose for your document, please contact **support@corp.com**.

How to Share a Google Doc with another Employee

The following process works for any Google Docs tool, including Docs, Sheets, and Slides. The following example will use Google Sheets.

To share a Google Sheet with other employees

1. Open the spreadsheet you would like to share
2. Click the green **Share** button on the top right side of the window
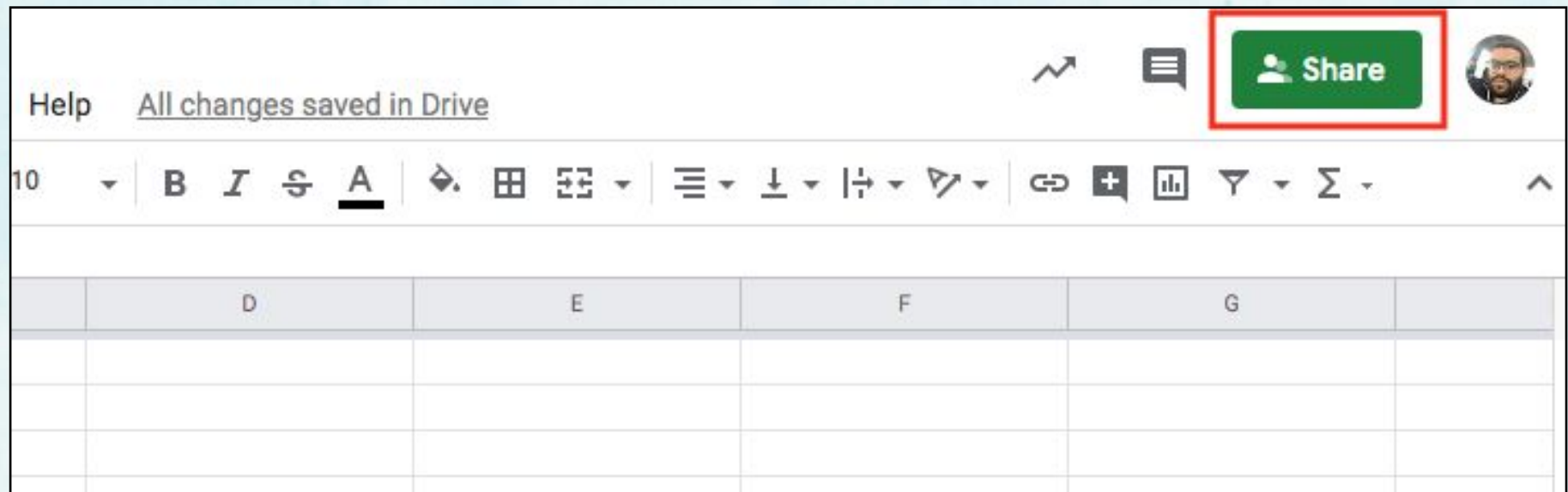
3. A small window titled **Share with others** will appear in the center of the spreadsheet.

To add an employee as an **editor**, **commenter**, or **viewer**:
- Enter the employees email address into the box labeled Enter employee names and email addresses
  - The email address you enter here may be a single employee, a list of employee email addresses, or an email group such as agms@corp.com
- Next, click the pencil icon on to the right of the email address field. Here you can choose the level of access for the employee, including View, Comment, and Edit
- When you are done, click the blue Send button at the bottom of the window. The sheet will be shared with the employee with any permissions you provided
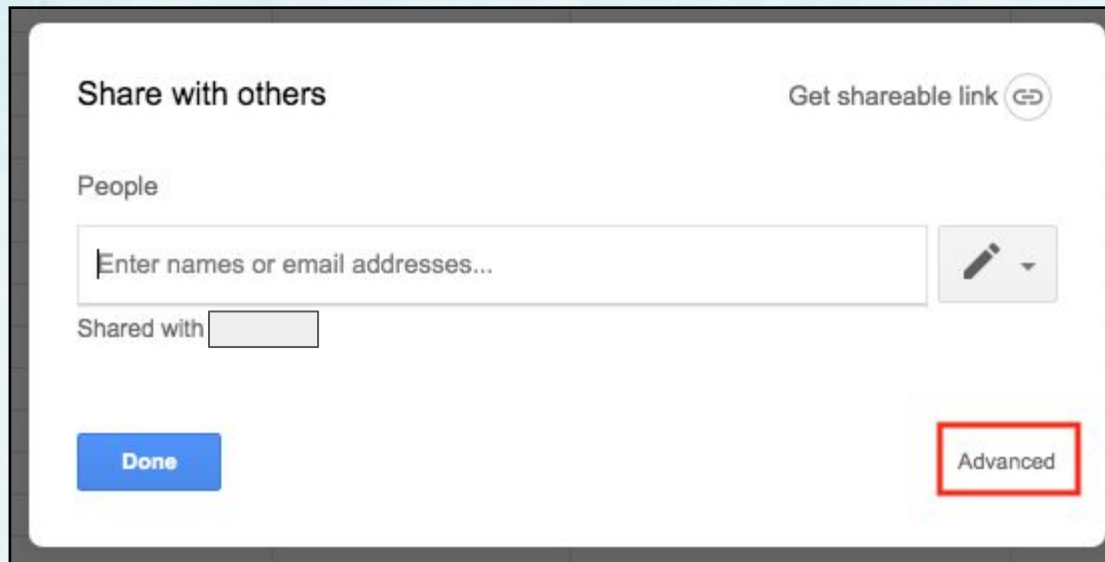
Modify Permissions or Remove Access

To modify permissions or completely remove access to a specific Google Doc
- Open the Google Doc, Sheet, or Slides presentation you would like to share
- Click the green button labeled **Share** located at the top right side of the page
- When the "Share with others" window appears after completing step 3, click Advanced located at the bottom right side of the window.

- A new window titled **Sharing settings** will appear. In the center of this window you will see a list of people who currently have access to the document.
- Use the list to locate the employee whose permissions you are modifying or removing.

Modifying Permissions

- To modify permissions click the dropdown menu to the right of the employee name and email address.
  - In this example, the employee currently has **Edit** access to the document

- Next, choose a new permission for this employee: **Can edit**, **Can comment**, or **Can view**.
    - In this example, we are changing **Edit** access to **View** access.
- After choosing a new permission, click the blue button labeled **Save changes** located at the bottom left side of the window.

Removing Employee Access

- To completely remove employee access from this document, click on the small **X** to the right of their name and email address.

- The text of the item you clicked is now light gray in color, indicating the employee will no longer be able to access the document once the change has been applied.
- Click the blue button labeled **Save changes** located at the bottom left side of the window to apply this change.
- The selected employee no longer has access to this file.

Who has access

Specific people can access   Change...

Alvin Charity (you)   Is owner
alvin.charity@

Owner settings Learn more
☐ Prevent editors from changing access and adding new people
☐ Disable options to download, print, and copy for commenters and viewers
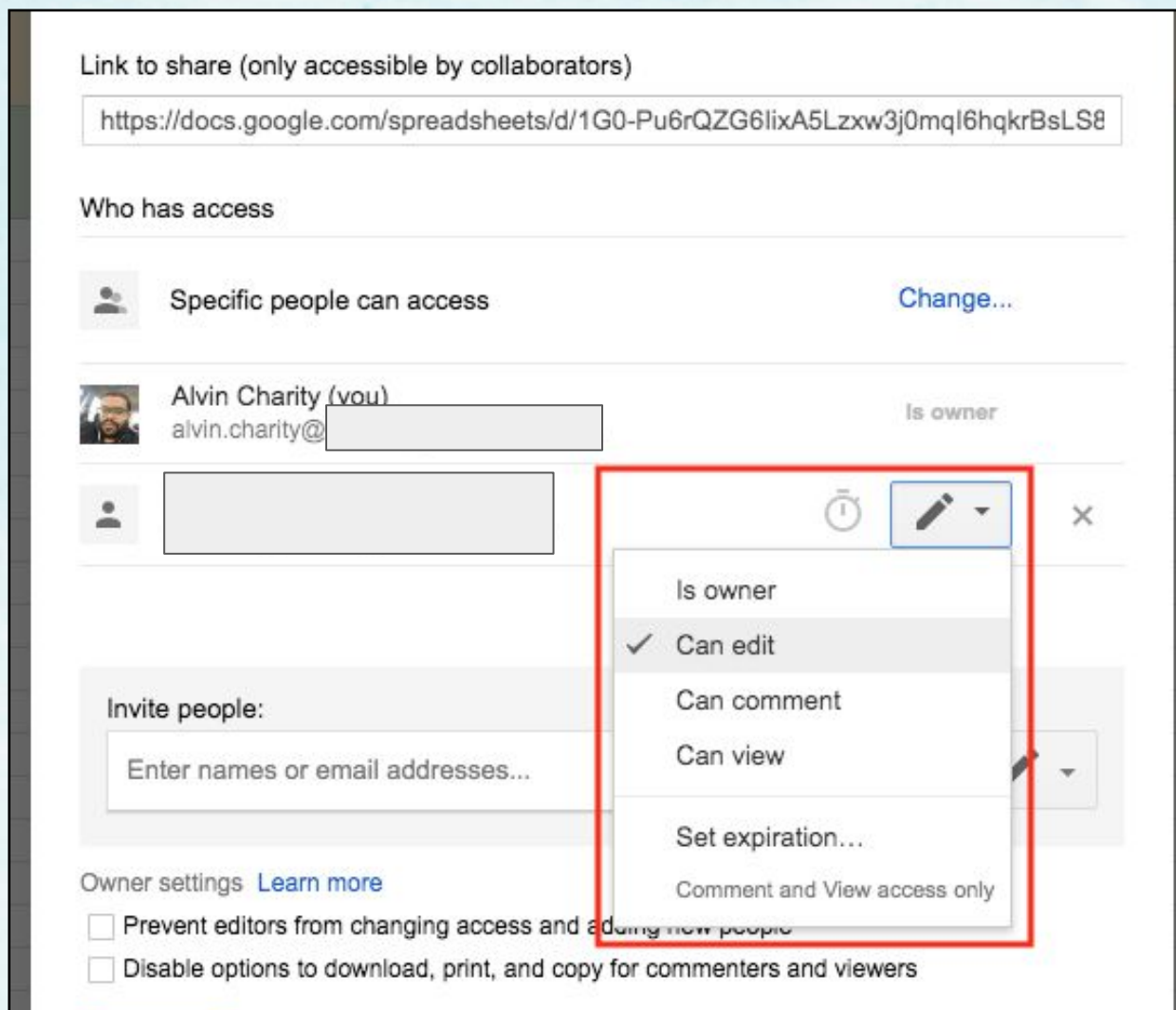
You have made changes that you need to save.
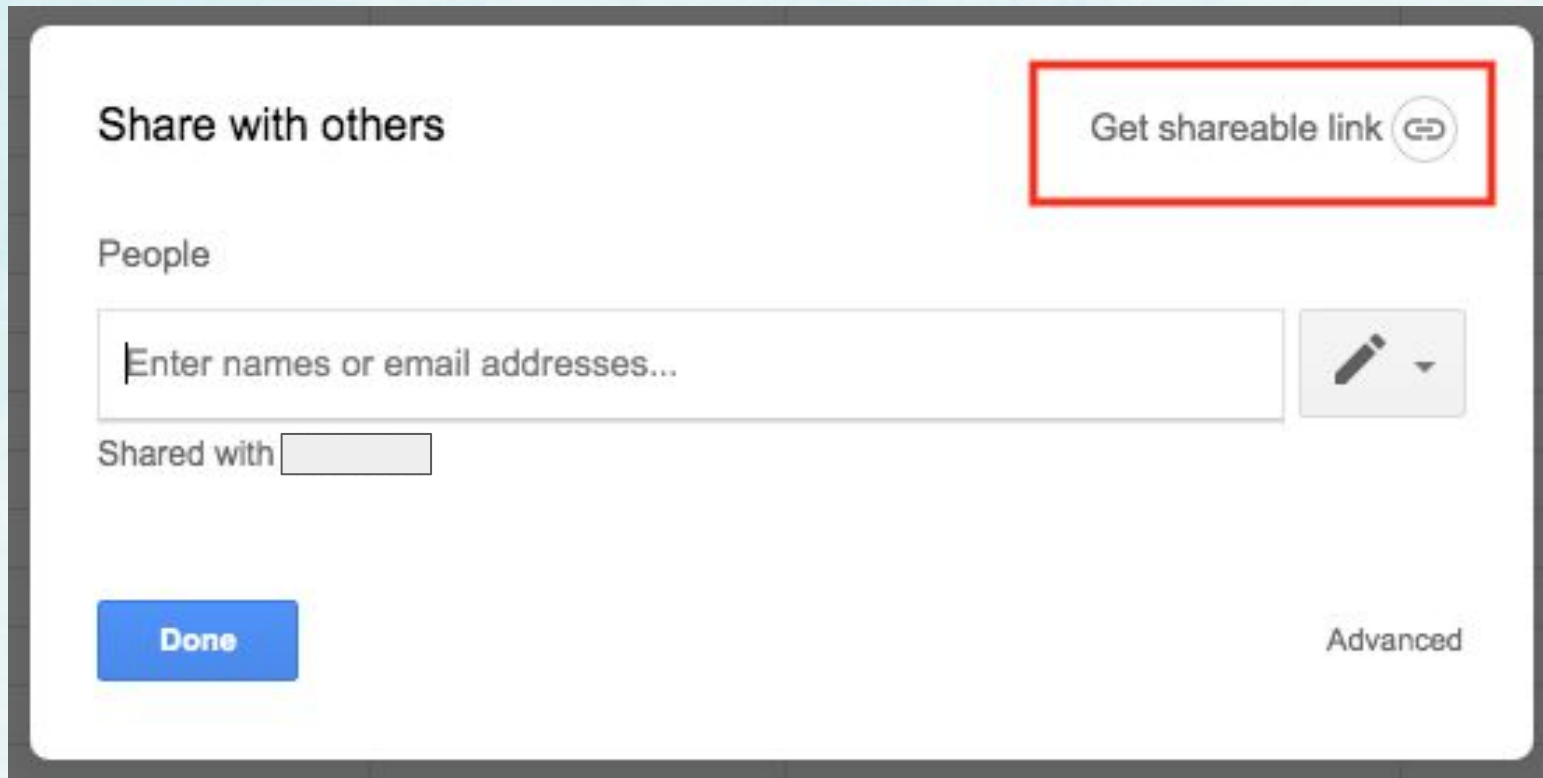
Save changes   Cancel

Making Google Docs available for Larger Groups

Google Docs allows you to share files with several users at the same time or all members of a Google Group.
To share documents with a larger group of employees
- Open the spreadsheet you would like to share
- Click the green **Share** button on the top right side of the window
- A small window titled **Share with others** will appear in the center of the spreadsheet.
- Click **Get shareable link** located at the top right side of this window.
  - The document will be available to all Corp employees immediately after clicking **Get shareable link**.

- After the shareable link has been created for this Google doc, a new window will appear. Here you may select the user permissions for all employees at Corp who have access to this document.
- The default permission is labeled **Anyone at Corporation with the link can view**.
  - If this permission is appropriate for your particular document, you are almost done!

- To share the document with **view** permission
  - Click the **Copy link** button to get a link to your document you can share with others.
  - Click the blue button labeled **Done** located at the bottom left side of the window to complete this process.
  - Remember: This permission applies to anyone who has a link to the document.

- If this document needs a different permission, click the drop down menu labeled **Anyone at Corporation with the link can view**.
- You can select a new permission from this menu.
    - The document permissions will be updated immediately after selecting an option from this list.
- After selecting your desired permission for this Doc, click the blue "Done" button located at the bottom left side of the window

Sharing Documents with Employees who do not have a Corp Email Address

The default permissions above should be sufficient for most uses at Corp, but you may sometimes need to share a document with a group of employees who may not have a Corp email address. **We do not recommend this option for sharing documents with employees who are able to sign in to a Corporation Gmail account.**

To access additional sharing options, click **More...** at the bottom of the menu.

- A new window will appear containing a list of link sharing options
- Choose "**On** - Anyone with the link" to share a document with Corp employees who may not have an email address.

Link sharing

○ 🌐 **On** - Public on the web
Anyone on the Internet can find and access. No sign-in required.

○ 👤 **On** - Anyone with the link
Anyone who has the link can access. No sign-in required.

○ 🏢 **On** - [   ]
Anyone at [   ] can find and access.

◉ 🏢 **On** - Anyone at [   ] with the link
Anyone at [   ] who has the link can access.

○ 👤 **Off** - Specific people
Shared with specific people.

Access: Anyone within [   ] Can view ▾
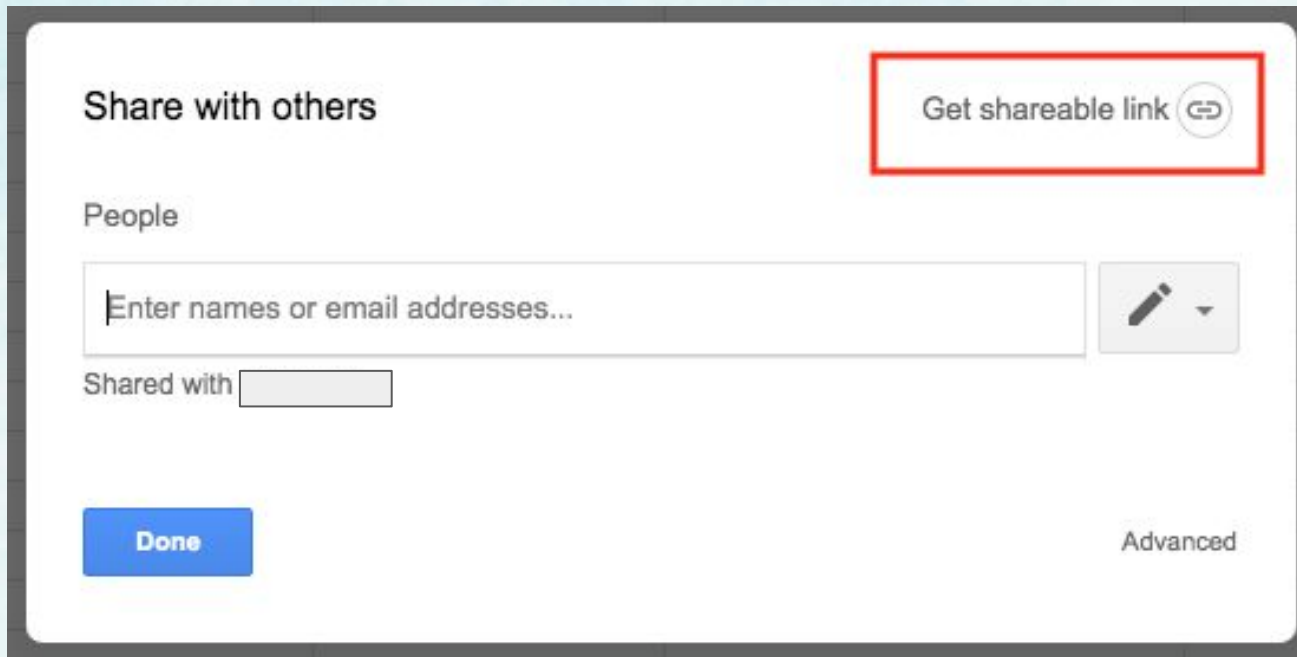
Note: Items with any link sharing option can still be published to the web. Learn more

[Save]   [Cancel]   Learn more about link sharing

Please note: "**On** - Anyone with the link" should only be used to share documents with employees who do not have Corp email addresses.

Be careful who you give this link to - this permission will allow anyone who has access to the link to view the document.

When you are finished click the blue button labeled **Save** at the bottom left side of the window. The document permissions are now updated. Anyone you share the link with will have access to this file.

Stop Sharing a link to your Google Doc

If you no longer need to share the document with groups of employees at Corp, you may turn off link sharing. To do this

- Open the spreadsheet you would like to share
- Click the green **Share** button on the top right side of the window
- A small window titled **Share with others** will appear in the center of the spreadsheet.
- Click **Get shareable link** located at the top right side of this window.

To turn off link sharing
- Click the drop down menu located to the left of the grey button labeled **Copy link**
- Select "**OFF** - only specific people can access"
- Click the blue button labeled **Done** located at the bottom left side of the window.
- Link sharing is turned off for this document immediately after clicking **Done**

Troubleshooting

For general issues or help with sharing other types of files, please refer to the following Google help pages about sharing files:

- **Share and Work with Others**
- **Share files from Google Drive**
- **Stop, Limit, or Change sharing**

Unable to open a shared Google Doc

It may take up to five minutes for the new permission to be applied. If an employee is unable to access a document after sharing with them, wait a few minutes before trying to access the document again.

If the permissions for the doc have not been updated during this time, please contact support@corp.com for assistance.

Example Scenarios:

Your doc is a sign-up sheet for a park clean-up which you want to email to all employees, and they will add a Yes next to their name if they want to attend.

Since many of your hourly employees do not have Corp emails, if you have pulled a list of personal emails for them you will set Share to: Anyone With a Link Can Edit

Your doc is a list of Spring Cleaning Duties that each Manager should check off when they have completed their portion.

Since your Managers all have Corp emails you will set Share to: Anyone at Corp With the Link Can Edit

Your doc is a list of Terminated Employees that HR needs more info on. A couple other Managers may have notes for this doc.

Since this doc contains sensitive info you will want as few people as possible adding Notes to it. Set Share to: Specific People Can Access, and put the individual people in for Edit access.

Your doc is a flyer about a store picnic.

Since no one needs to sign-up or add anything to your flyer, and you are sending to all employees, you will set Share to: Anyone With a Link Can View. It can be good to give one other Manager editing access in case something changes and you are not reachable.

Your doc is a list of inventory variances and totals that you want your Grocery team to review and you want Grocery Manager (only) to comment on their findings.

You may set Share to: Anyone at Corp With a LInk Can View, then add your Grocery Manager to have Comment access.