

## Sharing Folder or Files in Your Google Drive:

1. Go to your Google Drive by going to [drive.google.com](https://drive.google.com) and using your Bridgewater College email and password to log in.



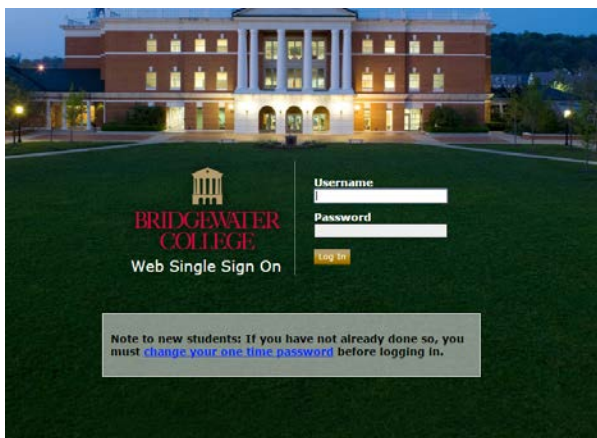
Sign in to continue to Google Calendar

The sign-in form features a grey circular profile icon placeholder at the top. Below it are two white input fields labeled "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom left, there is a checkbox labeled "Stay signed in", and at the bottom right, a blue link that says "Need help?".

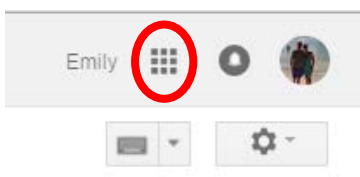
One Google Account for everything Google

A row of small, colorful icons representing various Google services: Search, Gmail, Maps, YouTube, Drive, and Photos.

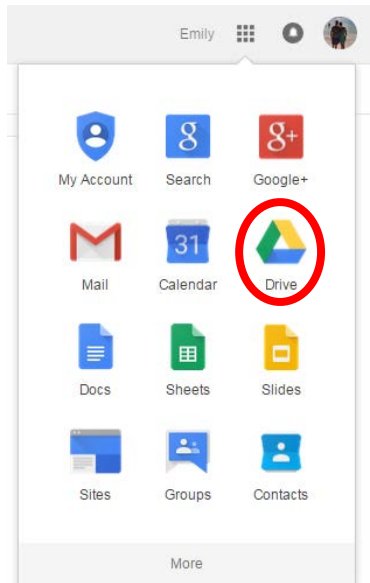
- a. Or go to [eagles.bridgewater.edu](https://eagles.bridgewater.edu) and use your Bridgewater College user name and password to log in.



- b. Click on the Google Apps icon in the upper right corner of the screen, next to your name.

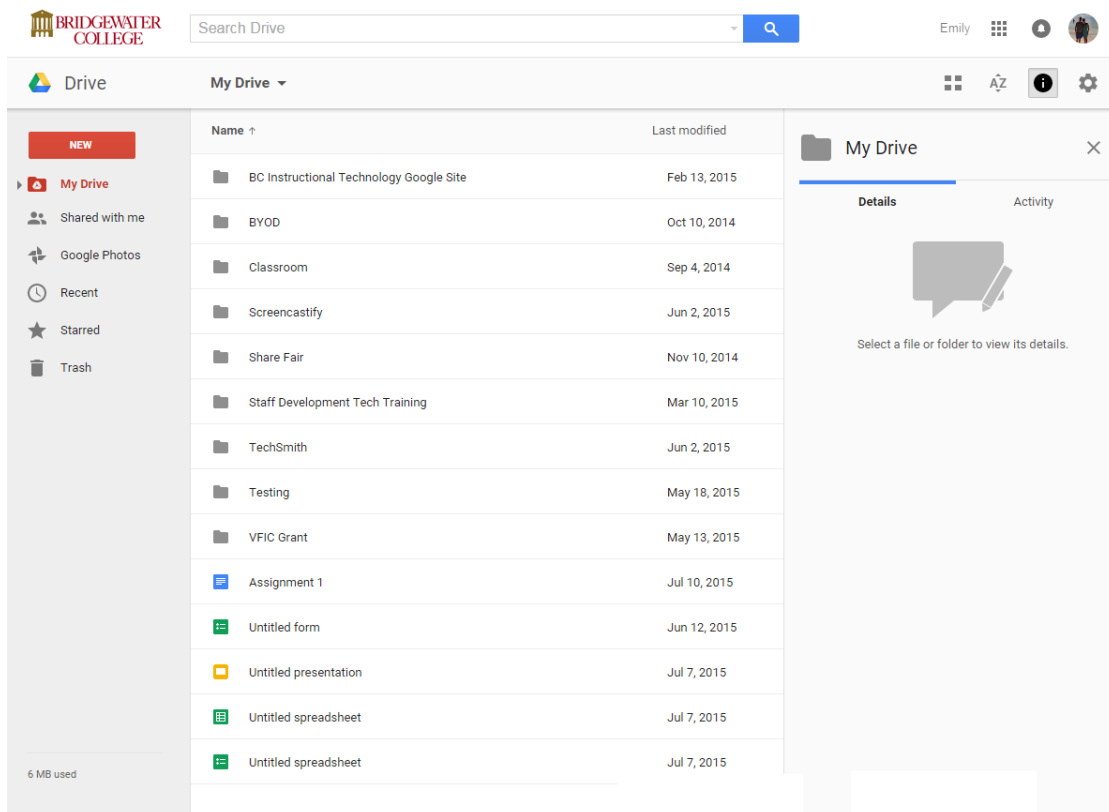


- c. Click on the “Docs” from the icon list.




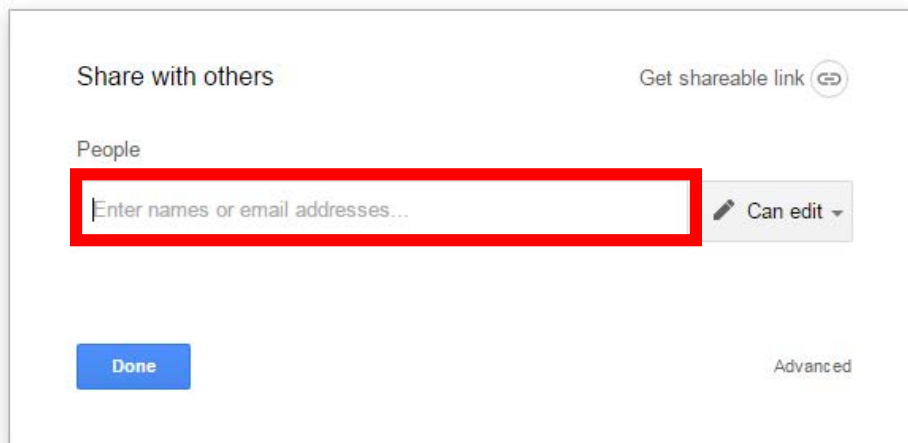
**\*\*NOTE: Your Google Apps icons may be in a different order than pictured. If you don't see the icon for Classroom, please click “More from Apps Marketplace” at the bottom of the list.**

2. You will see any folders, files, photos, etc that have already been created or shared with you.



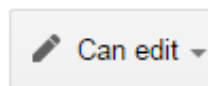
3. Click on the folder or file you wish to share.

4. You can click on the share icon at the top right  or you can right mouse click and select “Share...” from the options.
5. You can type in the emails of the people you wish to share the folder or file with in the box under “People.”

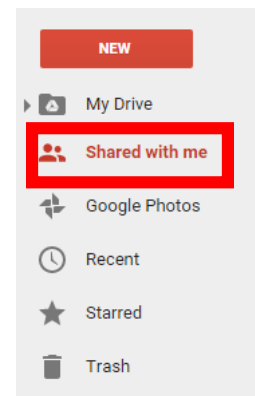


Don't forget to change the permissions. You can have people edit or view the folder or file. To

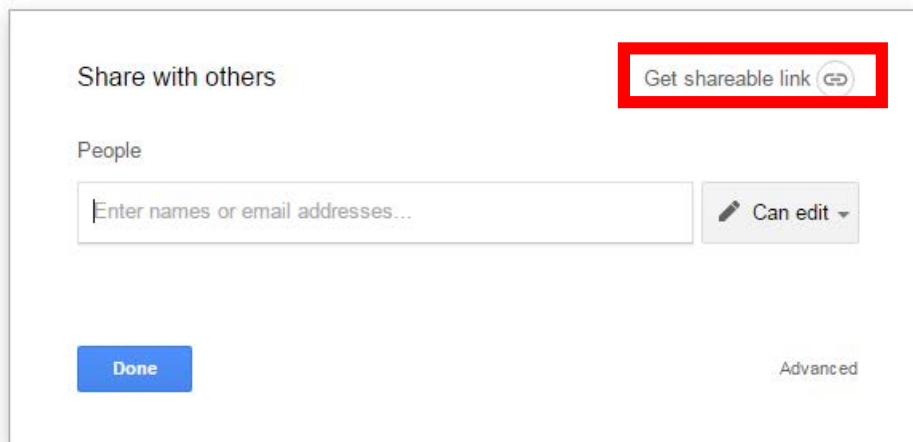
change permissions, click on “Can edit.”



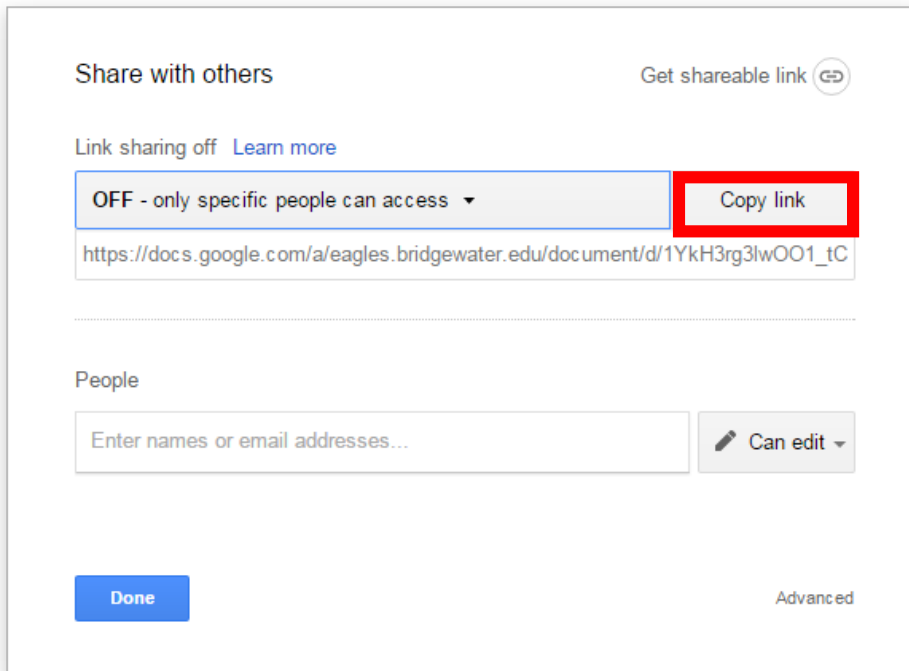
Click “Done” and those people will receive an email that you have shared a document and it will show up in their Google Drive, under the category “Shared with me.”




To email the link of the folder or file, click on “Get sharable link.”



Now, click “Copy link” and paste the URL into an email, Moodle, or other files.




Share with others Get shareable link 

Link sharing off [Learn more](#)

OFF - only specific people can access ▼ Copy link

[https://docs.google.com/a/eagles.bridgewater.edu/document/d/1YkH3rg3lwOO1\\_tC](https://docs.google.com/a/eagles.bridgewater.edu/document/d/1YkH3rg3lwOO1_tC)

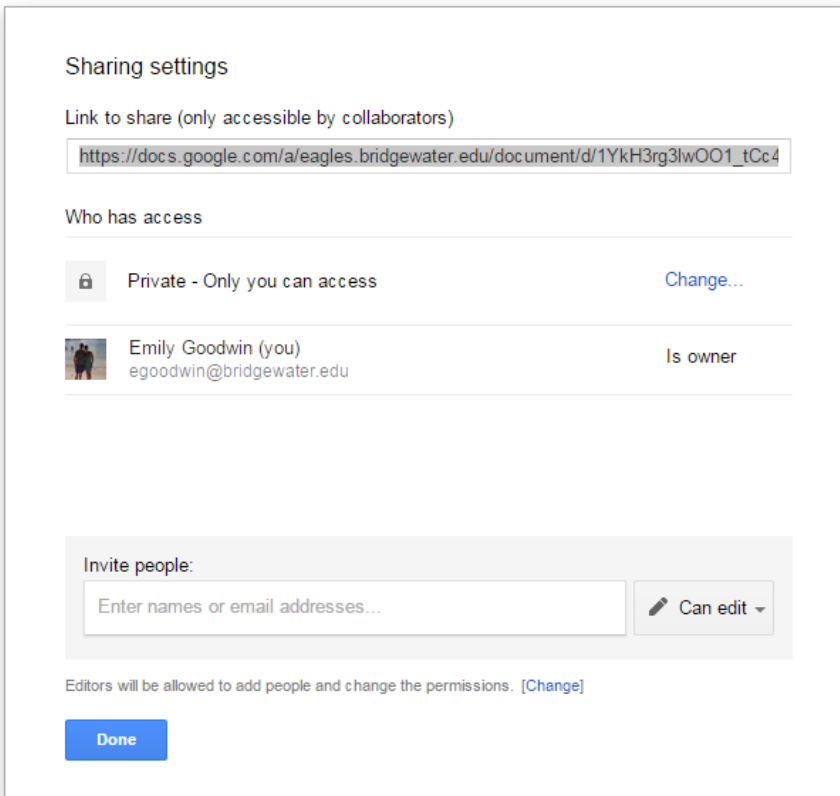
People

Enter names or email addresses...  Can edit ▼

Done Advanced

To change your sharing permissions, click on the dropdown box above the URL.

Click “Advanced” the lower right corner to see the Sharing Settings.





Sharing settings

Link to share (only accessible by collaborators)


[https://docs.google.com/a/eagles.bridgewater.edu/document/d/1YkH3rg3lwOO1\\_tCc4](https://docs.google.com/a/eagles.bridgewater.edu/document/d/1YkH3rg3lwOO1_tCc4)

Who has access

 Private - Only you can access Change...

 Emily Goodwin (you)  
egoodwin@bridgewater.edu Is owner

Invite people:

Enter names or email addresses...  Can edit ▼

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done

6. When you are finished setting your sharing settings, click the blue “Done” button