How to Share Documents to Google Drive

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Step 1: In your WSU email click the **Apps Icon** in the top right corner

Step 2: Click Drive



You are now in your **Google Drive**

To Share Documents

Step 3: Choose the file you would like to share from your Google Drive

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Step 4: A dialogue box appears that will allow you to enter the names or email addresses of the people you would like to share your file(s) with. A drop down allows you to choose what permissions you can give to whomever you decide to share with.

Share with others	Get shareable link	
People		
Enter names or email addresses	🖉 Can edit -	
	🗸 Can edit	
	Can comment	
Done	Can view	

Step 5: Click **Done** when finished inputting your information

You have now shared a document with Google Drive