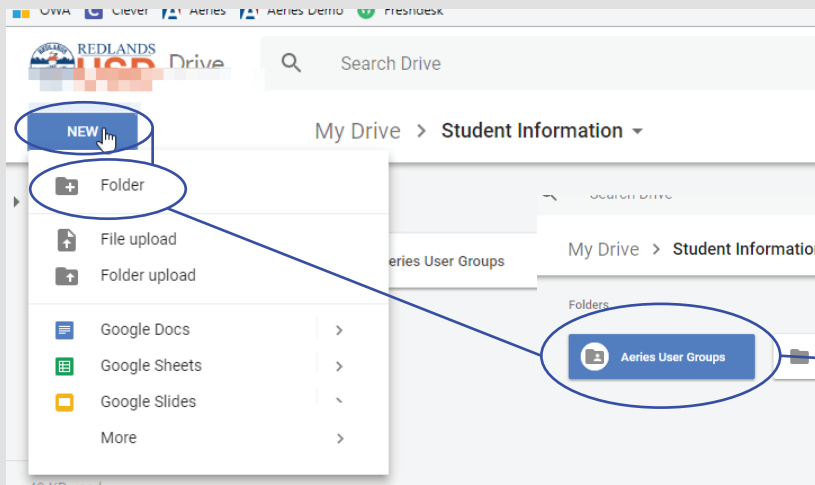


## 1) Create a Folder or Document



## Sharing Documents in Google



## 3) Select Sharing Settings

## 2) Click on that Folder or Document

### 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 - Redlands Unified School District**  
Anyone at Redlands Unified School District can find and access.

☒ **On - Anyone at Redlands Unified School District with the link**  
Anyone at Redlands Unified School District who has the link can access

☐ **Off - Specific people**  
Shared with specific people.

Access: Anyone (no sign-in required) **Can view only** ▼

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

### Share with others

Get shareable link

Link sharing on [Learn more](#)

**Anyone with the link can view** ▼ [Copy link](#)

<https://drive.google.com/drive/folders/0By6QLEhBRTgPSWJPakFm3I1c2M?usp=sl>

People

Enter names or email addresses...

[Done](#) [Advanced](#)

## 4) Enter people you want to share with or select the Advanced options

## 5) Choose to share it with the public or only RedlandsUSD members