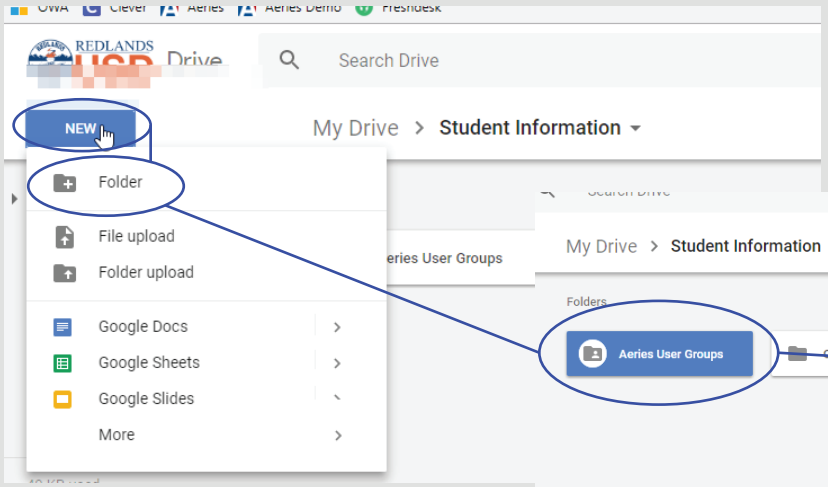
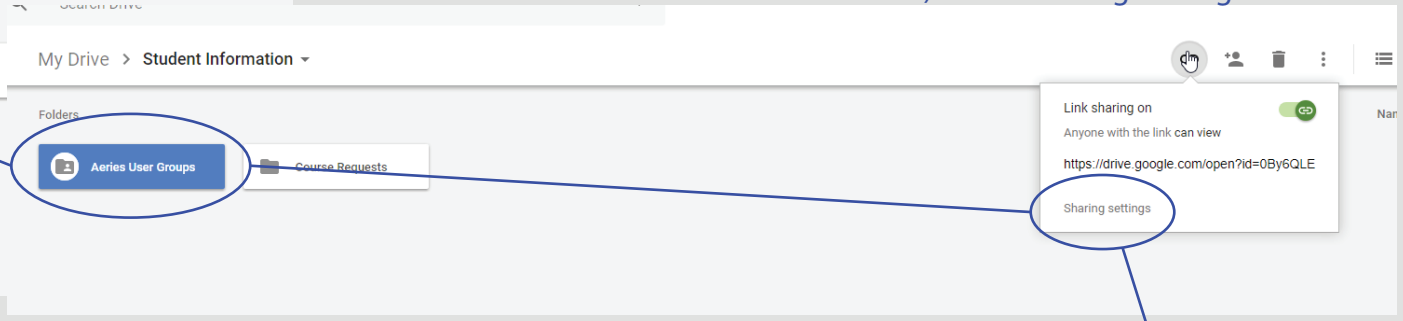
# Sharing Documents in Google

REDLANDS USD

1) Create a Folder or Document

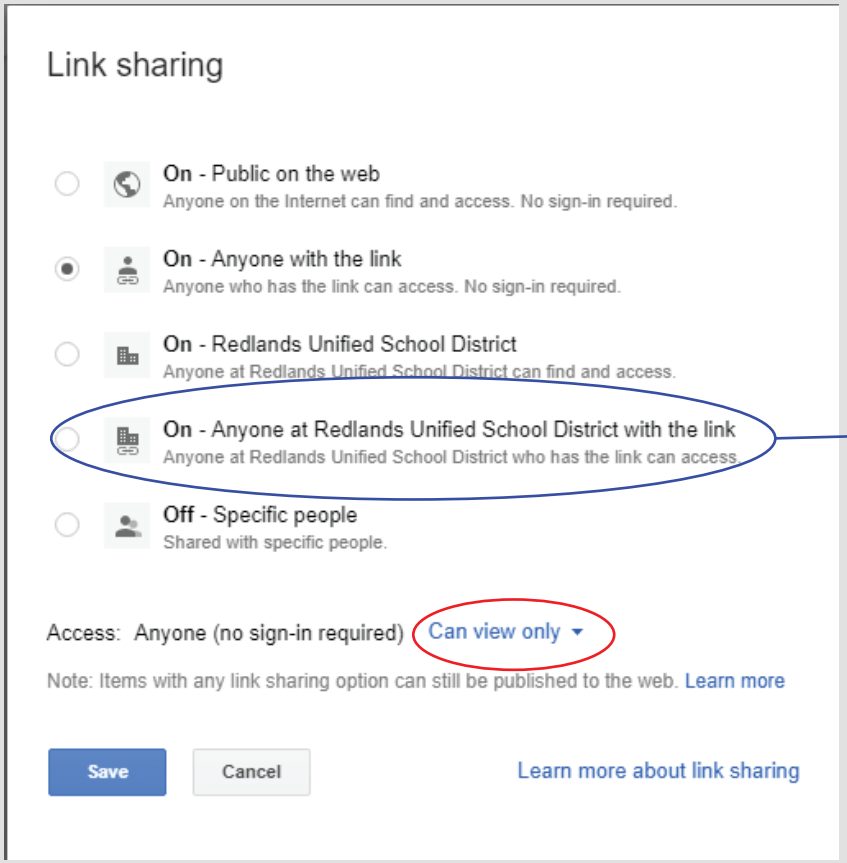



2) Click on that Folder or Document

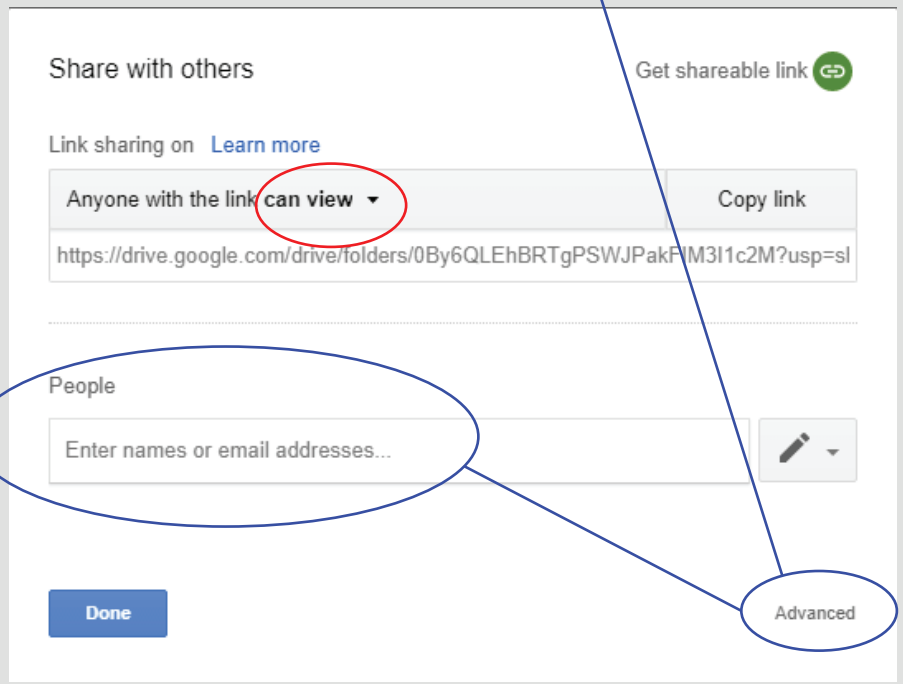



3) Select Sharing Settings




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




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