## Create and Share a Folder in Google Drive

- 1. Go to <u>https://drive.google.com</u> and log in with your @masd.us account if needed.
- 2. Click "New" at the top left, and select "Folder" to create a new folder in Google Drive. (See Below)

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Shared with me				1

- 3. Right-Click The newly created folder, and select "Share"
- 4. At the top-right of the new window, click "Get Shareable link." It will turn green and present you with additional options. (See Below)

Share with others	reable link <b>G</b> a
Link sharing on Learn more	
Anyone at Montoursville Area Sch with the link can vi •	Capy link
https://drive.google.com/drive/folders/1jMe88_EThUjc_Aw0_T0y9_wy	oVVZgdDe?us
People Enter names or email addresses	1.

5. Now, click on the box that says "Anyone at Montoursville Area Sch... with the link can vi..." and then click "more" (see below)

ink sharing on Learn more	
Anyone at Montoursville Area Sch with the link can vi	Copy link
OFF - only specific people can access	
Anyone at Montoursville Area School District with the link	can edit
<ul> <li>Anyone at Montoursville Area School District with the link</li> </ul>	can view
More	
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Done	Advan

6. From here, you can decide exactly who can access your folder and whether they can edit the contents or just view it. (see below)



7. Finally, after you have saved your sharing settings, you can copy the link and paste it into an email, on the website, etc. (See Below)

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Link sharing on Leemmore Anyone with the link can view +	Copylink
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People	
Enter names or email addresses	1.
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8. In addition to sharing the link, you can also explicitly invite certain people who may need a different set of access than what you have assigned to the link. For example, if you make the link available for all to view, you

can then add specific people who need edit capabilities separately. (See below)

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/1jMel8_E1	hUjc_Aw0_T9y9_wyoVVZgdDe?u
People	
People Enter names or email addresses	1.
People Enter names or email addresses	<ul> <li>Can organize, add, &amp; edit</li> </ul>
People Enter names or email addresses	Can organize, add, & edit Can view only
People Enter names or email addresses	Can organize, add, & edit Can view only Advance