

Google Drive: Share with Members of Montclair State University

The following steps will show you how to share documents on Google Drive with other members of the Montclair State University Community.

- 1. Navigate to Google Drive at <u>drive.google.com</u> and sign in with your NetID@montclair.edu and your password
- 2. Select a document, then click on the share button on the top right

MONICLAIR STATE UNIVERSITY Drive	Q Search Drive			· III O
NEW	My Drive 👻 💼	>	a 😦 o i	i : 6
My Drive	Quick Access			
Shared with me			Statut Contract	
C Recent	APT LA PORT	CHT IS		AFTOI TO A
★ Starred				
Trash	IMG_9035.JPG You uploaded	IMG_9035 (1).JPG You uploaded	IMG_7324 You uploa	
1.9 GB used	Name 个	Owner	Last modified	File size
	Course Materials	me	Apr 26, 2013	-
	images	me	Mar 15, 2018	-
	Research	me	Apr 26, 2013	-
	Student Work	me	Apr 26, 2013	-
	W History 101_TOC.docx	me	Apr 26, 2013	76 KB
	Montclair Document	me	Sep 21, 2015	-

3. To quickly share, use the search box to find members of Montclair State University, set the sharing properties and click send

appleseed		1 -
	eseed" <appleseedj1@montclair.edu></appleseedj1@montclair.edu>	
Jonniny Apple	eseed" <appleseedj@montclair.edu></appleseedj@montclair.edu>	
Johnny Appl	approved Supervision	
Johnny Appl		
Johnny Appr		

4. For more settings and information, click on Advanced

Johnny Appleseed	× Add more people	1.
Add a note		

- 5. From Advanced Options, you may:
 - Copy a link to a document

 - Change sharing properties for each user
 Choose custom sharing options only available to MSU users
 - Etc. •

Note: Documents may not be set to "Public" availability via MSU's instance of Google Drive