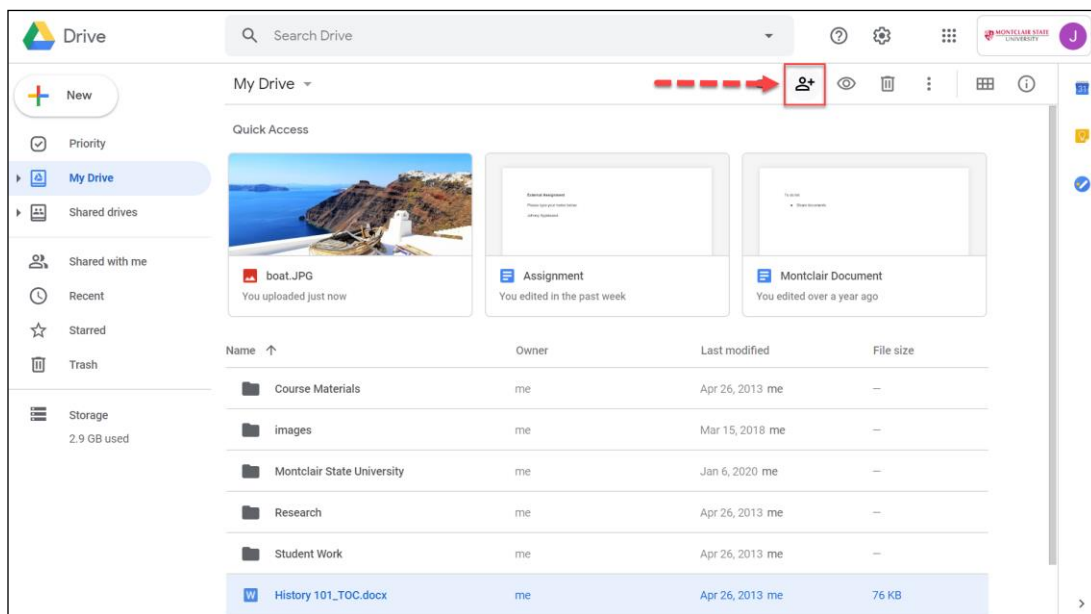


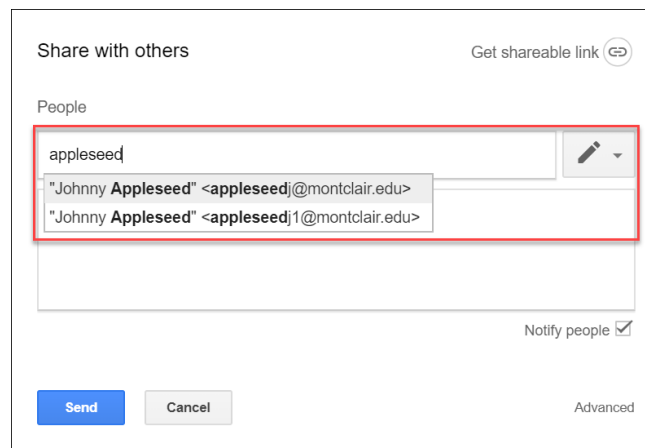
Google Drive: Share with Members of Montclair State University

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 drive.google.com 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



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



4. For more settings and information, click on **Advanced**

Share with others Get shareable link

People

Johnny Appleseed × | Add more people...

Add a note

Notify people

Send Cancel → Advanced

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