Tip Tuesday

Sharing a Google Drive File with a Link

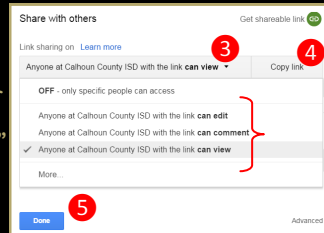*Let users click a link to access a file*

1. From any Google file (Drive, Docs, Slides, etc.), click the *Share* icon

   👥 **or** 🔒 **Share**

2. In the box that pops up, click *Get shareable link*

   Share with others — Get shareable link

3. Near the center, click the down-arrow (▼) and choose your preferred option.

   Click *More* if you need additional options. For the Technology Showcase, choose "Anyone at Calhoun County ISD with the link **can view**."

   ❸ Anyone at Calhoun County ISD with the link **can view** ▼ — ❹ Copy link

   OFF - only specific people can access

   Anyone at Calhoun County ISD with the link **can edit**
   Anyone at Calhoun County ISD with the link **can comment**
   ✓ Anyone at Calhoun County ISD with the link **can view**
   More...

   ❺ Done — Advanced

4. Click *Copy Link*.

5. Click *Done*

6. Paste the link for others to access the file.
   ⇒ In an email
   ⇒ In Google Classroom for teachers and/or students
   ⇒ On the Entry Form for the Technology Showcase

Anyone can use this option when applying for a scholarship (link to digital portfolio), on a Google Form (link to additional information), when collaborating with others