
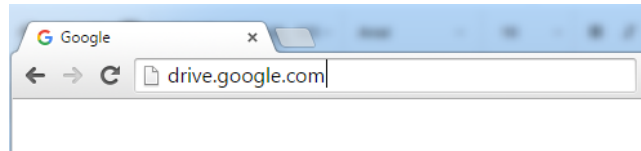


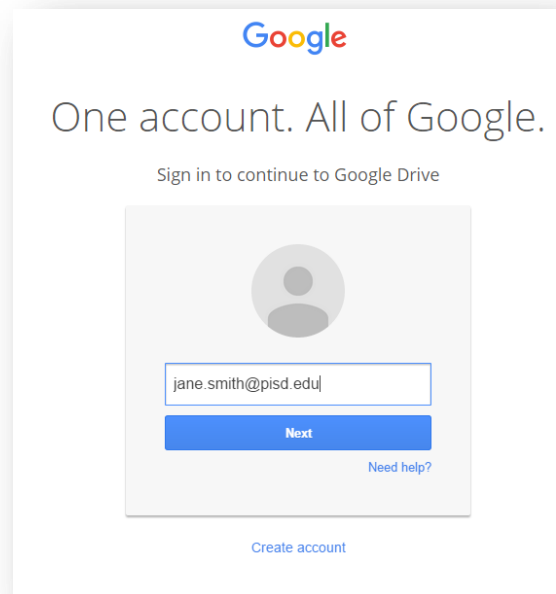
Google Drive Sharing

Share a Google Doc or Folder

1. Open Google Chrome 
2. Go to drive.google.com

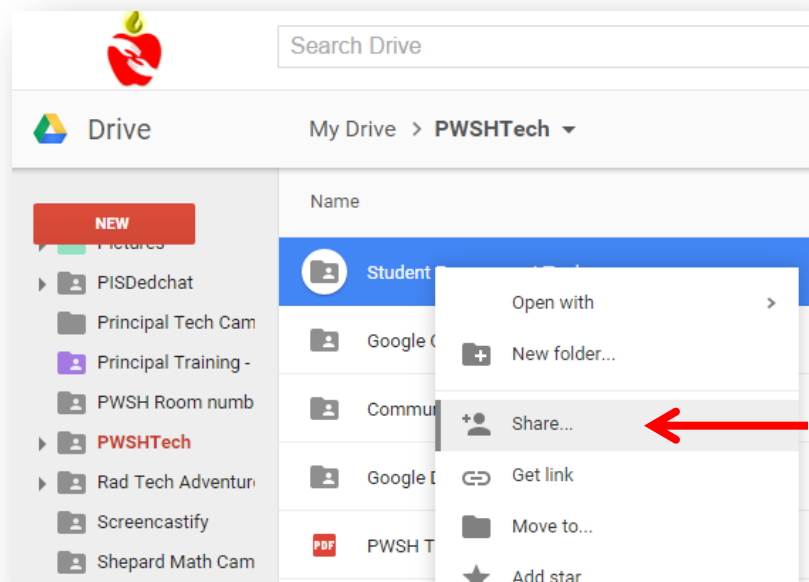


3. Login to your PISD Google account using your **PISD email address** and network password.
If you can't log in, it may be due to your password being too short. It must be at least 8 characters. You can easily change your password by holding down the keyboard keys Ctrl+Alt+Delete on a network computer. If you have any questions/problems, please call the Help Desk at 28767.



Note: Students can log in to their PISD Google accounts by typing their email* address **firstname.lastname.#@mypisd.net** (Ex: john.smith.1@mypisd.net) and their network password.

4. To **share a Google Doc**, select the **document or folder** by right-clicking it and selecting "Share". **Note:** You can select more than one document.



Sharing Settings: Part 1

Share with others Get shareable link

Link sharing on [Learn more](#)

People at Plano ISD with the link can view Copy link

https://drive.google.com/a/pisd.edu/folderview?id=0B_YDCCMEaesZSIBReIReC0EY

People

Enter names or email addresses... Can edit

Done Advanced

By default, only People within the Plano ISD organization can view this folder/doc. Click arrow to change the visibility options.

Share with others Get shareable link

Link sharing on [Learn more](#)

People at Plano ISD with the link can view Copy link

OFF - only specific people can access

People at Plano ISD with the link can edit

People at Plano ISD with the link can view

More...

Done Advanced

Click More.

Choose which setting you prefer. Read the descriptions and decide which is best for your purposes.

Hint: Choose "Anyone with the link" if you'd like for a parent or friend outside of the district to be able to view the doc.

Link sharing

On - Public on the web
Anyone on the Internet can find and access. No sign-in required.

On - Anyone with the link
Anyone who has the link can access. No sign-in required.

On - Plano ISD
People at Plano ISD can find and access.

On - People at Plano ISD with the link
People at Plano ISD who have the link can access.

Off - Specific people
Shared with specific people.

Access: Anyone within Plano ISD Can view

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save Cancel [Learn more about link sharing](#)

Select whether you want the recipients to edit, comment on, or just view the document.

Sharing Settings: Part 2

Tip: Copy and paste this link in a URL shortener (Ex: bit.ly, goo.gl, tinyurl.com) and then give the easier shortened URL to your viewers (students, teachers, etc.).

The screenshot shows the 'Share with others' interface in Google Drive. At the top, there is a 'Get shareable link' button with a green icon. Below it, the sharing permissions are set to 'People at Plano ISD with the link can view'. A 'Copy link' button is highlighted with a red arrow pointing to a URL: `https://drive.google.com/a/pisd.edu/folderview?id=0B_YDCCMEaesZSIBReIReC0Ey`. The 'People' section shows a list of collaborators, with 'Clara Alaniz' selected. A dropdown menu is open, showing options for 'Can edit' (checked), 'Can view', and 'Can edit'. A red arrow points to the 'Can edit' option. Below the list, there is a checkbox for 'Notify people via email' which is checked. A red arrow points to this checkbox. At the bottom, there are 'Send' and 'Cancel' buttons. A red arrow points to the 'Send' button. A 'Done' button is visible at the bottom right of the interface.

If you choose to invite collaborators by entering their email addresses, you can check the box to "Notify people via email" and type a message.

Select whether you want the recipients to edit or just view the document.

If you don't see this box, click "Advanced".

Click "Send" and the recipients will receive an email with a link to your folder/doc. They will also see the folder/doc in their Google Drive "Shared with me" folder .

If you enter a student's PISD email address (firstname.lastname.#@mypisd.net) they will **not** receive an email* so uncheck the Notify by email box. Students will see the folder/doc in their Google Drive "Shared with me" folder.

Click "Done" when finished.

Done

* **Student Emails** – student email accounts are not active yet, meaning they cannot send/receive email. However, students do have an email address to log in to Google.

Firstname.lastname.#@mypisd.net

(Ex: john.smith.1@mypisd.net) and the password is their network password.