How to Share Document

Click on Share in the upper right hand corner of the page

🔒 **Share**

1. Enter email addresses of people you want to share your document
2. Click on the drop down and select the editing options
3. Click Share and save

Note you can add a message by clicking on Add Message. The file(s) will be emailed to the addresses you added.

Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/a/flboe.com/document/d/1AEcjEJiFfHEpuOLw8jdn8LI6kBufd9

Who has access

🔒 Private - Only the people listed below can access — Change...

👤 Eleni Despotakis (you) edespotakis@flboe.... Is owner

Add people: Choose from contacts

1 "Claudia Perillo" <cperillo@flboe.com>,   Can edit ▾

☑ Notify people via email - Add message

✓ Can edit   2
   Can comment
   Can view

3 Share & save   Cancel   □ Send a
□ Paste t
email