

## How to Share Presentation

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



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/1AEcjEJIFfHEpuOLw8jdn8LI6kBuId8>

Who has access

	Private - Only the people listed below can access	<a href="#">Change...</a>
	Eleni Despotakis (you) edespotakis@flboe.com	Is owner

Add people: [Choose from contacts](#)

1 "Claudia Perillo" <cperillo@flboe.com>

Notify people via email - [Add message](#)

Send a message with the link

Paste the link into the message

Can edit ▼

- ✓ Can edit
- Can comment
- Can view

3 Share & save Cancel