

Sharing Files on Google Drive

Luke Gilliver <Luke.Gilliver@boothamschool.com>

Tue 21/04/2020 20:24

To: All Senior Teaching Staff <AllSeniorTeachingStaff@boothamschool.com>; All Junior Teaching Staff <AllJuniorTeachingStaff@boothamschool.com>

Good evening,

I've had alot of queries today relating sharing files using Google Drive.

Here's two quick methods which work with both files and folders.
With either method if you share a folder, you only do this once and the end user/s can view everything in that folder including anything you add to it at a later date.

If sharing with an individual its quick to:

- Right click the file or folder to be shared
- Click "Share..."
- Enter the email address of the person you'd like to share with
- Press Enter/Return on your keyboard to "lock in" the email address
- Press "Send"

If sharing with multiple people or you'd like a link to add into ShowMyHomework or the Portal:

- Right click the file or folder to be shared
 - Click "Get sharable link"
 - A small window will appear in the bottom left of the browser advising that the Link has been copied
 - Head to your desired location for sharing (email, ShowMyHomeWork, Portal, Chat etc)
 - Press CTRL+V, or Right click and Paste
- Your link address will then be pasted.

Kind regards,

Luke Gilliver

Technical Manager

Bootham School, York

sound.light@boothamschool.com | x3170