

BIS Help Guides

Sharing a Google Doc with your friends for collaboration

How to share a Google Doc with your peers so that they can also edit it and you can work together on the document

Written By: Alex Schmid

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/bis-school.com/document/d/1TnX9ZJqoobBBTildvRp4l3TrC>

Who has access

 Private - Only you can access [Change...](#)

 **[REDACTED]** (you) s[REDACTED]@bis-sc... Is owner

Invite people:

[REDACTED]

<s[REDACTED]@bis-school.com>,

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

OK

Cancel

Can edit ▼

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

This document was generated on 2021-12-21 03:17:50 AM (MST).

© 2021

bavarianis.dozuki.com/

Page 2 of 8

Step 1 — Logging into Google Drive

Google

One account. All of Google.

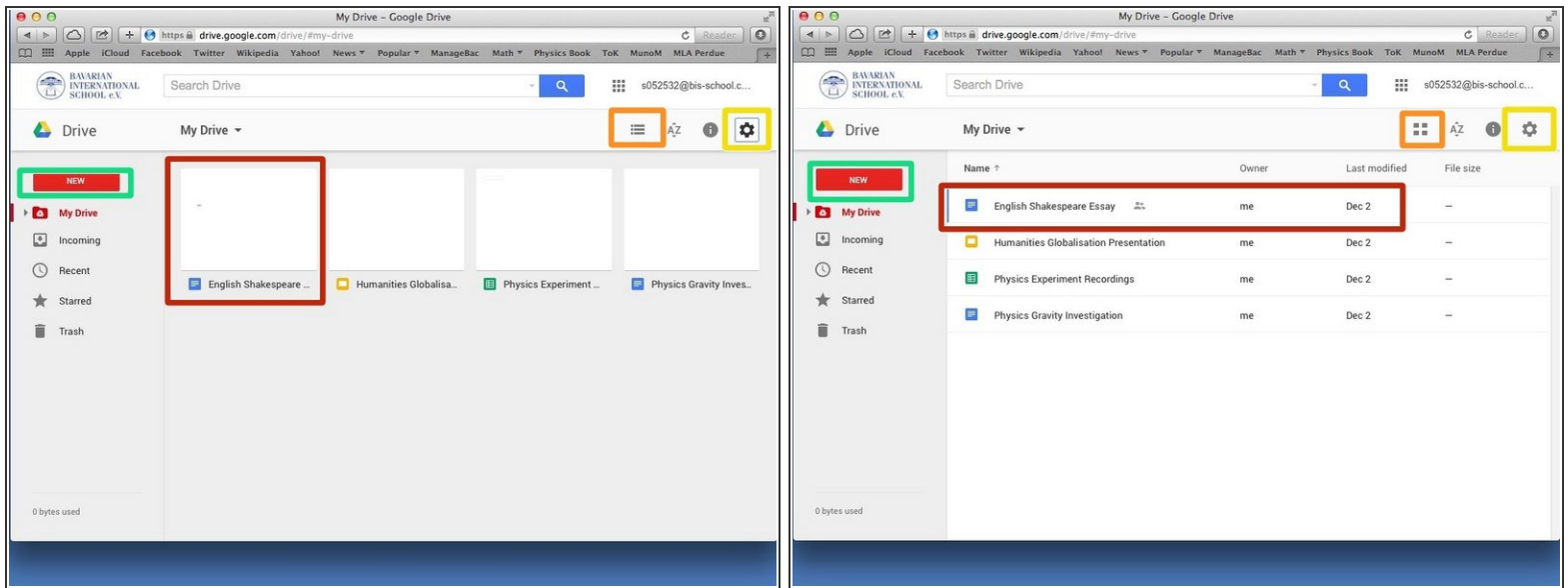
Sign in to continue to Google Drive

A screenshot of the Google sign-in page. It features a grey profile icon placeholder at the top. Below it are two input fields: the first contains the email address 's0xxxxx@bis-school.com' and the second contains masked characters '.....'. A red rectangular box highlights both input fields. Below the email field is a blue 'Sign in' button, which is highlighted with a green rectangular box. Underneath the button are two links: 'Stay signed in' with an unchecked checkbox and 'Need help?'. At the bottom of the form is a link that says 'Create an account'.

Create an account

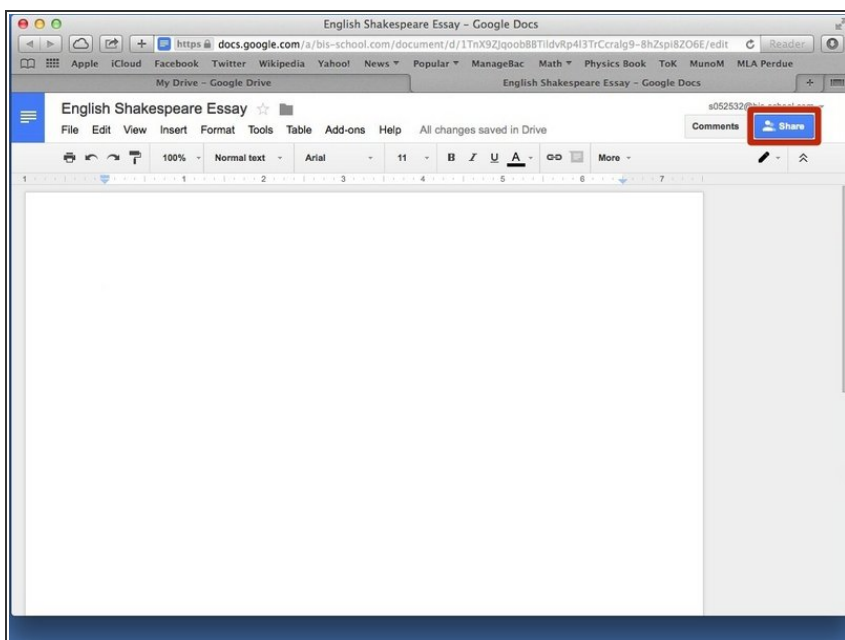
- "Go to <https://drive.google.com>"
- Insert your Google login details
- ⚠ **You must use your school google account** This uses your s-number e-mail address.
- Click 'Sign-In'

Step 2 — Accessing your document



- Once logged in your screen should look somewhat like this
- If you are still in the 'old' Google Drive click on the cogwheel and select to use the new Google Drive
- You can toggle between list and grid view by pressing the list or grid icon
- If you do not yet have a document make a new one by selecting 'New'
- Otherwise open the document you want to share by double clicking on it

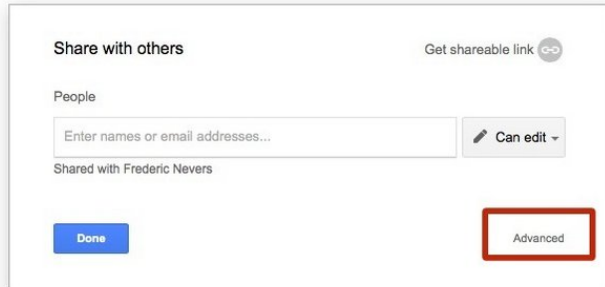
Step 3 — Opening the share settings



- In your document click on the blue 'Share' button in the top right corner

i This works for all Google Docs-documents, spreadsheets, presentations, etc..., and not just for a document as shown here

Step 4 — Accessing the 'Advanced' share settings



- A box should pop-up on your screen asking you to enter names or email addresses. Please click the 'Advanced' button at the bottom right corner to go to the advanced settings.
- ⓘ While you can share the document from this screen it is important to see how to use the Advanced share as it gives you more control over your document!

Step 5 — Sharing your document!



Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/bis-school.com/document/d/1TnX9ZJqoobBBTildvRp4i3TrC>

Who has access

Private - Only you can access [Change...](#)

 (you)  @bis-sc... Is owner

Invite people:

[Can edit](#)

☐ Notify people via email - Add message

[OK](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

- You will see a larger pop-up on your screen titled 'Sharing setting'. Under 'Invite people:' enter your friend's name or e-mail
- ❗ Make sure to be using your school google account (S-Number address) and your friend's school e-mail. Google should auto-complete the search for your friend if you enter his or her name
- Untick the box to 'Notify people via email', unless of course you want your friend to receive an e-mail to notify them that the document is shared with them
- To the right of the selected e-mail address(es) click on the blue text with the arrow and select 'Can edit'
- Once completed click on 'OK' (or 'Send' if you chose to notify them via email)

Step 6 — Confirm the sharing settings

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/bis-school.com/document/d/1TnX92...>

Who has access

Specific people can access [Change...](#)

Person	Permission
(you) s...@bis-sc...	Is owner
s...@bis-school...	Can edit

Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done

- You should now see the name and e-mail of the friend with whom the document is shared with below your own details
- If everything is correct press 'Done' to return to your document