

Google Docs Checklist - Sharing a Document

- 1) Open the document in a new window.
- 2) Click on the [Share](#) button in the top right corner.
- 3) In the box at the bottom where it says 'Invite people:', begin typing your teacher's last name.
- 4) A list of choices should pop up, select your teacher's name and email address.
- 5) Make sure the box is checked that says 'Notify people via email'.
- 6) Hit [Send](#). Your document is now shared with your teacher! :)