# Sharing Documents Using Shared Folders

In this tutorial, we'll show you how to share Google Docs (and anything else you can store in Google Drive!) using shared folders. Shared folders are great for sharing many files with the same person because you don't have to share every file individually! **Important Note:** Sharing documents with shared folders is done in Google Drive, not other Google Apps, like Docs. To use this tutorial, you'll need a shared folder and a document to move. In this example, we'll use a Google Docs file.

Step 1

Navigate to [Google Drive.](#) Log in using your email address.

Step 2

On the list of files, find the one you want to move. Right-click the file name, and then click 'Move To' in the pop-up menu.
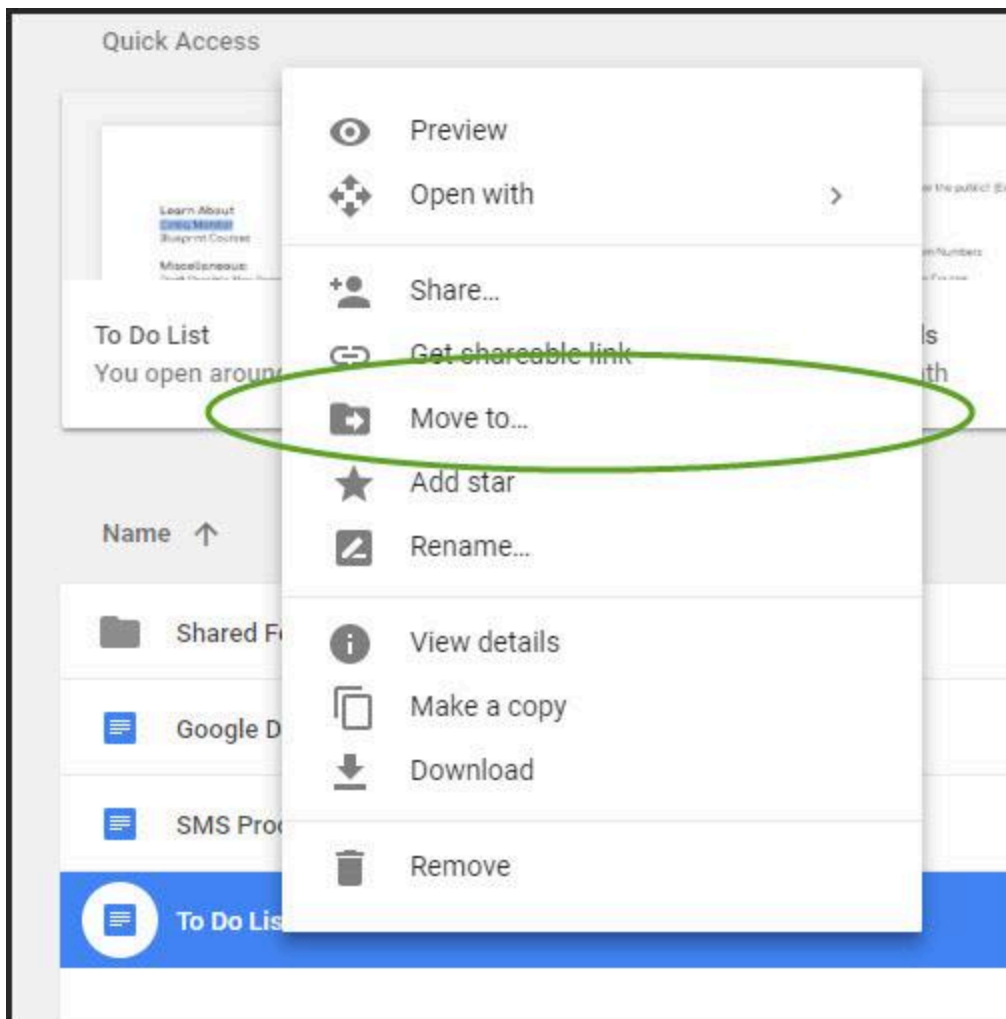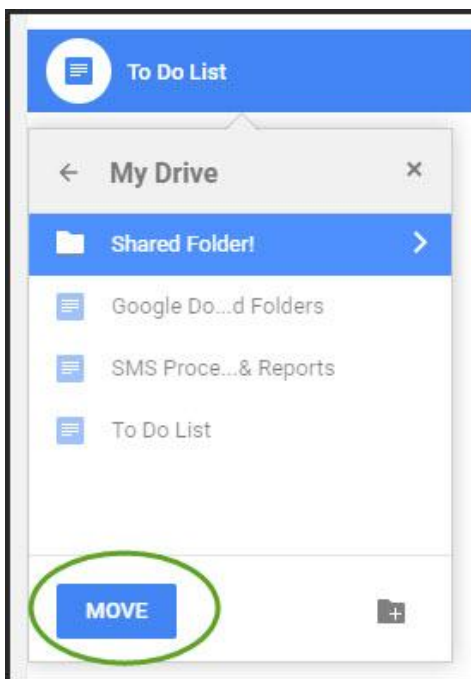
Step 3

A new menu will appear. This menu will look different depending on what's in your Google Drive. In this menu, find your shared folder. Note that in the image below, the Move Here button is grayed out.
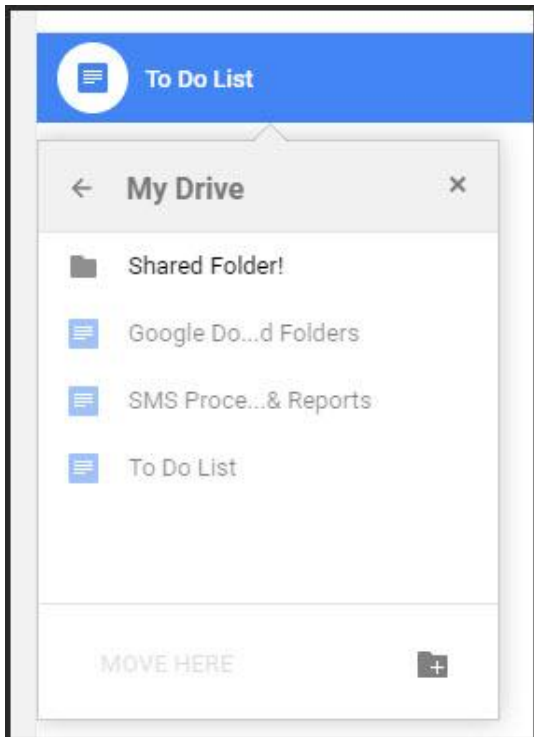
Step 4

Click on your shared folder. When you've picked a location, the Move button will activate.Click Move!

Step 5

You're done! Whoever has access to your shared folder now has access to the document you moved!

For further assistance, come see us in the eLearning office in the Learning Commons, email eLearning@lowercolumbia.edu, or call 360-442-2520.