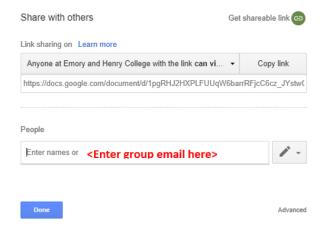




## Google Groups: Share Docs, Sheets, Slides and Forms

To share a file on Google Drive with a group

- 1. Open the file and click [Share].
- 2. Enter the group's email address in the Share form.
- 3. Click on [Done]



<u>Note:</u> People you add to the group later can also access the document. Similarly, if you remove a member from a group, that person no longer has access to any content you shared with the group.