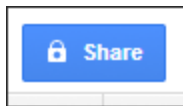


# Sharing Documents with Others at LCC

This tutorial will show you how to share your Google Doc with others at Lower Columbia College. This option is not the same as link sharing or making a document publicly viewable, and you'll still have control over whether people that view it can edit or comment on your document.

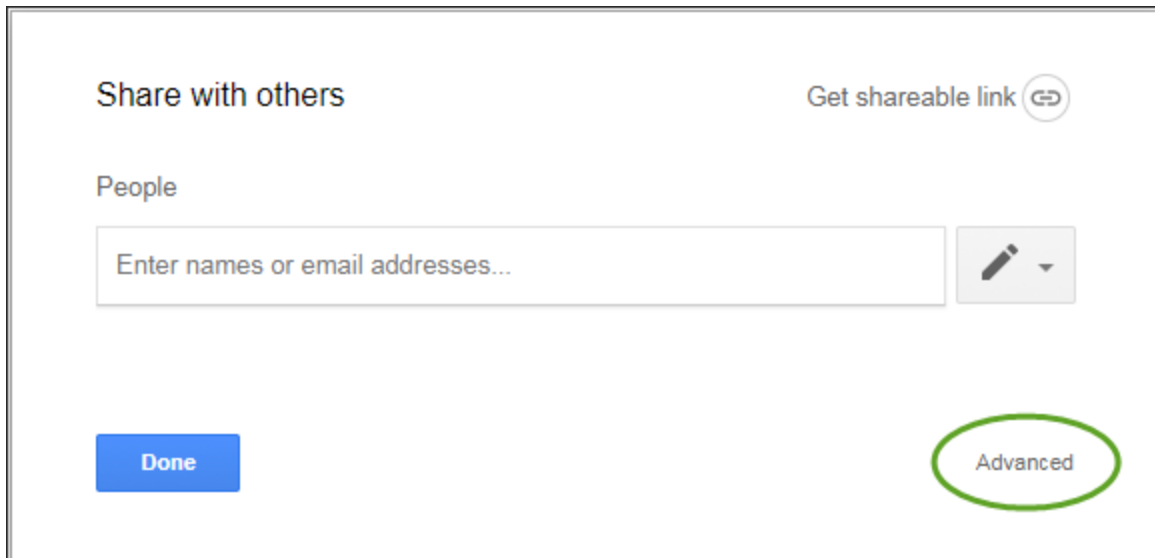
## Step 1

Open the Document you wish to share and click the Share button at the top right hand corner.



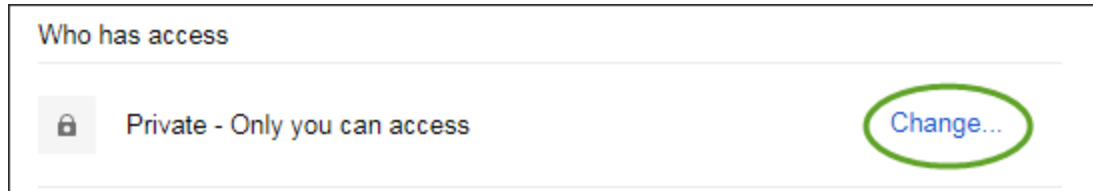
## Step 2

Click on the 'Advanced' tab.



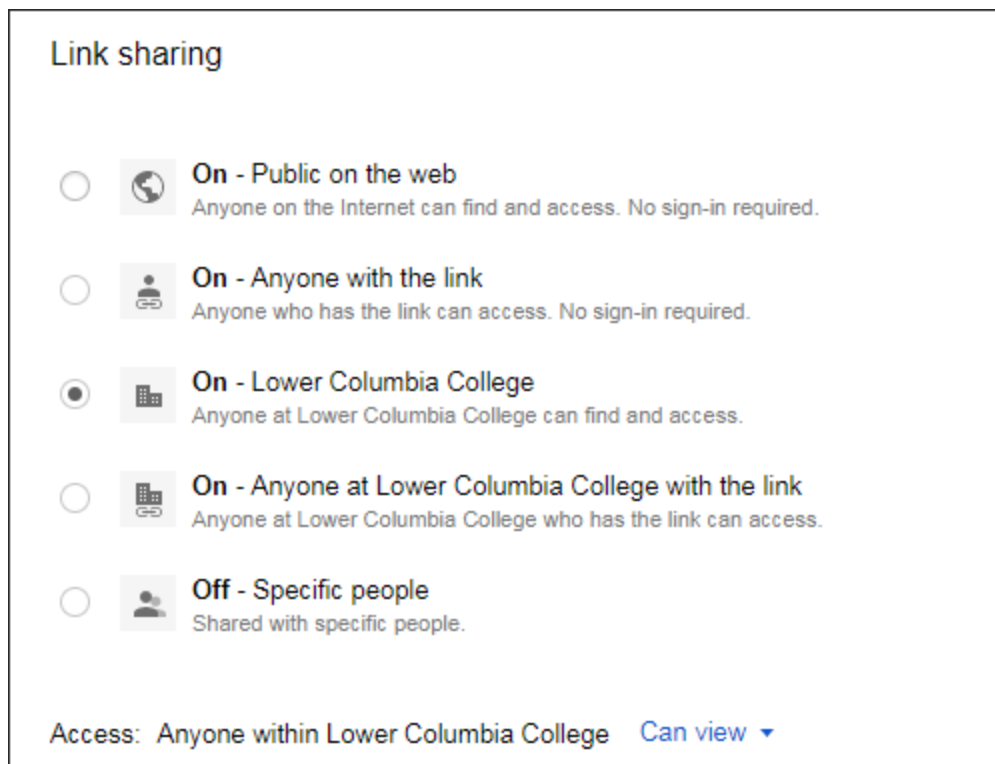
## Step 3

In the Advanced Sharing Settings menu, under 'Who has access', click on the 'Change...' link.



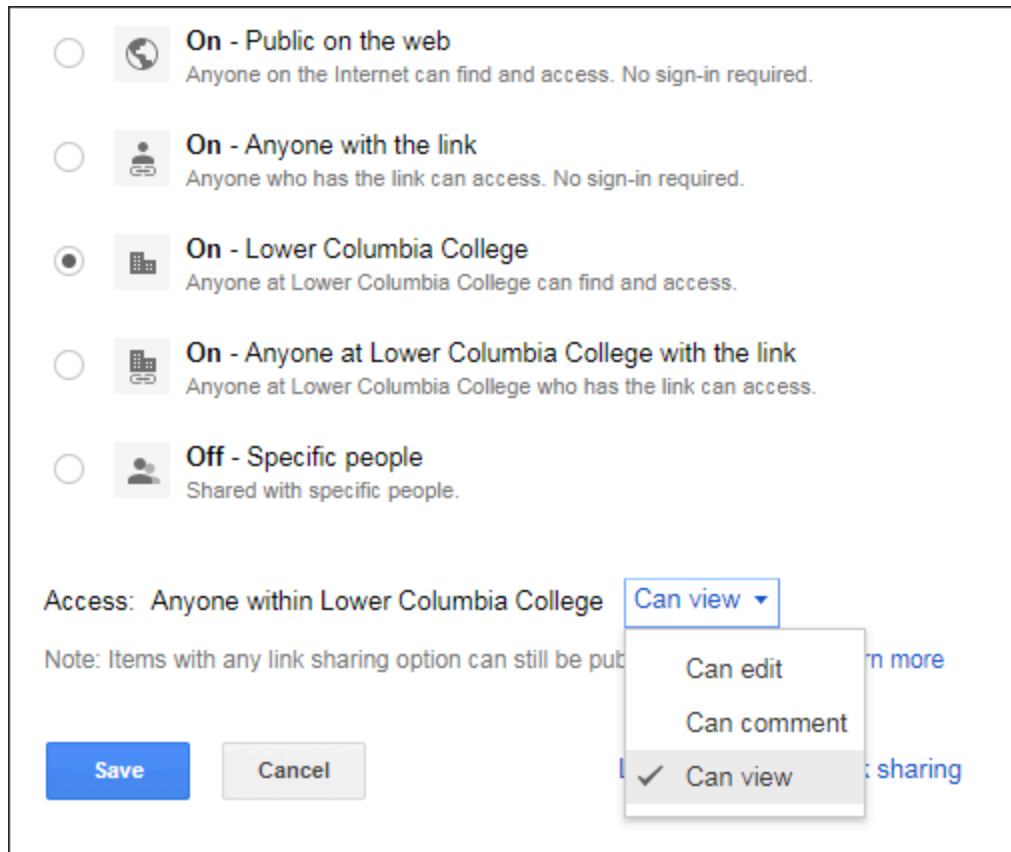
## Step 4

Change the Link Sharing setting to 'On - Lower Columbia College.' The default setting for this is 'Off - Specific People.'



## Step 5

Once you have changed the setting, a drop down menu appears, giving you options for what the people with access can do to your document. Be sure to select “Can View” if that is all you want to allow. Click Save when you have chosen the appropriate setting.



The screenshot shows the Google Docs sharing settings dialog box. It has five radio button options for sharing settings:

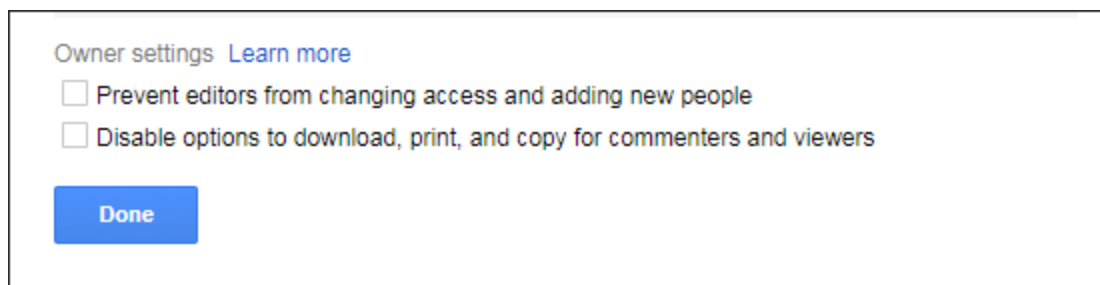
- ☐ **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- ☐ **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- ☒ **On - Lower Columbia College**  
Anyone at Lower Columbia College can find and access.
- ☐ **On - Anyone at Lower Columbia College with the link**  
Anyone at Lower Columbia College who has the link can access.
- ☐ **Off - Specific people**  
Shared with specific people.

Below the options, it says "Access: Anyone within Lower Columbia College" and "Can view" with a dropdown arrow. A note states: "Note: Items with any link sharing option can still be published." There are "Save" and "Cancel" buttons. A dropdown menu is open showing the following options:

- Can view (selected with a checkmark)
- Can edit
- Can comment
- Can view

## Optional Steps

After saving the access settings you are still given the option to invite specific people to Edit, Comment or View. Be sure to review the Owner settings before you confirm your changes before clicking done.



The screenshot shows the "Owner settings" dialog box. It has two checkboxes:

- ☐ Prevent editors from changing access and adding new people
- ☐ Disable options to download, print, and copy for commenters and viewers

There is a "Done" button at the bottom.

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