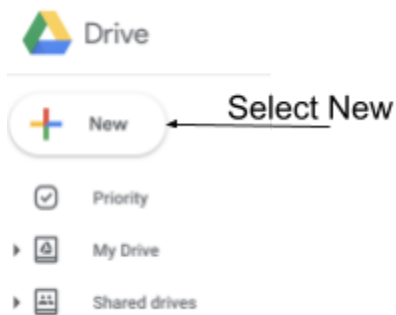
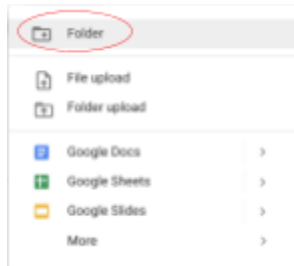


Sharing a Google Drive

- In your Google Drive, click on New



- Select Folder



- Name the Folder



- When the folder shows up in your drive window click on it to highlight it



- Either right click on the folder

OR

- Select the icon with a person plus



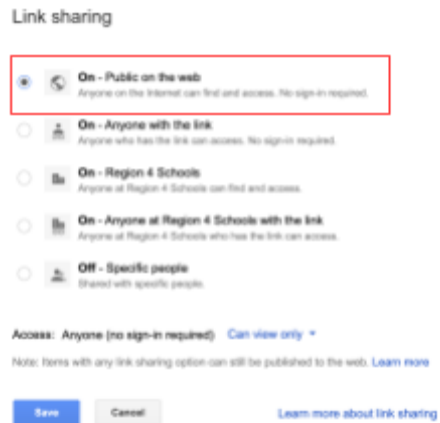
- Click on Advance in the lower right corner of the window that opened



- Select the Change option



- Select Public



- Click Save and then Click Done

Every time you put something in that folder the sharing permissions will follow.