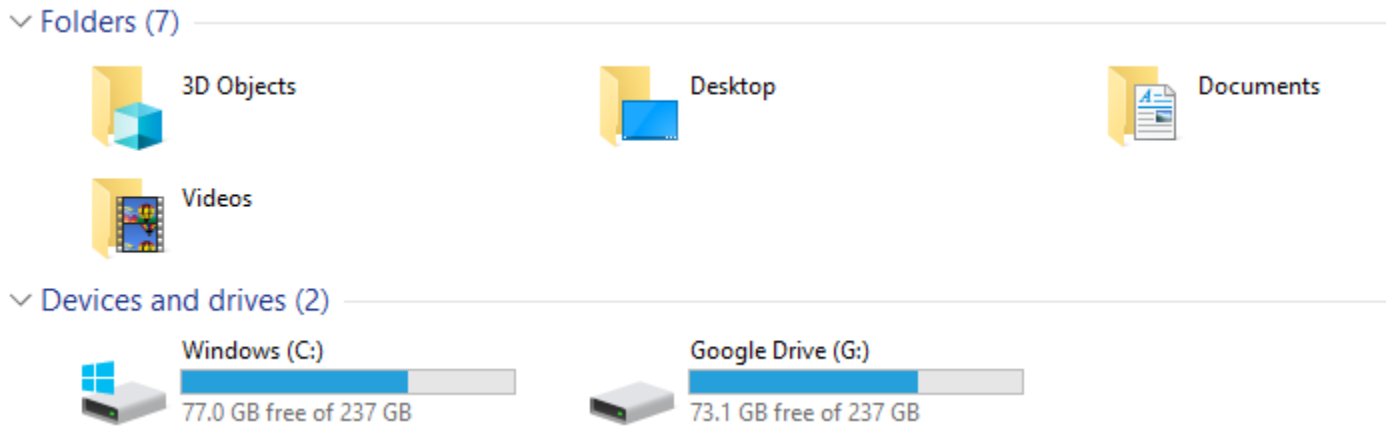
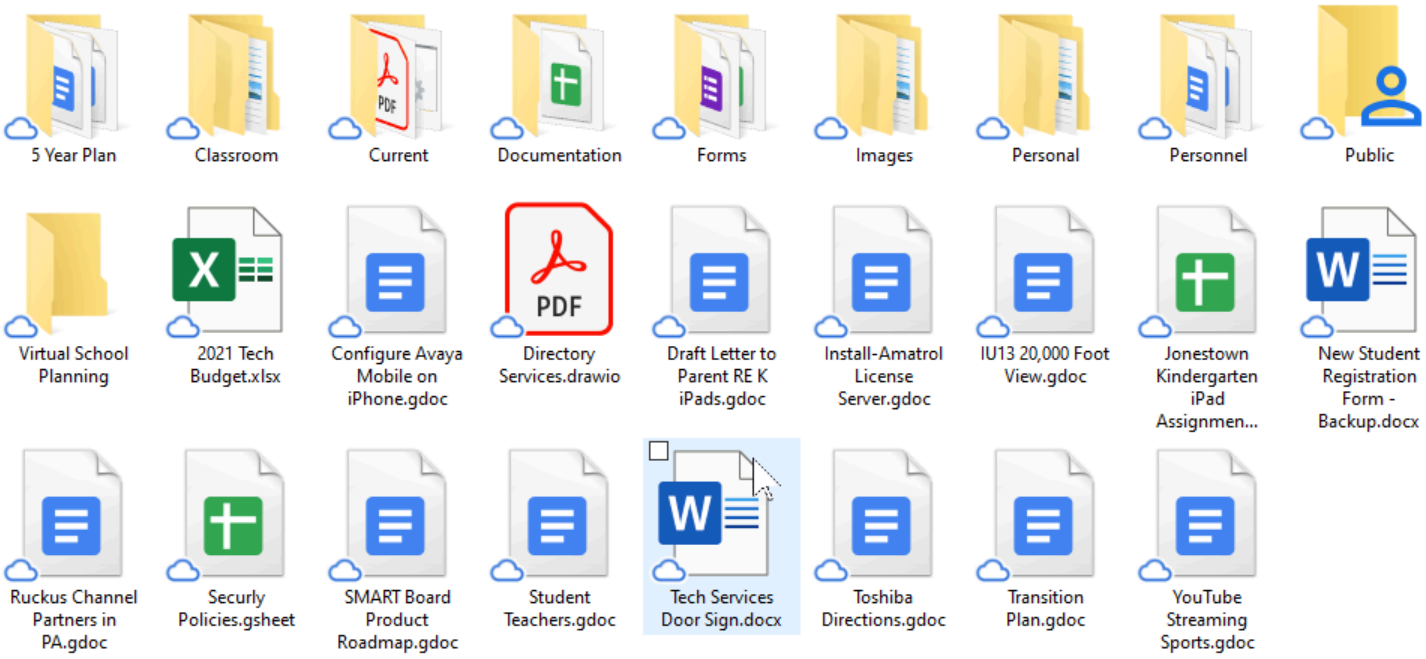
How to share files using Google Drive for Windows

You can share files and modify sharing settings on any file through Google Drive for Windows.

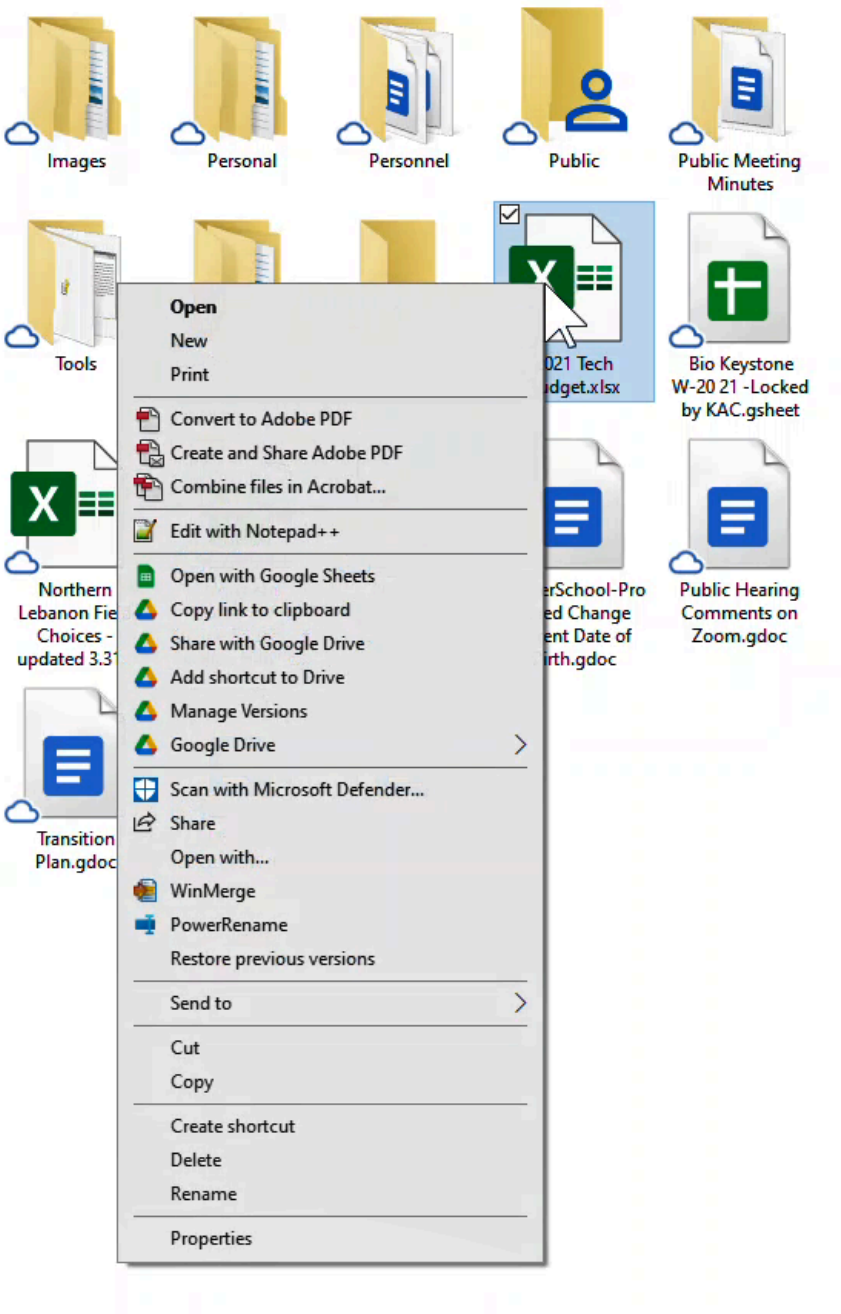
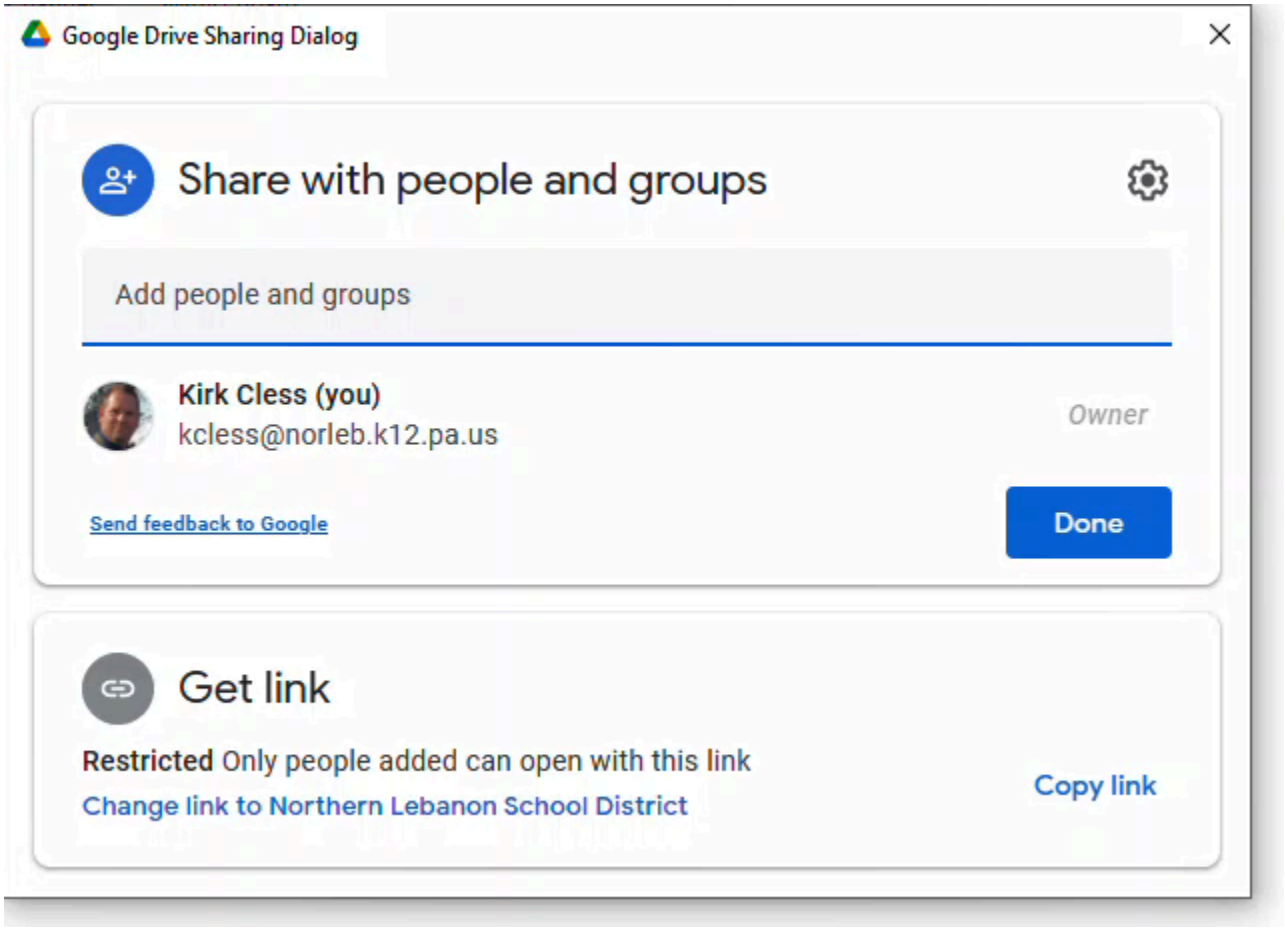
1. Double-click the Google Drive (G:) and browse to the folder or file you want to share:



2. Select the folder or file you want to share, then right-click on it. You will see several options for managing Google Drive files:



3. Select the option **Share with Google Drive** from the menu. A separate dialog box will appear.



4. Use the dialog box to add users to or remove users from to the sharing permissions. Use the drop-down to the right of each users' name to change the permission level for that user. When finished, click the **Done** button