

Share Document

Objective

To demonstrate how to share a document in Google docs with other people.

Instructions

1. Go to docs.google.com.
2. Log in using your Google username and password if you are not logged in.
3. Find the document and check the box.
4. Click "Share".
5. A dropdown box will appear, select "Invite people".
6. Enter the e-mail addresses of those people you would like to share the documents with.
7. Select "To view" or "To edit".
8. "To edit" will allow the other person to change the document.
9. "To view" will only let the other person look at the document.
10. Write a message to the people you are sharing the document with.
11. Check the box to send a copy of the message to yourself.
12. When you are done, click "Send".