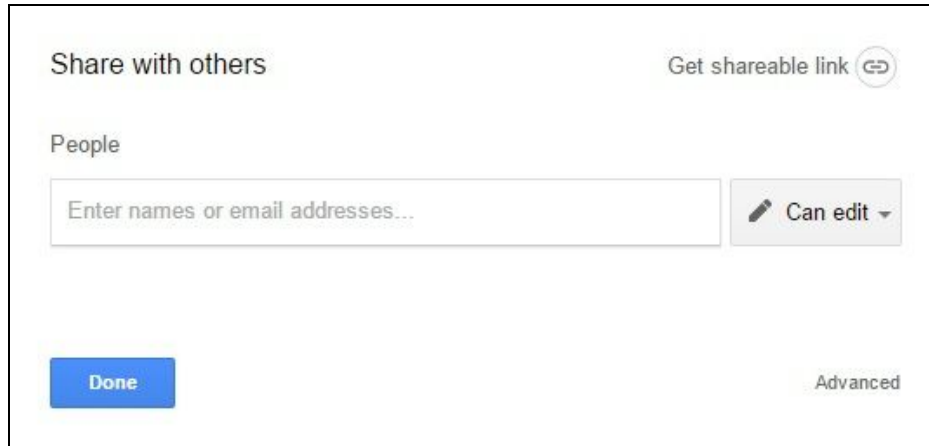# Sharing Google Docs, Etc.

To share a Google App for Ed document, click on

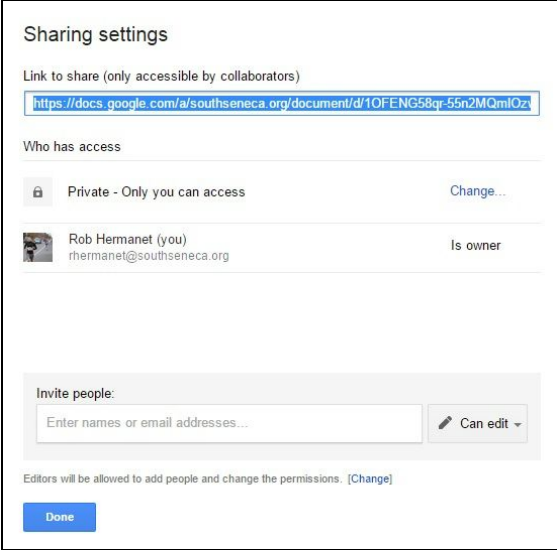You'll get a screen like the following:

Here you can directly input the email address of the person or people you would like to share the item with. If it is a group you'd like to share it with, input the group's email address.

To change access levels, click on the CAN EDIT button. This is where you will set **WHAT** others can do with your file. Your options are:
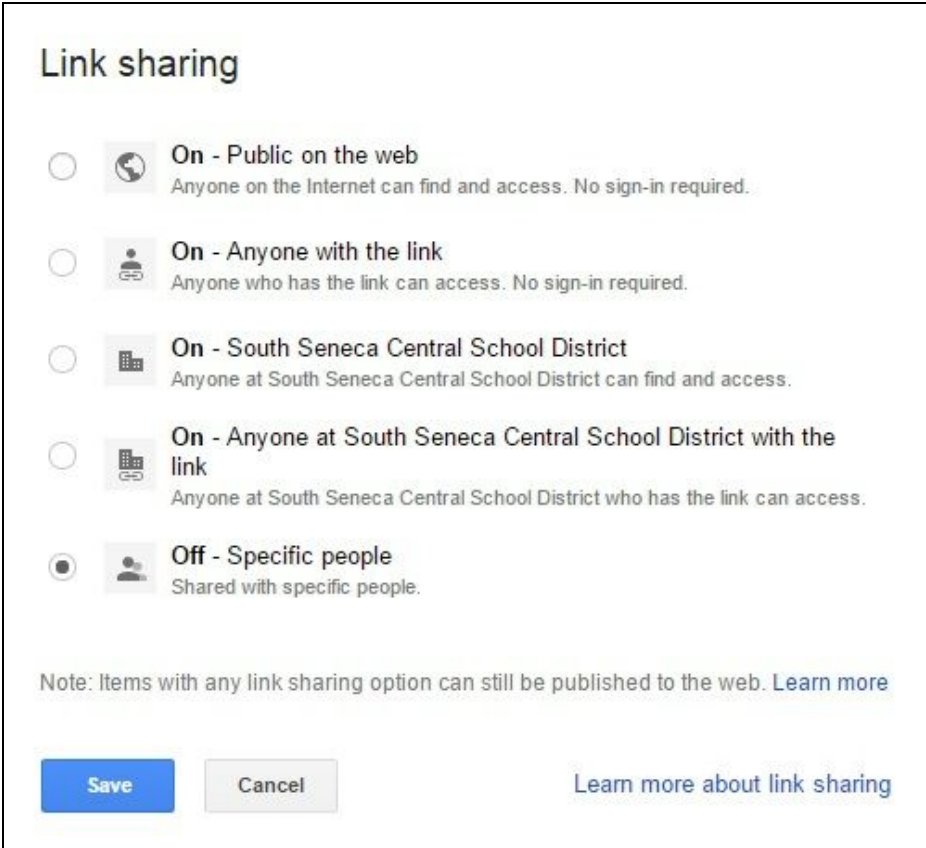
1. Can Edit
   ➔ Editors can invite other collaborators
   ➔ Editors can download or make a copy of the file
   ➔ Editors can add and remove items in a folder
2. Can Comment
   ➔ Commenters can download or make a copy of the file
   ➔ Commenters cannot make edits to the file only comment
   ➔ Commenters cannot delete the file
3. Can View
   ➔ Viewers can download or make a copy of the file
   ➔ Viewers cannot make changes to the file
   ➔ Viewers cannot delete the file

If you click on the advanced settings, you can set visibility permissions as well. This is where you will set **WHO** you want to be able see your file.

There are 5 levels of visibility. If the item is shared with "Anyone at South Seneca Central School District" permissions, then individuals signed in with their South Seneca Google account can look up the document in their Google Drive Search bar.