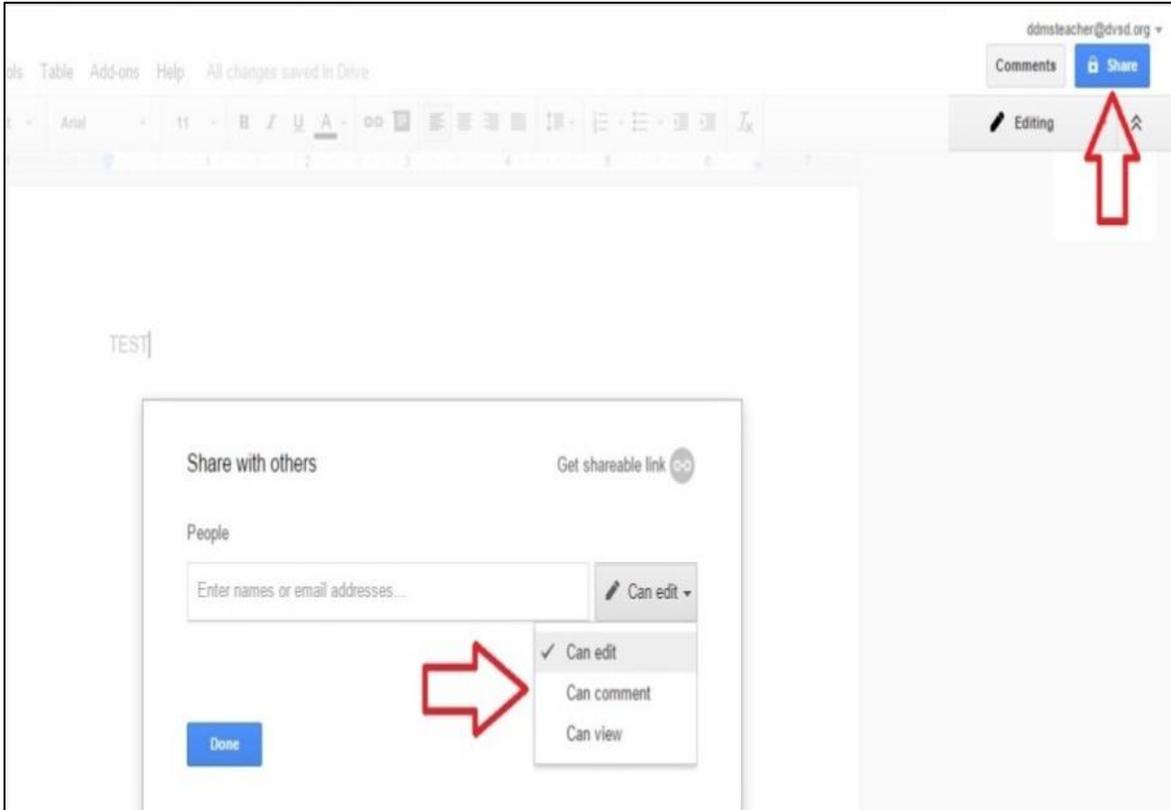
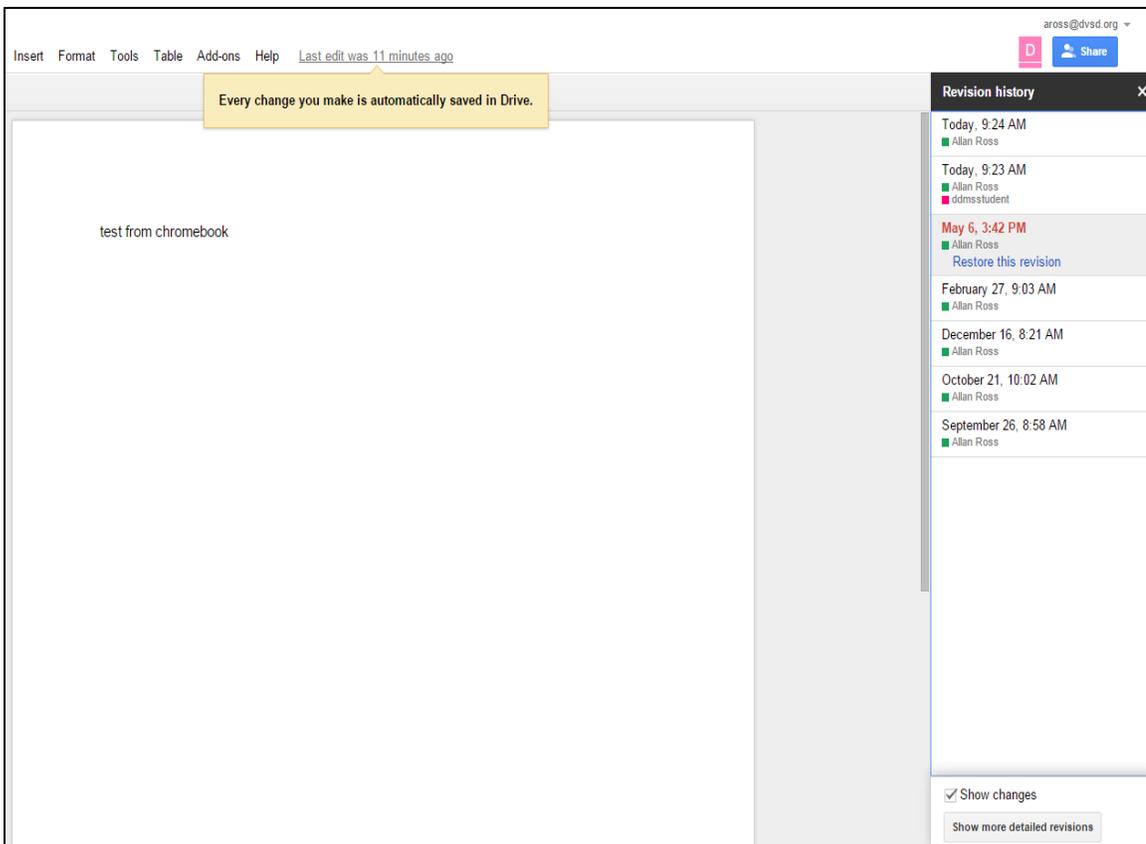


Google Drive Sharing:



How To Share

1. Open File
2. Click Share
3. Type in Email address of everyone you wish to share with
4. Select right (edit, comment, view)
5. Click Done



How to Restore

1. Open Shared File.
2. Click on Link next to "Help".
3. Revision History will open showing all edits with exact date and time.
4. Select revision date you wish to restore to.
5. Click Restore this Revision.

Google Drive Sharing:

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/dvsdedu.org/document/d/1cpoUamXZLeF-7WzPf578kiPiq>

Who has access

	Specific people can access	Change...
	Allan Ross (you) aross@dvsd.org	Is owner
	ddmsstudent@dvsdedu.org	Can comment <input type="checkbox"/> ×

Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

How to change Shared Rights

1. Open File
2. Click share
3. Click Advanced
4. Select person(s) shared with
5. Edit shared rights

Access denied

You no longer have permission to access this document, so your changes can't be saved. If you believe this is an error, contact the document owner. If your access is restored, you will be able to continue working.

If you leave or reload the page, your unsaved changes may be lost.

[Reload without your unsaved changes](#)

Error message received when trying to edit after losing edit rights