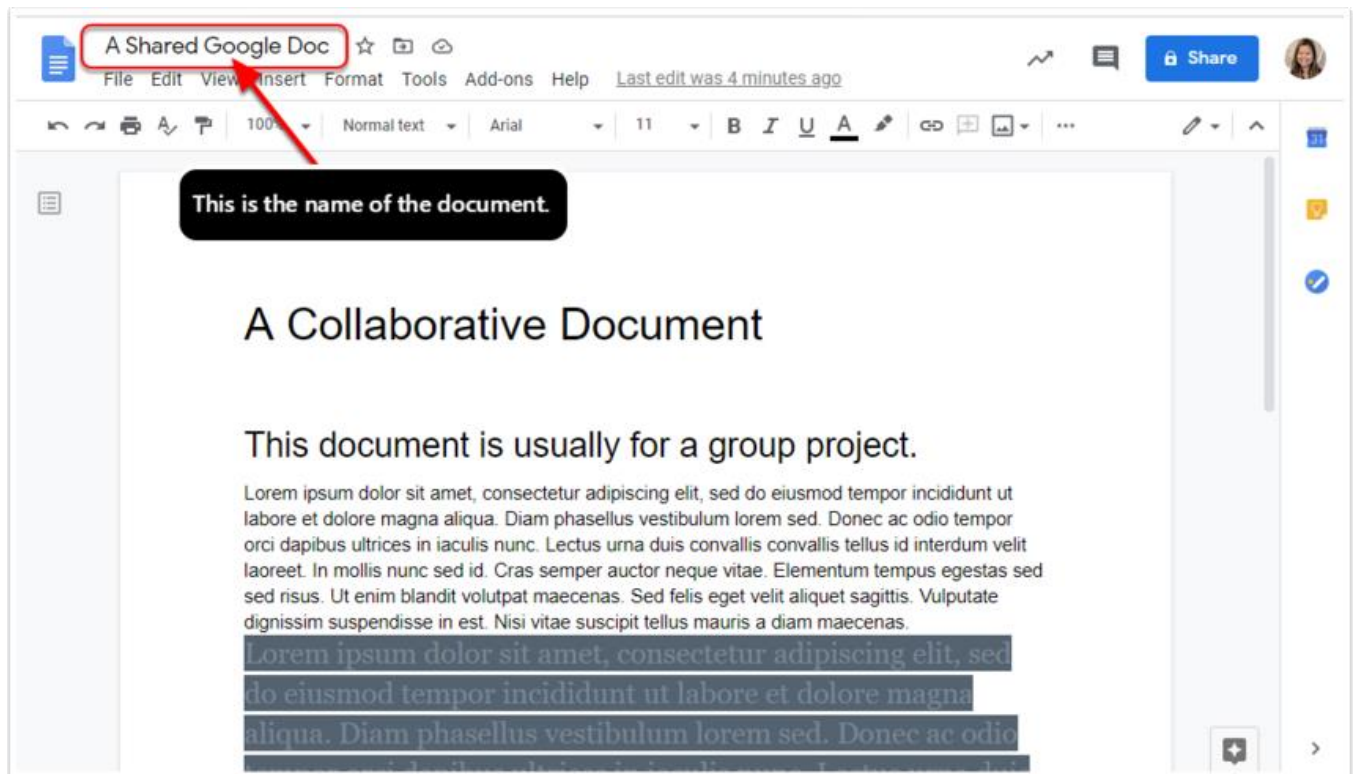


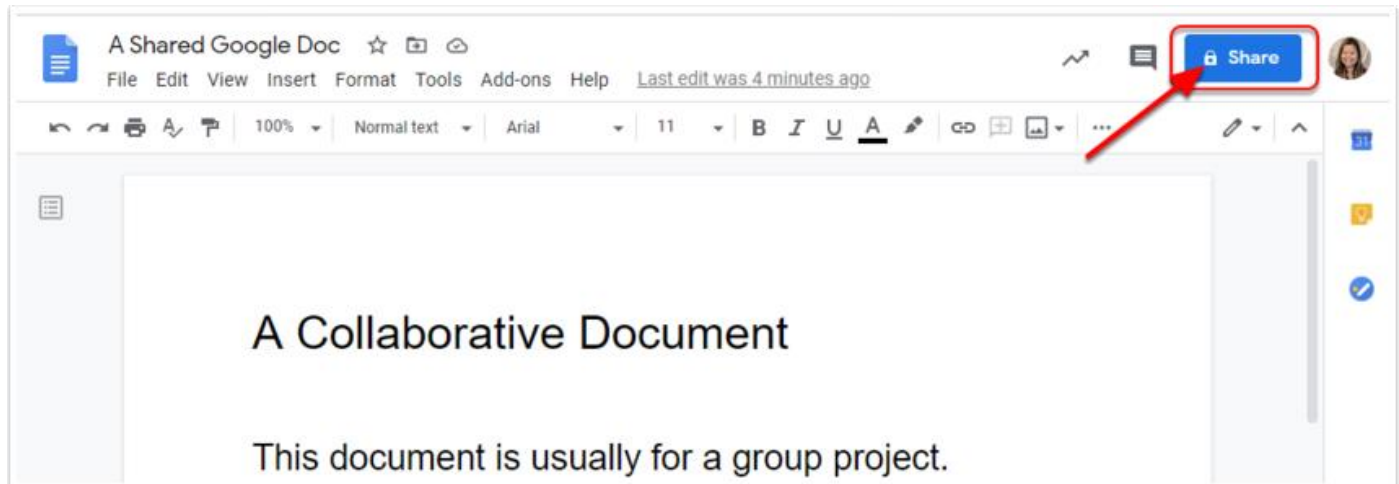
To share your document with others you will need to know: 1. Who to share it with 2. What kind of access they will have.

1. Since your students are in the public domain you will need to either share the document with a specific group of people by entering individual email addresses or share via a specific link. 2. For Collaboration, they will need to have **Edit** access.

1. Create a Google Doc and save it by clicking on the file name and type in a name for your document.



2. When you are ready to share, click the blue Share button.



You will get a popup window with several options:

[Option 1: Share this document with specific individual\(s\) via email invite.](#)

[Option 2: Sharing with all people via a specific link.](#)

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