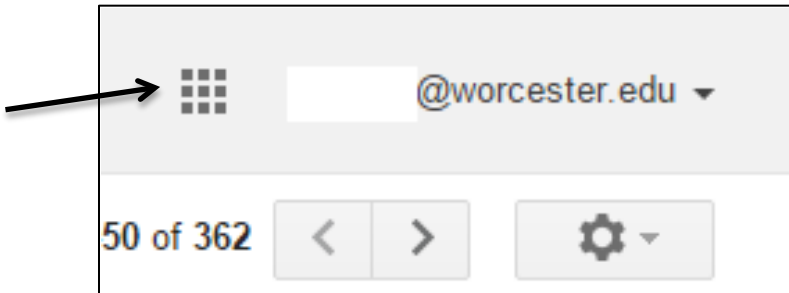
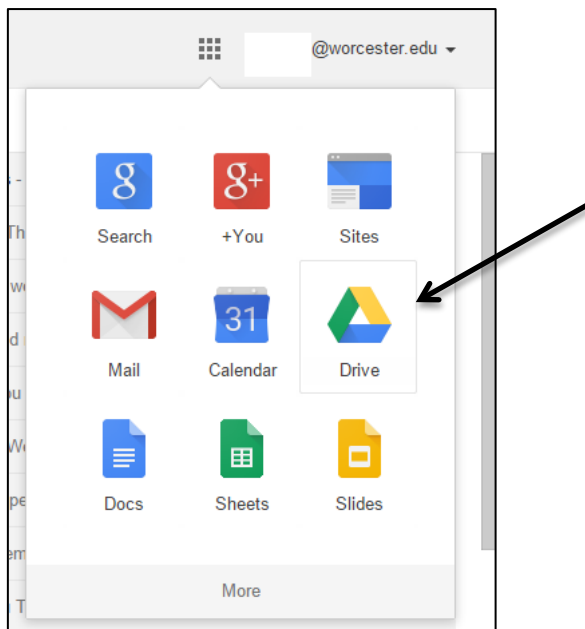


How to Share Documents to Google Drive

Step 1: In your WSU email click the **Apps Icon** in the top right corner



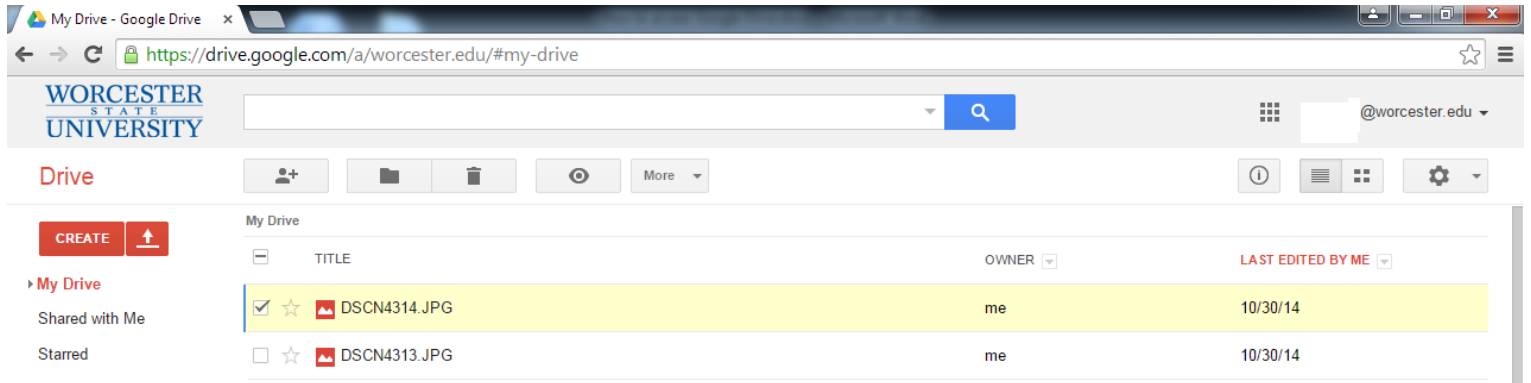
Step 2: Click **Drive**



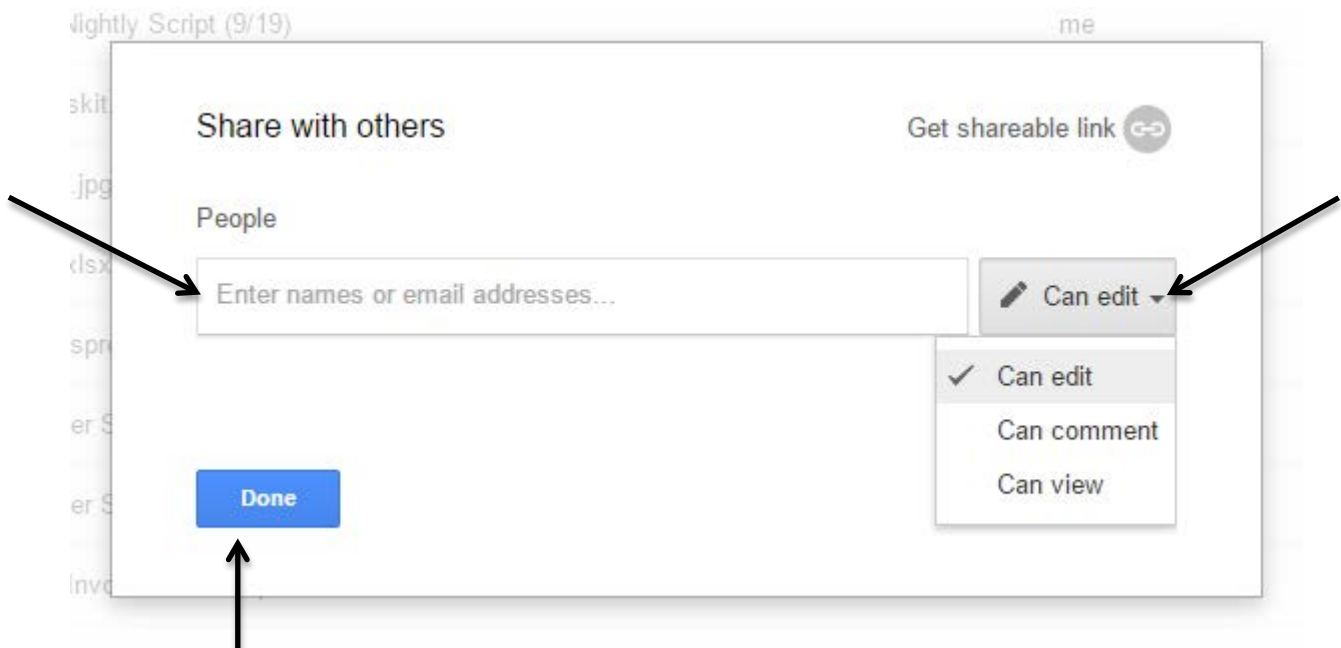
You are now in your **Google Drive**

To Share Documents

Step 3: Choose the file you would like to share from your Google Drive



Step 4: A dialogue box appears that will allow you to enter the names or email addresses of the people you would like to share your file(s) with. A drop down allows you to choose what permissions you can give to whomever you decide to share with.



Step 5: Click **Done** when finished inputting your information

You have now shared a document with Google Drive