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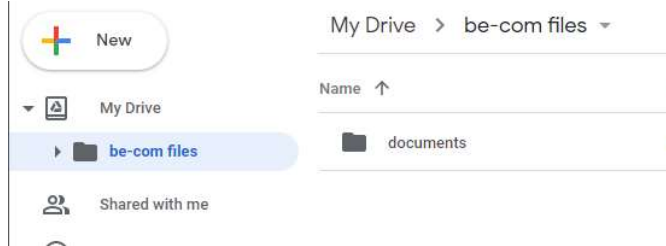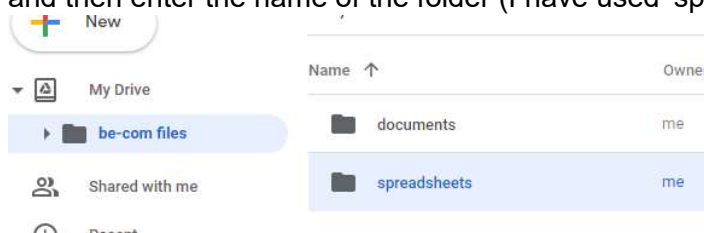Be com

How to share a google drive resource

For the following, it is assumed that the user already has a google account and the computer being used is already logged into that account.

Here are the basic steps you need to take in order to: create a sheet and share it with anyone

1. Open up google drive in order to create a new spreadsheet, enter some data and then share that sheet.

2. Use the panel on the left to open the previously created be-com files folder

3. Create a new folder called 'sheets' in the be-com folder by clicking 'new' selecting 'folder' and then enter the name of the folder (I have used 'spreadsheets')
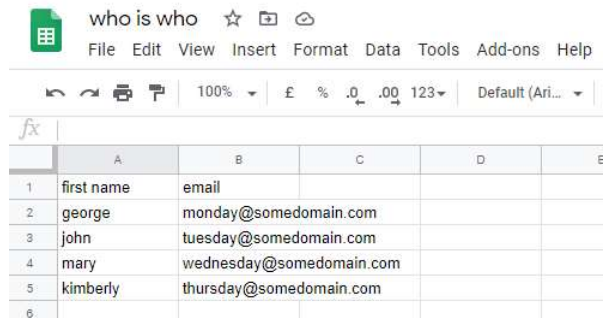

4. Use the arrow to the left of the 'be-com files' icon to open up the subfolder and select the spreadsheets to *enter* the folder
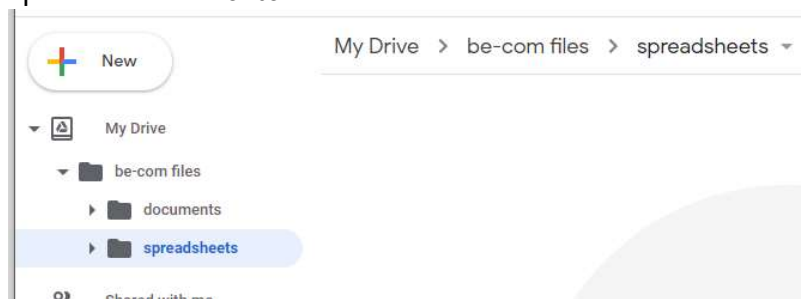
5. Now use the new button, select google sheets and then blank spreadsheet
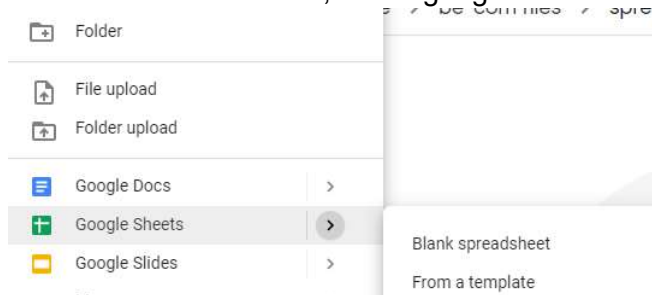
A new tab will open up in sheets and you are now ready to enter some data in the file. In the capture below I have 1)renamed the sheet "who is who" and 2)inserted some aliases


Now, I want to share this sheet with the people corresponding to the email addresses in the listing and give them editing rights. This means that they will be able to edit and update the sheet as they see fit. Alternatively, I could only allow viewing privileges.

1. With the sheet open click the 'share' button on the top right of the window
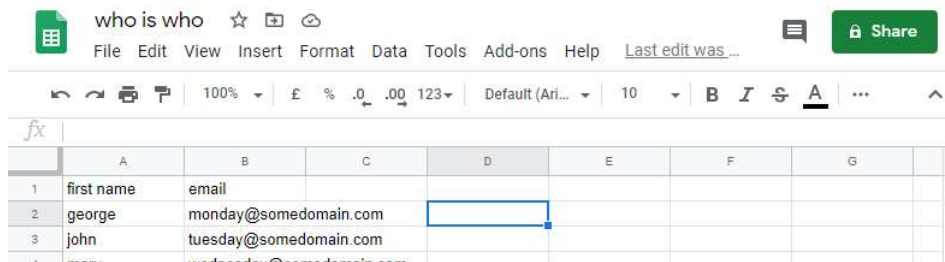
2. The popup dialog loads and drive is asking you to select how to share the file…
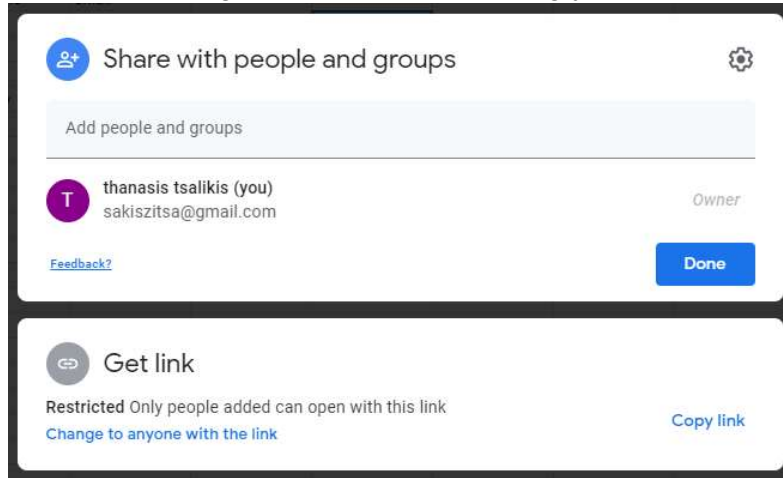
   a. Complete the top part of the form and insert specific email addresses that you want to give access to. This means that only those people will be able to open and edit the file.

   b. Get a link from the bottom part of the form and send this link to anyone you want to access the file. This means that anyone with the link can access the file (not only the people you send it to, but also anyone they send the link to).

If you want to configure the sharing of the file you can click the small gear icon on the top right of the dialog to select what can be done with the file.
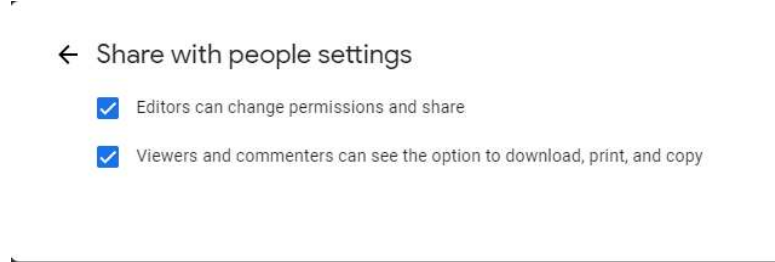
3. It is most common to allow specific people to have access rather than provide a link. So after inserting the wanted address (separating different entries with a comma) I also added a small note so that when they do get the email they know what it is about.
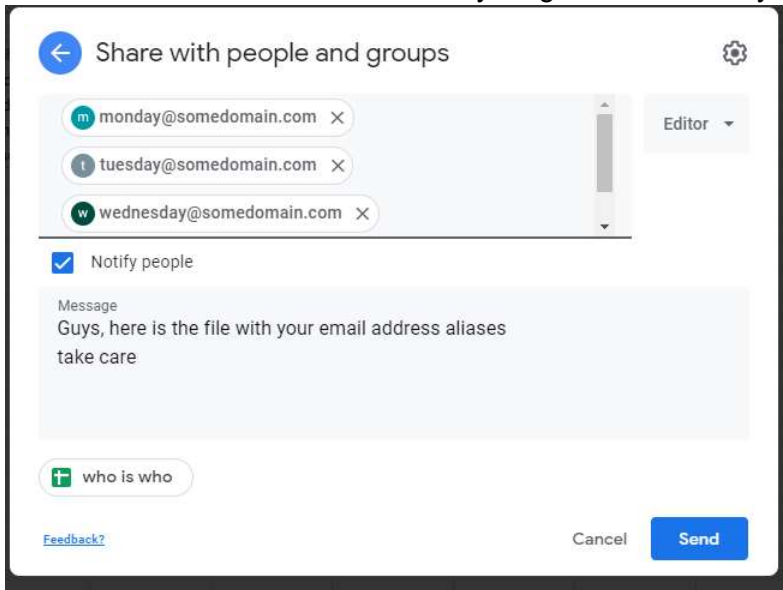
4. Clicking the 'Send' button will show you a warning, which is simply notifying you that the addresses used are not google based and as such these people will not be signed in

5. Click the 'Share anyway' button. The spreadsheet is now shared. The share button icon will be a little bit different (changed from a lock icon to a people shared icon). If you move your mouse over it the system informs you of the sharing status

6. At any point in time, all shared access can be achieved and all 5 people (4 shared plus me) can be editing this file at the same (real) time.

   Sharing any drive associated file (that you own) is done is an exactly similar manner as described here. For docs, sheets, forms, or anything; to share follow the above procedure.