

HOW TO SHARE DOCUMENTS SAFELY USING GOOGLE DRIVE

BEFORE YOU SHARE...

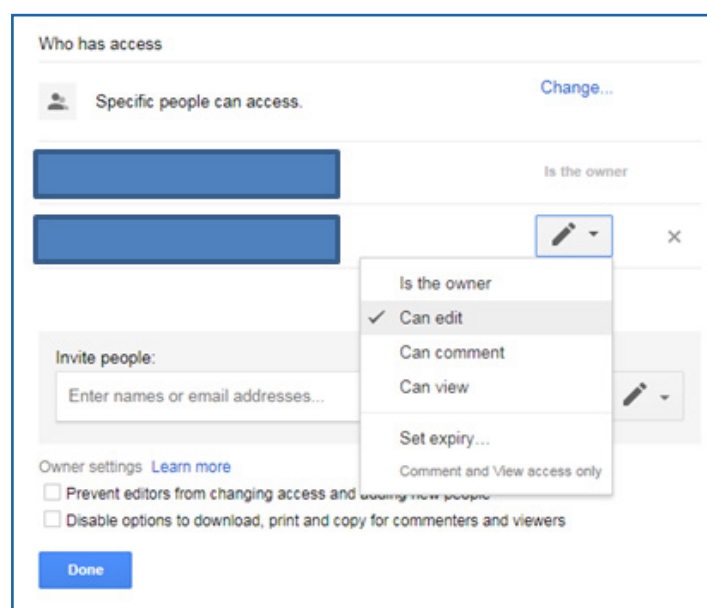
DOCUMENT OWNERSHIP:

- Google documents can only be 'owned' by one person at a time.
- The owner grants permission for others to view, edit, or comment on their documents and may permit or deny the ability for others to grant access.
- Ownership can be changed by clicking 'Advanced', then to the right of the person's name click the down arrow and select 'Is Owner'. Once this is done, the new owner will be the only person who can transfer ownership again.
- Only the owner of a document can delete the original.



DOCUMENT RIGHTS:

- Please be aware that the default mode when sharing a document is for others to be able to edit.
- You can give the same permissions to everyone or give individual permissions by clicking 'Advanced', then to the right of the person's name select the down arrow and choose either 'can edit', 'can comment' or 'can view'.
- You can also set an individual expiry date if required.



SHARING OPTIONS:

'Share with specific people only' - this means that the 'get shareable link' in the top right hand corner is turned off.

'Get shareable link' - when using this option, make sure you are happy with the default setting which is 'anyone at Google@brookes.ac.uk can view'. Do not use this option for confidential information. Amend the setting using either the drop down arrow or the "Advanced" option.

WHEN YOU SHARE...

Always verify the email address

- To prevent any accessibility or information security issues, make sure you share documents and folders with the right person.
- Make sure you have the correct settings when using the **‘get shareable link’** option.

Share multiple documents efficiently

- Create and share a folder rather than individual documents. Document administration is simplified if all documents in a folder have the same owner.

Check the ‘Advanced’ permissions

- By clicking on ‘Advanced’ in the bottom right hand corner you can check the settings of who has access and amend permissions if required.
- Please don’t assume the person you share a document with will keep it private. If you want to lock down further document sharing, amend the ‘owner settings’ at the bottom and tick the option below.

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print and copy for commenters and viewers

AFTER YOU SHARE...

Take care sharing if you are not the owner

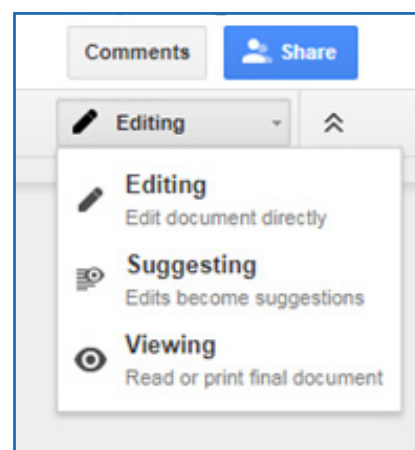
- Not everyone takes the preventative steps detailed above to prevent sharing. Always ask the document owner first before sharing.

Edit with care

- There is a “See revision history” under the “File” menu, so all changes will be recorded and can be viewed by anyone who can edit the document. There is also a ‘Suggesting’ mode in the top right hand corner, in case you don’t want to make direct changes.

Delete with care

- When you delete a document, revoke access permissions first to avoid confusion. Deleted documents remain in your Trash folder until you actively empty it, and remain accessible to anyone who has the document link; even if you think it is deleted, others may not, and may continue editing it.



Visit Google support for more information

<https://support.google.com/drive>