Sharing Folders in Google Drive

You can store many types of files in Google Drive, including non-Google formats such as Microsoft Office files, .PDF, .JPG, and so forth. You can also use Google Drive as an online productivity suite to create Google Documents, Spreadsheets, Presentations, Forms and Drawings. If you want to use the full power of Google Drive, then you should take advantage of sharing items to provide access to a colleague or your entire team.

Here, we will review best practices for sharing files and folders with colleagues in Google Drive. The following topics will be covered:

- Create a Folder
- Share a folder
- Add files to a folder
- Locate Shared Files & Folders
  - Visible to people at your organization
  - Visible to people at your organization with the link
  - Visible to people explicitly granted access
- Working with Shared Files & Folders

Create a Folder

First things first. Go to your Google Drive account and click on the “New” button. Select “Folder” from the list and give your folder a name (e.g. Marketing Files, HR Team, Training Resources). Next, click “Create” and your folder is added under My Drive in alphabetical order. You are the owner of an item that you create (or upload) in Google Drive, and therefore have permission to change its visibility and share it with others. Owners are also the only individuals with permission to permanently delete an item in Google Drive.

Share a folder

Now you are ready to make your folder accessible to the necessary people. To access sharing settings for your new folder, click on the folder to select it, then click on the icon of the person with a + at the top of the screen. The default is that these people will be editors and can change permission settings. To change that, click on the settings gear ⚙️, and unselect the box that says “Editors can change permissions and share”. Then click the back arrow in that box.
Now you can type in the name(s) of the people you wish to share with. If you have created a contact group, you can type the name of the group to add multiple names in one step. To the right of the name, there is a box that will say Editor by default. You can click the small triangle and change that to Viewer if you prefer. When this is complete, click “Done” or add a brief message that will be sent to each person and click “Send”.

You can now add files to this folder for all listed to be able to view.