Sharing files stored on Google Drive

Rhys Lyford - 2026-11-04 - Google Drive

Sharing files stored on Google Drive

Sharing files stored on Google Drive is a common task, and it's relatively straightforward. Here are the steps to share files or folders from Google Drive:

Open Google Drive: Go to the Google Drive website (drive.google.com) and sign in with your Google account credentials if you're not already signed in. Google Drive

Locate the File or Folder: Navigate through your Google Drive to find the file or folder you want to share. You can do this by clicking on the "My Drive" section on the left sidebar and browsing through your files and folders.

Select the File or Folder: Click on the checkbox next to the file or folder you want to share. This will select the item.

Open Sharing Options: With the file or folder selected, you'll see a toolbar at the top of the Google Drive interface. Click on the "Share" button (it looks like a person with a plus sign) in the toolbar. Alternatively, you can right-click on the selected file or folder and choose "Share" from the context menu.

Set Sharing Permissions: A sharing dialog box will appear. Here, you can enter the email addresses of the people you want to share the file or folder with in the "Add people" field. You can also adjust the sharing settings by clicking on the dropdown menu next to the "Send" button. The available options include:

Viewer: People can only view the file or folder.

Commenter: People can view and add comments to the file or folder.

Editor: People can view, edit, and comment on the file or folder.

Owner: Gives full control over the file or folder, including the ability to share it with others.

Add a Message (Optional): You can add a message to the recipients if you wish. This message will be included in the email notification sent to them.

Send the Invitation: Once you've set the sharing permissions and added any necessary message, click on the "Send" button to send the sharing invitation. The selected recipients will receive an email notification with a link to access the shared file or folder.

Shareable Link (Optional): Instead of sharing with specific email addresses, you can also create a shareable link that anyone with the link can access. To do this, click on "Copy link" in the sharing dialog box and then choose the desired sharing permissions. You can then share this link via email, chat, or any other method you prefer.