



After you share Google Drive files or folders, you can work on them with teammates or even people outside of your company.

In this section, you learn how to:

[5.1 Share files and set access levels and visibility](#)

[5.2 View Drive activity and file details](#)

[5.3 Collaborate with Google Docs editors](#)

5.1 Share files and set access levels and visibility

On the web

Share a file or folder with specific people and set access levels:

1. In [Drive](#), right-click the file or folder you want to share and select Share .

Note: You can only share files that you own or have edit access to.

2. Under People, enter the email address of the person or group you want to share with.

Note: If you can't add people outside of your company or organization, contact your [G Suite administrator](#).

3. Click Edit  and choose the access level:

Can edit—Collaborators can add and edit content as well as add comments.

Can comment (Select files only)—Collaborators can add comments, but can't edit content.

Can view—People can view the file, but not edit or add comments.

Everyone you share with receives an email with a link to the file or folder.

4. (Optional) To add a note to the email, enter your note. To skip sending an email, uncheck the **Notify people** box.
5. Click **Send**.

Share a link to a file or folder and set access levels:

1. In [Drive](#), right-click the file or folder you want to share and select Share .

Note: You can only share files that you own or have edit access to.

2. At the top right, click **Get shareable link**.

3. Click **Anyone at your organization with the link can view** and choose an access level:

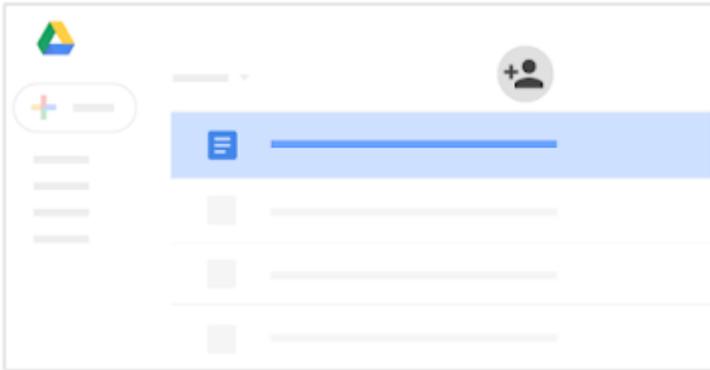
Can edit—Collaborators can add and edit content as well as add comments.

Can comment (Select files only)—Collaborators can add comments, but can't edit content.

Can view—People can view the file, but not edit or add comments.

4. Click **Copy link**.
5. Click **Done**.

6. Paste the link in an email or any place you want to share it.



See who a folder is shared with:

1. In [Google Drive](#), double-click the shared folder to open it.
2. Hover over People  to get a quick look at the folder sharing settings, including who owns the folder and permissions, such as View  or Edit  access.

Change permissions on a file or folder you own:

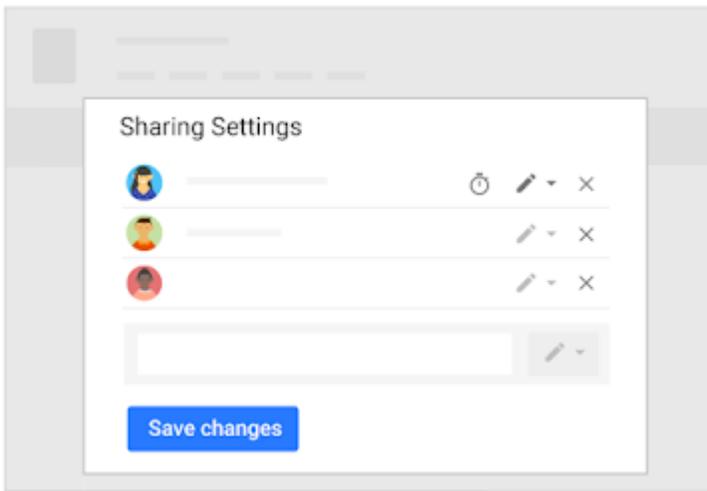
1. In [Drive](#), click a file or folder, then click Share .
2. Click **Advanced**.
3. Change permissions as desired.
4. Click **Save changes** and click **Done**.

Stop sharing a file or folder you own:

1. In [Drive](#), select the shared file or folder.
2. Click Share .
3. At the bottom, click **Advanced**.
4. Next to the person you want to stop sharing the file or folder with, click Remove .
5. Click **Save changes**.

Delete a link to a file or folder you own:

1. In [Drive](#), select the linked file or folder.
2. Click Share .
3. Click **Anyone at your organization with the link** > **Off - only specific people can access**.
4. Click **Done**.



5.2 View Drive activity and file details

On the web

You can keep track of changes to items created in or uploaded to Drive. You can also see specific information about your files and folders. To view the activity for a specific file or folder, select the file or folder and click Information .

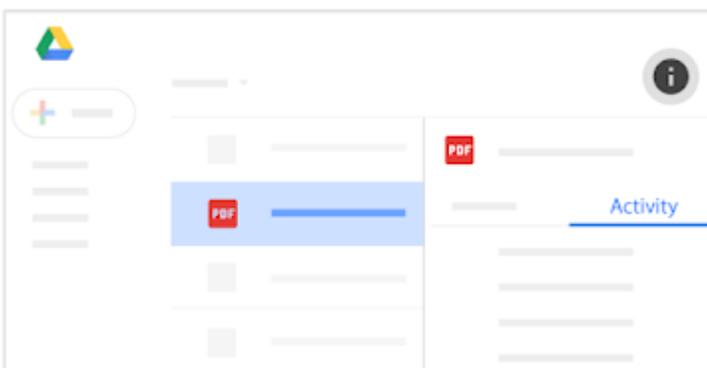
See Drive activity on the Activity tab:

You can see changes to items in [Drive](#), such as:

- Who uploaded, copied, moved, or removed the item.
- Who shared or unshared the item.
- Who commented in, edited, or renamed the item.
- People affected by the change.

See Drive activity on the Details tab:

1. In [Drive](#) at the top of the Activity pane, click **Details** to see information and changes, such as:
 - File type and owner.
 - Folder size and number of items.
 - Person who last modified, created, or opened the item.
2. Click Edit  to add a description of the item.



5.3 Collaborate with Google Docs editors

On the web

In Google Docs, Sheets, Slides, Forms, and Google Sites, you can work together in the same document in real time. Commenting on any file brings a conversation into context so you avoid back-and-forth email and lost time.

Just click **New** and select one of the file types below. Now all you need to do is share the file with your team to collaborate on a draft or key issue.

Editor	Description	Example uses
 Google Docs	Text documents	Proposals, reports, shared meeting notes
 Google Sheets	Spreadsheets	Project plans, budget sheets
 Google Slides	Presentations	Pitch decks, training modules, team presentations
 Google Forms	Surveys	Customer satisfaction surveys, group polls
 Google Drawings	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
 Google Sites	Websites	Team sites, project sites, resume sites

