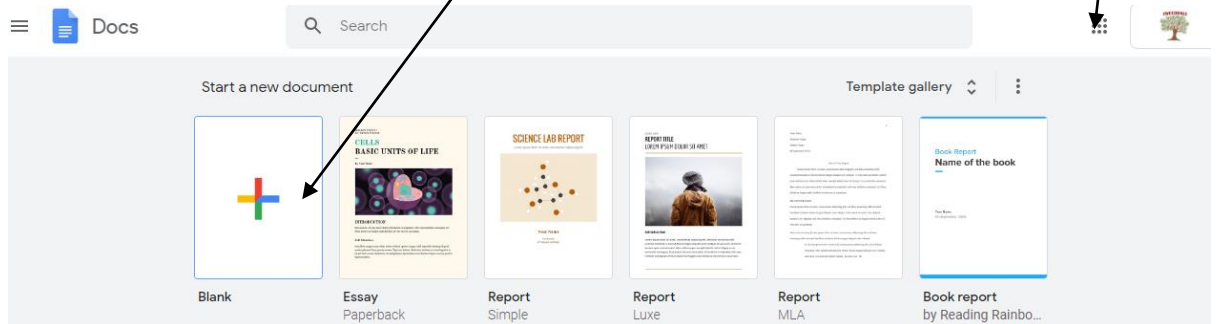


How to share a Google document with another person

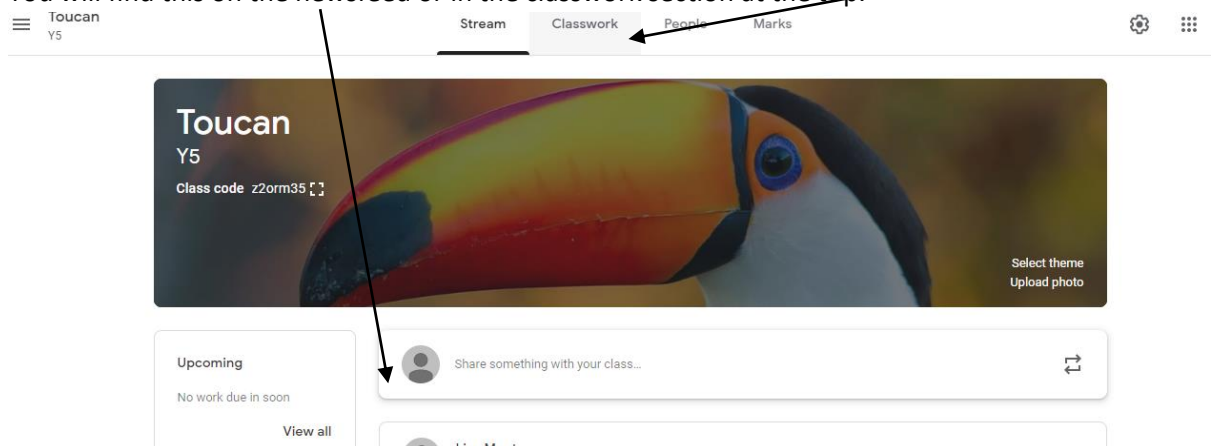
(This method works with all Google file types including Google slides and Google sheets)

You have two choices:

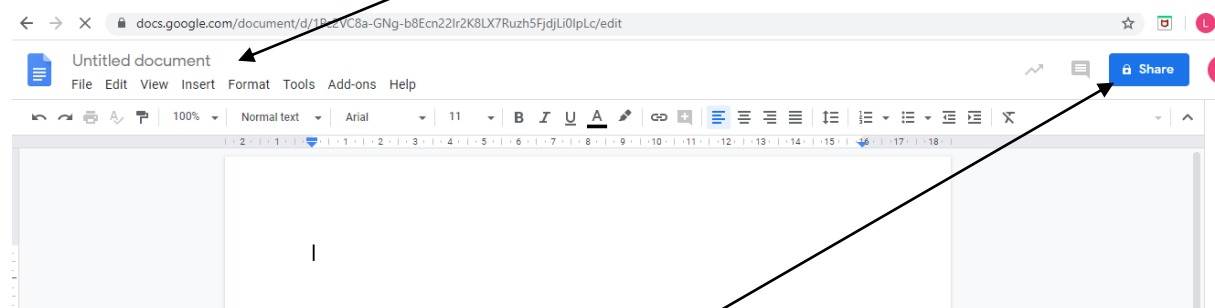
1. Open Google documents to create a document of your own. You do this by clicking on the 9 dots at the top of the screen where you have signed in. Click on the Google document option, then create a new document.



2. Or you can open a document that the teacher has shared with you via Google Classroom. You will find this on the newsfeed or in the classwork section at the top.



If you create the document yourself you will need to give it a name at the top. If your teacher has shared a document on Google classroom it will have been done for you.



Once you have completed your document you will need to click the blue share button at the top right hand side of the page.

Finally you have a window open. Pupils can share with anyone who has a Tweeddale.org account. You can find the teacher by typing their surname. A drop-down list will appear and you will be able to select the correct person. Then click share. The document will be saved in their shared with me folder and your drive. In addition to this the person you have shared the document with, will receive an email.

