Google Apps Document Sharing

Sharing documents created in Google Apps can become a powerful tool for collaboration. Multiple users can make simultaneous changes to the document, create notes, chat with other authors, allow read or write ability to others and the document will automatically keep a revision history.

Getting Started
After signing into your Google Apps account and clicking on the Documents link in the top menu, there are a few different ways to share a document you have created.

If You are Already Editing a Document
In the upper right corner of the menu bar, click on the Share button as highlighted in Red

Alternatively, you can go to the sharing settings by clicking on File / Share in the Google Docs Menu

If You are Viewing Your Document List
Select the document(s) you want to share, click on Action / Share / Share...
OR
Right Click the document(s) you want to share, click on Share / Share...
OR
Select the document(s) and on the right side in the document Information Pane click on Sharing Settings
Adding People You Want to Share With

Click on the Edit Box Below “Add People”

Either Type the Person’s Name OR Email Address in the box highlighted in Red (while typing, it will suggest people’s names, you can choose the person from)

OR

Click on Choose from Contacts and add someone from your contact list.

THEN

Select whether that person Can Edit or just Can View by selecting the appropriate level in the drop down box highlighted in Green

(Optional) Write an optional message that is sent to the person along with information on how to view the shared document in the Blue highlighted edit box.

(Optional) Select different mailing options in the Purple highlighted area

Finally, Click Share. That’s it! You have just shared a document with a person. Now you can collaborate and finish the project twice as fast!