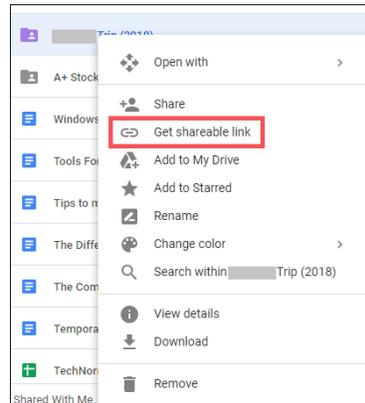


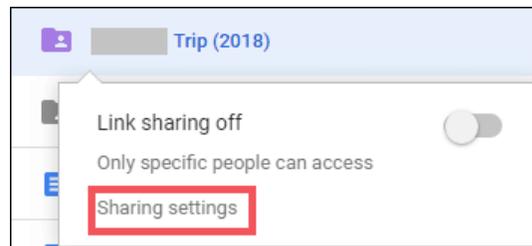
Create shareable link to Google Drive folder

Sometimes it becomes necessary to share the contents of a Marvelwood Google Drive folder with recipients who do not have a marvelwood.org email address. These steps outline how to create a shareable link (web address to the specific folder) and sent it out to non Marvelwood recipients.

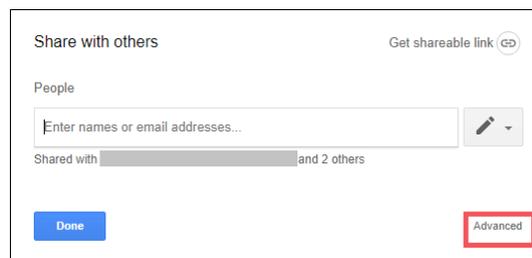
- 1) Log into Google Drive and select the folder you wish to share
- 2) Right Click the folder and select **Get shareable link**



- 3) Select **Sharing settings**

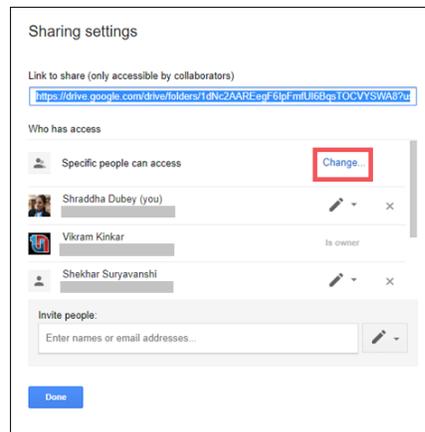


- 4) Click the **Advanced** option



Create shareable link to Google Drive folder

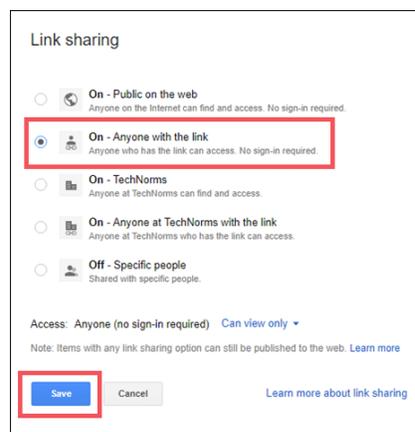
5) Click the **Change** option



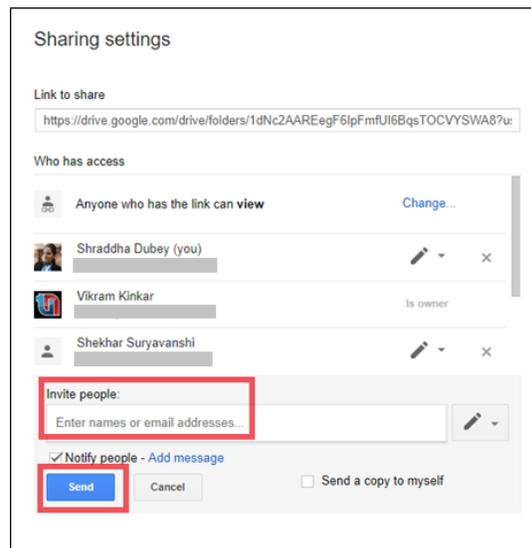
6) Select the **On –Anyone with the link** option. This allows non Marvelwood School email addresses the ability to view the contents of the folder.

Also make sure the access level is set to the desired settings. **Can view only** (shown here) will prevent recipients from making changes to the contents of the folder.

When done, click **Save**



7) Enter the email address(es) of the folder notification recipients and click **Send**



The recipients will get an email message with the link to open the folder.