Create and Share a Folder in Google Drive

1. Go to https://drive.google.com and log in with your @masd.us account if needed.
2. Click "New" at the top left, and select "Folder" to create a new folder in Google Drive. (See Below)
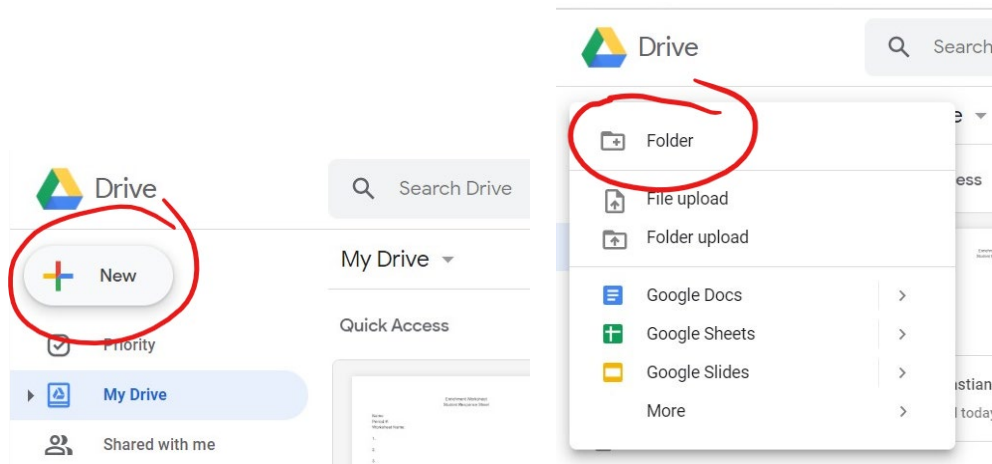

3. Right-Click The newly created folder, and select "Share"
4. At the top-right of the new window, click "Get Shareable link." It will turn green and present you with additional options. (See Below)
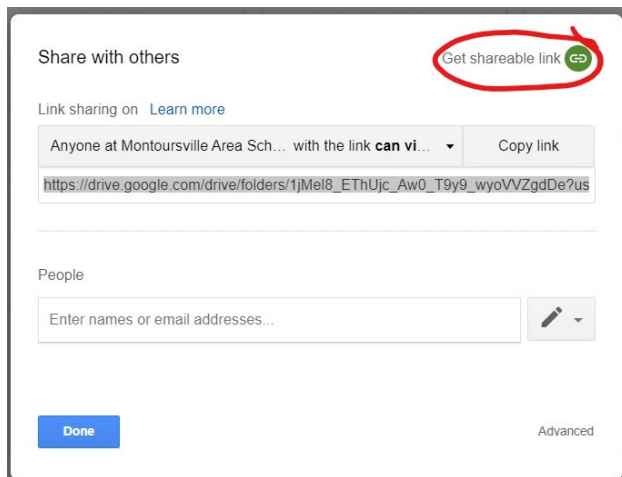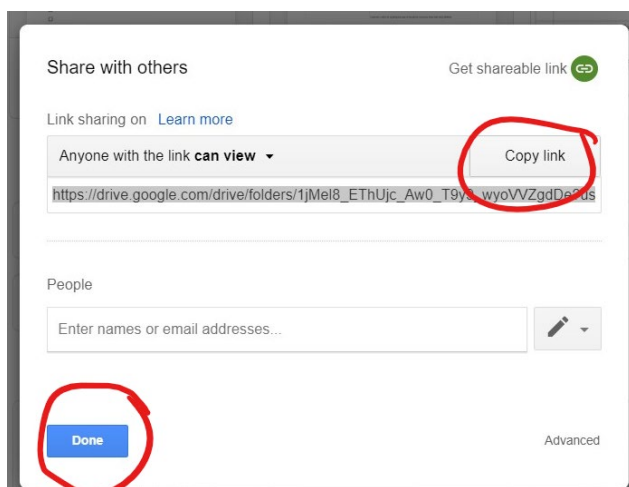
5. Now, click on the box that says "Anyone at Montoursville Area Sch... with the link can vi..." and then click "more" (see below)
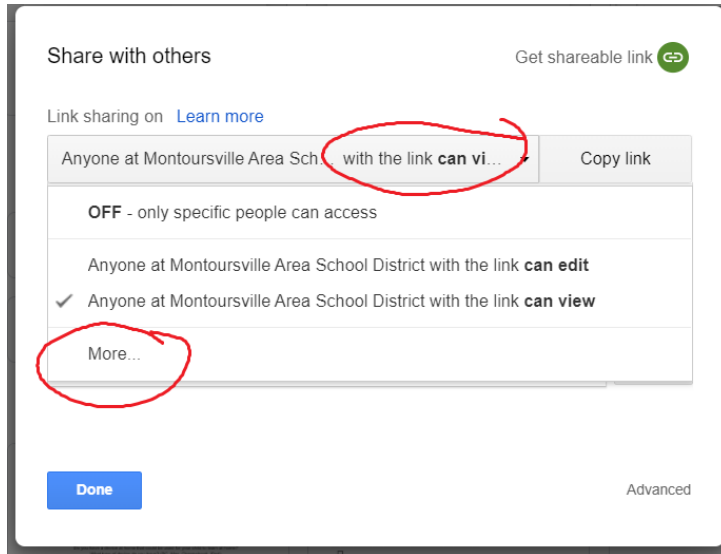
6. From here, you can decide exactly who can access your folder and whether they can edit the contents or just view it. (see below)
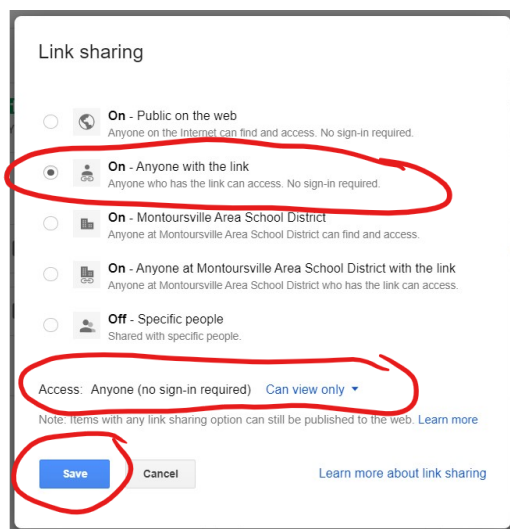
7. Finally, after you have saved your sharing settings, you can copy the link and paste it into an email, on the website, etc. (See Below)

8. In addition to sharing the link, you can also explicitly invite certain people who may need a different set of access than what you have assigned to the link. For example, if you make the link available for all to view, you can then add specific people who need edit capabilities separately. (See below)