



There is a video version of this guide available online at: <https://thelinkingnetwork.org.uk/schools-linking-2020-2021/digital-support/>

Google Drive

Please note. If you want to share files outside your organisation, you'll need to check your G Suite Administrator hasn't disabled this feature.

It's much easier to create a folder and make that shareable then place all the files you want to share inside it. On an iPad you can only share a folder with specific people or groups with Google accounts. On a laptop you can also make a folder shareable to anyone with the link. We'll look at both options.

On an iPad

- Open the Google Drive app. Log in if necessary.
- On an iPad tap the plus in the bottom right and choose Create New Folder.
- Give the folder a name.
- Add the files to the folder by tapping the folder to go inside it. Tap the plus in the bottom right and tap Upload. Choose your files from the photo library.
- To share the folder, tap the three dots next to the folder.
- Tap share then type in the email address of the people/person you want to share with. This has to be a Google account.
- Decide if the person you are sharing with can edit or only view the files.
- Tap the arrow in the bottom right of the box.
- The person you are sharing the files with can go to the Shared with Me section of their Google Drive to see the folder.

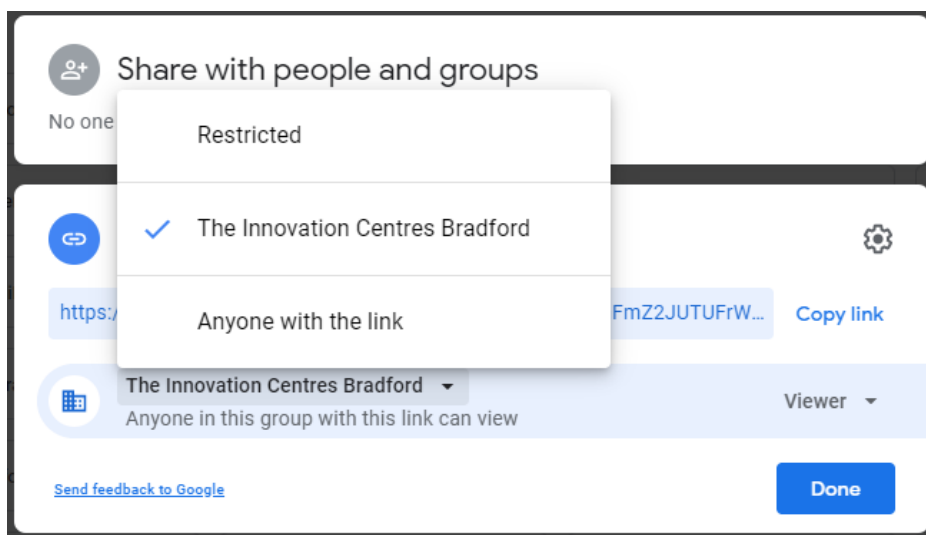
On a PC, Mac or Chromebook

- Go to drive.google.com.
- Click New then Folder. Name the folder.
- Double click the folder to open it.
- Add all the files to the folder you'd like to share. Here is one way to do it. Click New then File Upload. Select all the files you would like to add and upload them.
- Come back out of the folder and share the folder by right clicking on it and choosing Share.
- If the people you are sharing with have Google accounts type in their addresses and decide if they are simply a viewer or if they can edit the files.
- Click send and the named people will be able to see the folder in the 'Shared With Me' section in their Google Drive.



To Create a Link to Google Drive Which Anyone Can Open

- Right click the folder and choose Share.
- Go to the section named Get link at the bottom of the pop up.
- Click Change.
- Now change the settings to Anyone with the link. Decide if they can only view the folder contents or edit it.



Using Google Drive Shared Drives

This is relevant if you are going to be working with colleagues over a longer timescale. It allows you to create a folder where every team member can contribute files. Every person with access will need a Google account.

- Go to the shared drive area on the left of your Google Drive Homepage.
- Click New to create a new shared drive.
- Right click on the new folder and choose Manage Members.

OneDrive from Office 365

Just like Google Drive we'll look at creating a folder and sharing that. This way anything placed inside it is automatically shared.

- Go to Office.com and log in then click on the link to OneDrive.
- Click + and choose Folder. Name the folder.
- Click Upload and upload the files you'd like to share into this folder.
- Click the back button in your browser to come out of the folder.
- Right click the folder and choose Share.
- If you are sharing with a specific person enter their email address.
- Notice that the default is that anyone with this link can edit it. This means anyone could delete files, download or add files. If you don't want this to happen click Anyone with the link and change who you are sharing with. You might also take the tick out of the Allow Editing box.
- You can also copy a link to the folder and send it to anyone.



Send link



Anyone with the link can edit >

Enter a name or email address

Add a message (optional)

Send



Copy link



Outlook

Wetransfer.com

Use this if you don't have access to a Google or Microsoft account. Links you send must be downloaded within two weeks and you are limited to 2 gigabytes per transfer.

- Go to www.wetransfer.com
- Add the file/s you want to send.
- Enter your email address, the address of the person you are sending the files to and optionally a message.
- Click transfer and accept the conditions.
- The recipient will receive an email with a link to download the files.

