



As of March 15, 2025

HOW TO...SHARE FILES AND FOLDERS

If you choose, you may share files with your committee members and others, through your @lcmg.org Google Drive.

A shared drive is a shared space where:

- Members of a shared drive share ownership of any files and folders
- If someone leaves the shared drive, any files they added will stay
- You can still share files and folders with a link or invite


This document provides steps to:

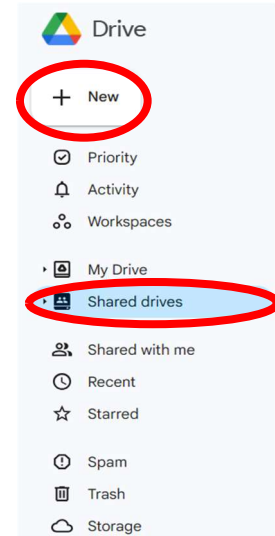
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To create and manage shared drives:


- Anyone with an @lcmg.org Google Workspace Account may create a shared drive.

To create a shared drive:


1. On your computer, go to your Google Drive 
(or URL: <https://drive.google.com>)
2. On the left, click **Shared drives**.
3. At the top left, click **New**.
4. Enter a name for the shared drive.
5. Click **Create**.




To hide a shared drive:

1. On your computer, go to your Google Drive .
2. In the left column, click **Shared drives**.
3. Right-click the shared drive you want to hide and click **Hide**.

To unhide a shared drive:

1. On your computer, go to your Google Drive  (or URL drive.google.com)
2. In the left column, click **Shared drives**.
3. At the top right, click Hidden shared drives.
4. Right-click the shared drive you want to unhide and click **Unhide**.

To delete a shared drive:


1. Before you can delete a shared drive, the shared drive must be empty and you need to be a Manager of the shared drive. To empty a shared drive before you delete it, move the files to "My Drive" or put the files in the trash.
2. On your computer, go to your Google Drive  (or URL drive.google.com)
3. In the left column, click **Shared drives**.
4. Right-click the shared drive you want to delete.
5. Click **Delete shared drive**.

Add & Manage Members Access to a Shared Drive:


There are several member roles available for sharing:

- Manager: Can manage members, & upload, edit, move, or delete all files & folders within the shared drive.
- Content Manager: Can upload, edit, move, or delete all files.
- Contributor: Edit all files & upload new files but can't move or delete files.
- Commentor: Can only comment on all files.
- Viewer: May only view files (no editing privileges).


To add new members of a shared drive:

1. On your computer, go to your Google Drive  (or URL drive.google.com)
2. In the left column, click **Shared drives** & double-click one of your shared drives.
3. At the top, click **Manage members**.
4. Add names, email addresses, or a Google Group. By default, new members will be Content Managers (they can upload, edit, move, or delete all files). NOTE: In order to share files with a Google Group, all members of the Google Group must have a Google Account (@lcmg.org, @gmail.com, etc.)
5. To change the role for a new member, select a roles from the dropdown.
6. To choose to notify new members of their access, click **Notify people**.
7. Click **Send**. If you checked the **Notify people** box, members will receive an email with a link to the shared folder/file.

To manage or remove members of a shared drive: Members who have the Manager role can change what other members can do with a shared drive.

1. On your computer, go to your Google Drive  (or URL drive.google.com)
2. In the left column, click **Shared drives** & double-click one of your shared drives.
3. At the top, next to the name of your shared drive, click the Down arrow.
4. Click **Manage members**.
5. To the right of the person you want to change, click the Down arrow.
6. Select a role or **Remove**.
7. Click **Save**.


To email all members of a shared drive:

1. On your computer, go to your Google Drive  (or URL drive.google.com)
2. In the left column, click **Shared drives** & double-click one of your shared drives.
3. At the top, next to the name of your shared drive, click the Down arrow.
4. Click **Email members**.
5. Enter your message and click **Send**.

Add, Create, Move, and Delete files in a shared drive:

To add or create files, you need to be either a Manager, Content Manager, or Contributor of the shared drive. To delete files, you need to be a Manager or Content Manager for the shared drive.



To add or create a file:

1. On your computer, go to your Google Drive  (or URL drive.google.com).
2. At the left, click **Shared drives** and click one of your shared drives.
3. At the top left, click **New**.
4. (Option 1) If you want to create a new file, click the type you want to create (Docs, Sheets, Slides, etc.). If you want to create a new folder, click **New Folder**, type in the name of the new folder, and click **Create**.
5. (Option 2) If you want to upload an existing file or folder from your computer, click the type you want to upload ("**file upload**" or "**folder upload**"). This should bring up your File Explorer Window (PC) or Finder Window (Mac) – find the file or folder to upload and select it.



NOTE: If you upload a file with the same name as a file already loaded on the Drive, Google Drive will upload the file as a revision of the file already in Google Drive. To keep both files:

- a. On your computer, go to your Google Drive
- b. Upload a file.
- c. Click **Keep as separate file**.

To move a file within your Google Drive:




1. Open your **Google Drive** and select the file.
2. Click **More**  > **Move to** .
3. Select the folder and click **Move** or **Move here**.
4. You may also drag files and folders to a folder in My Drive on the left-side menu.

To delete a file:



1. On your computer, go to your Google Drive  (or URL drive.google.com).
2. Select the file you want to delete and Click **Move to Trash**. 
3. If you're in a Shared drive, select the file you want to delete & click **Delete for everyone**.
 - If you own the file, anyone you've shared it with can make a copy.
 - If you don't own the file, removing the file from your Drive only removes it from you.

NOTE: After a file has been in the Trash for 30 days, it will be deleted forever.
Managers of the shared drive can delete files in the trash at any time.


To restore a file:

1. On your computer, open your **Google Drive**. 
2. From the left-side menu, click on **Trash** .
3. Click the file you want to restore.
4. At the top, click **Restore**  Tip: you can sort your trashed files by trashed date to find the oldest or newest files trashed.
5. You can find restored files in their original location. If the original location no longer exists, look in "My Drive."

To Permanently Delete a File: You may also permanently delete a file or Empty Your Trash. After you permanently delete a file, anyone you've shared the file with will lose access to it.

1. On your computer, go to your **Google Drive**.
2. From the left-side menu, click on **Trash** .
3. Click the file to permanently delete.
4. At the top, click **Delete Forever** .

Empty Your Trash

1. On your computer, go to your **Google Drive**.
2. From the left-side menu, click on **Trash** .
3. Make sure there are no files you want to keep.
4. At the top right, click **Empty Trash**. Tip: if you don't find "Empty trash," on the top next to Trash, click the **down arrow** then **Empty Trash**.



Search for files in Drive:

1. On your computer, go to your **Google Drive**.
2. (Optional) To narrow your search, use these filter options available on your screen:
 - **Type:** search by file type (e.g., Documents, PDFs, Shortcuts, etc.)
 - **People:** search by people associated with the file
 - **Modified:** search by the date a file was last modified
3. In the search box at the top of your screen, type a word or phrase. Suggestions appear as you type. To see more search options, click **Advanced Search**.



Share Files and Folders in Google Drive:

You can share folders inside a shared drive only if you are a Manager or Content Manager of that shared drive. By sharing folders, other drive members can open or add to the folders. File and folder permissions are shared with the folder under which they're saved. When you change permissions for a file or folder, you might affect the parent folders too.


To share a file:

1. On your computer, go to your Google Drive  (or URL drive.google.com)
2. Select the file you want to share. Click **Share** or Share .
3. Enter the email address or Google Group you want to share with.
4. To decide what role people will have on your file, select **Viewer**, **Commentor**, or **Editor**.
 - a. Viewer: people can access but can't change or share the file with others.
 - b. Commentor: people can make comments and suggestions, but can't change or share the file with others.
 - c. Editor: people can make changes, accept or reject suggestions, and share the file with others.
5. Choose to notify people.
 - a. If you want to notify people that you shared an item with them, check the box next to "Notify people." If you notify people, each email address you enter will be included in the email.
 - b. If you don't want to notify people, uncheck the box next to "Notify people."
6. Click **Send** or **Share**.


To share a link to a file in Drive: you can choose if your file should be available to anyone or restricted to only the people with access. If you allow access to anyone with a link, your folder won't restrict who can access it.

1. On your computer, go to your Google Drive  (or URL drive.google.com)
2. Select the file you want to share. Click **Share** or Share+.
3. Enter the email address or Google Group you want to share with.
4. To decide what role people will have with your file, select **Viewer**, **Commentor**, or **Editor**.
 - a. Viewer: people can access but can't change or share the file with others.
 - b. Commentor: people can make comments and suggestions but can't change or share the file with others.
 - c. Editor: people can make changes, accept or reject suggestions, and share the file with others.
5. Click **Done**.

To stop sharing your files in Drive:

6. On your computer, go to your Google Drive  (or URL drive.google.com)
7. Click **Shared with me**.
8. Any folders or files shared with you from other @lcmg.org users will appear here.

To find folders shared with you:

9. On your computer, go to your Google Drive  (or URL drive.google.com)
10. Click **Shared with me**.
11. Any folders or files shared with you from other @lcmg.org users will appear here.



To move content in shared drive folders:

1. When you move shared files and folders around in shared drives, user access permissions may change. This also happens when you move shared files or folders into the "My Drive" location.
2. Only Managers can move folders into or between shared drives.
3. Content Managers can move folders around within a shared drive.
4. To move a file or folder, click once and hold down the cursor over the item to be moved. While still holding down the mouse button, drag the folder or file to the location where you want it to go. Release the mouse button when complete.


Share files with external users (non-@lcmg.org accounts)

You can share files in a shared drive with people who are not members of your shared drive.

To share with specific people:

5. On your computer, go to your Google Drive  (or URL drive.google.com)
6. Select the file you want to share.
7. Click **Share** or Share 
8. Enter the email address or Google Group you want to share with.
9. To decide what role people will have on your file, select **Viewer**, **Commentor**, or **Editor**.
10. Choose to notify people and click **Send** or **Share**.

To allow general access to the file: You can choose if your file should be available to anyone or restricted to only the people with access. If you allow access to anyone with a link, your folder won't restrict who can access it.

1. Select the file you want to share.
2. Click **Share** or Share 
3. Under "General Access," click the Down arrow.
 - a. If you choose "Restricted," only people with access can open with the link (you are providing people with a link to access the file and they must use the link each time to access).
 - b. If you choose "Laramie County Master Gardeners," anyone with an @lcmg.org account with a link can view the file.
 - c. If you choose "Anyone with the link," anyone on the internet with the link can view.
 - d. You may also choose a role (Viewer, Commentor, or Editor – the default is Viewer).
4. Click **Done**.