



# How-To-Document Resource: *How to securely sharing information from Google Drive*

## Securely sharing information from Google Drive

When sharing sensitive information, please follow these guidelines.

When creating files and folders in Google Drive, do not place sensitive information in the title.

When sharing files or folders containing PII, restrict access to just those who require access. Do not select the options of Public or Anyone with the link, when sharing files or folders containing PII.

Please review the steps below to share a document with specific people.

**Step 1.)** Either click on the dropdown arrow next to the folder name or click on the three dots to the right of the screen to display the menu options. Once the menu is available, click on the Share button.

Name	Owner	Last modified	File size	Actions
DRIVE_ENCRYPTION	me	Aug 19, 2018	me	Share, Download, Print, Star, More actions
GlobalProtect_VPN_Software	me	Aug 21, 2018	me	More actions
GOOGLE_DRIVE_DOWNLOADING	me	Aug 19, 2018	me	More actions
GOOGLE_DRIVE_UPLOADING	me	Aug 19, 2018	me	More actions
SECURE_PRINT_TO_COPIER	me	Aug 19, 2018	me	More actions
SHARING_SECURELY	me	Oct 24, 2022	me	More actions

**Step 2.)** Enter the email addresses of those people with who you wish to share the file or folder within the text field.

Share "SHARING\_SECURELY"

Add people and groups

People with access

- Chris Hubinsky (you) - Owner  
chris.hubinsky@trumbullesc.org

General access

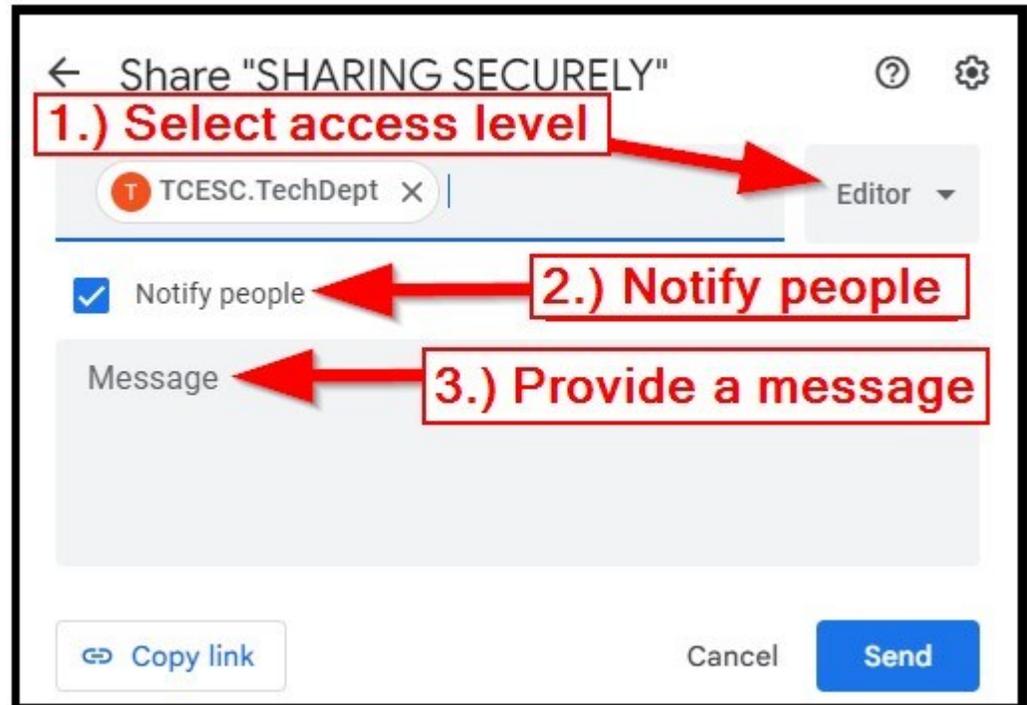
Restricted (Default Setting)  
Only people with access can open with the link

Copy link Done

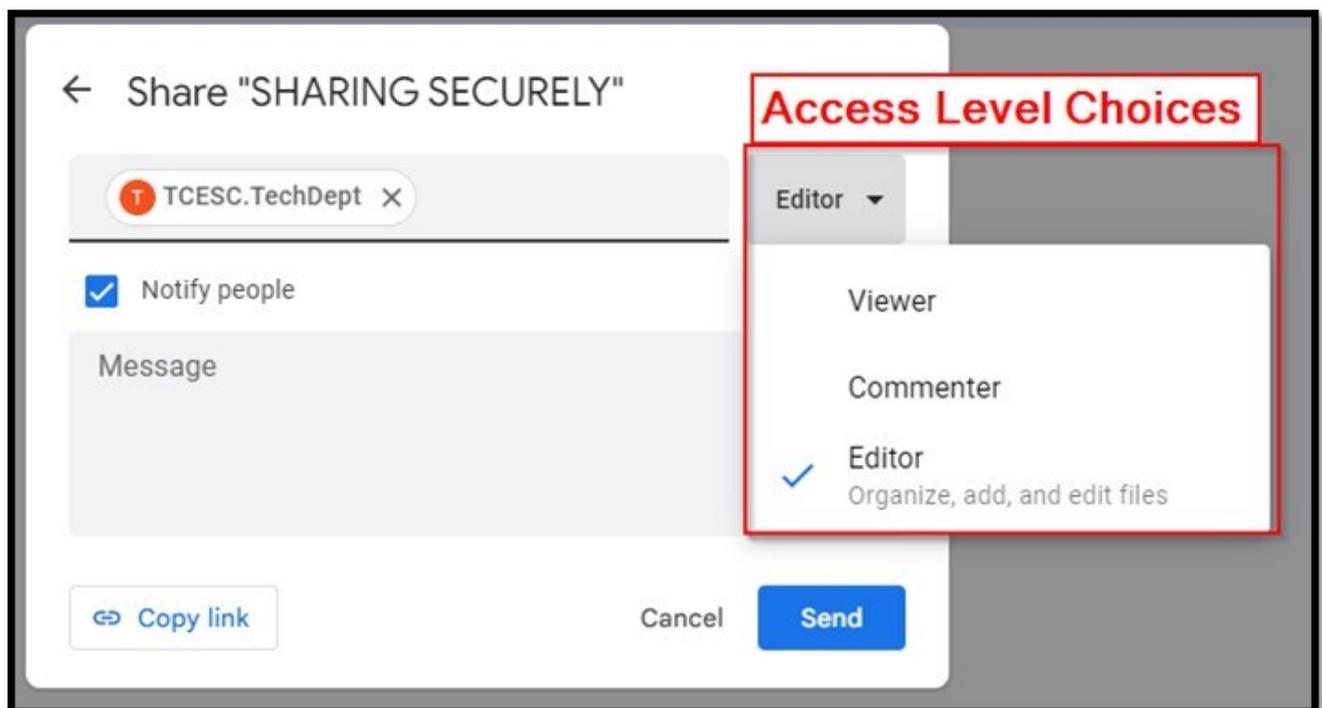


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**Step 3.)** Upon entering email addresses, you can modify the level of access, notify people and provide a message.



Click on the *Editor icon* and select the appropriate level of access.



Modify the message as needed for the user(s) and click *Send*.