



## Sharing a Document Hosted in docs.georgefox.edu

Documents you create in **docs.georgefox.edu** can be shared with individuals, all members of George Fox University or the public. You can also control who has editing permissions.

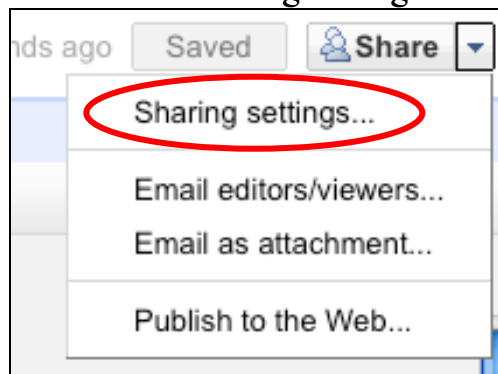
### *Creating a Document*

1. In your browser, go to **docs.georgefox.edu**.
2. Log in with your George Fox username and password.
3. In the upper left corner, click **Create new**, and choose the type of document to create.

### *Sharing the Document*

When you create and save a document, you automatically become the owner of that document. Your next step is to decide the level of sharing you want to permit by using the **Sharing settings**.

1. In the top right corner of your screen you will see a **Share** drop down menu. Select **Sharing settings**.





- By default, the document is private. If you want to privately share the document, type in the names of individuals in the **Add people** box and click on **Share**:

**Sharing settings**

**Permissions:**

Private - Only the people listed below can access [Change](#)

Gloria Doherty (you) Is owner

Add people: [Choose from contacts](#)

gloria do | Can edit ▾

**"Gloria Doherty" <gdoherty@georgefox.edu>**

Send a copy to myself

Paste the item itself into the email

Send email notifications (recommended)

**Share** Cancel

Editors will be allowed to add people and change the permissions. [Change](#)

- If you want more sharing options, click on **Change**:

**Sharing settings**

**Permissions:**

Private - Only the people listed below can access [Change](#)

Gloria Doherty (you) Is owner



4. Select the appropriate level of sharing, check the **Edit access** box if you want to allow anyone who has access to edit the document, and click on **Save**:

**Sharing settings**

**Visibility options:**

- Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- George Fox University**  
People at George Fox University can find and access.
- People at George Fox University with the link**  
People at George Fox University who have the link can access.
- Private**  
Only people explicitly granted permission can access. Sign-in required.

**Edit access:**

Allow anyone within George Fox University to edit

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)

5. This will produce the link that you can share in an email, on a web page, or in FoxTALE:

**Sharing settings**

**Paste this link in email or IM (allows editing):**

<https://docs.google.com/a/georgefox.edu/document/d/1F4Ytp5iUpMdHHRdEh2z> [Reset link](#)

**Permissions:**

People at George Fox University who have the link can **edit** [Change](#)