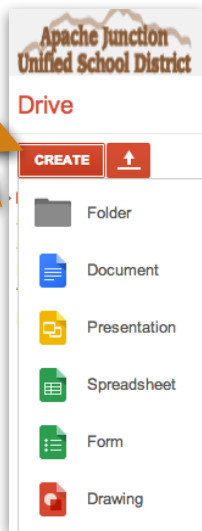
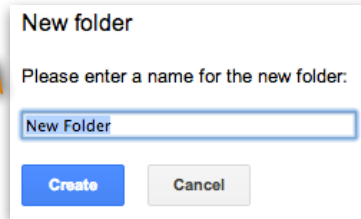


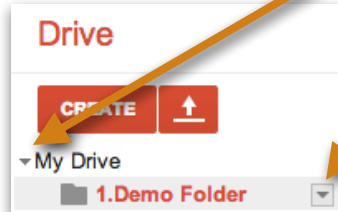
1. Create new folder



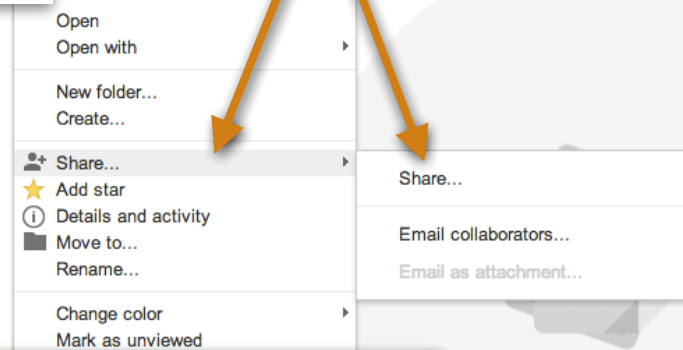
2. Type in name of new folder, then click "Create"



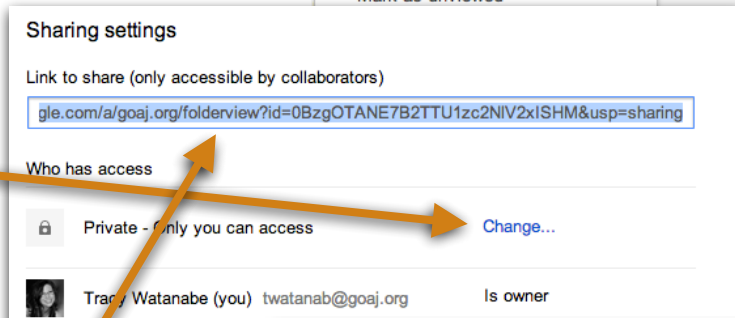
3. Find new folder in Google Drive (may need to select drop down menu to view)



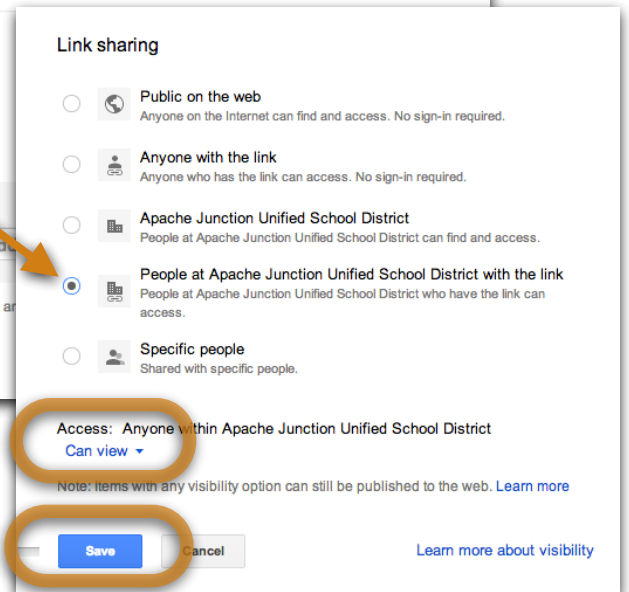
4. Hoover mouse over drop down from folder to see menu to share. Select "Share".



5. Change "Private - Only you can access" settings — Click "Change"



6. Select "People at AJUSD with the link" — make sure it is on "Can view" — Click "Save"



7. When it takes you back to prior page, copy the link to share with others. Note: you may want to paste the link on your School World Site for students to access.

8. Click "Done"

