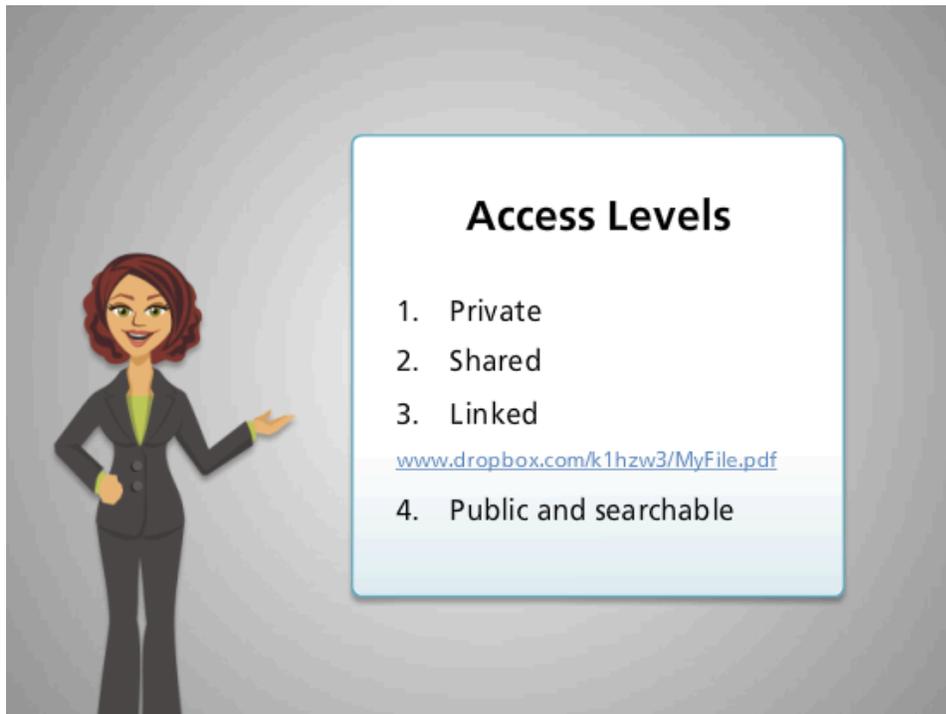


Sharing



Let's take a look at sharing files in the cloud. When sharing files, you can decide who has access to the file, and who can make changes to it.

Although each service is different, there are usually several levels of privacy to choose from. These are sometimes called access levels.

First, you have completely private: only you can see it, and you'd have to type in your username and password at some point. This is the default, so you don't have to make a change to keep something private.

Then, you could share it with specific people using their email addresses, and they would have to log in with their own accounts to see it.

You could also create a public link to a file: anyone that has the link can visit it and would not have to sign in. Although you can choose who you give the link to, it would be possible for them to share that link with others without asking you.

Finally, you could make the file truly public. Then people could search for it and might come across the file even if they haven't been given the link.



There are also several common levels of file permissions, which controls whether or not people can make changes to your file.

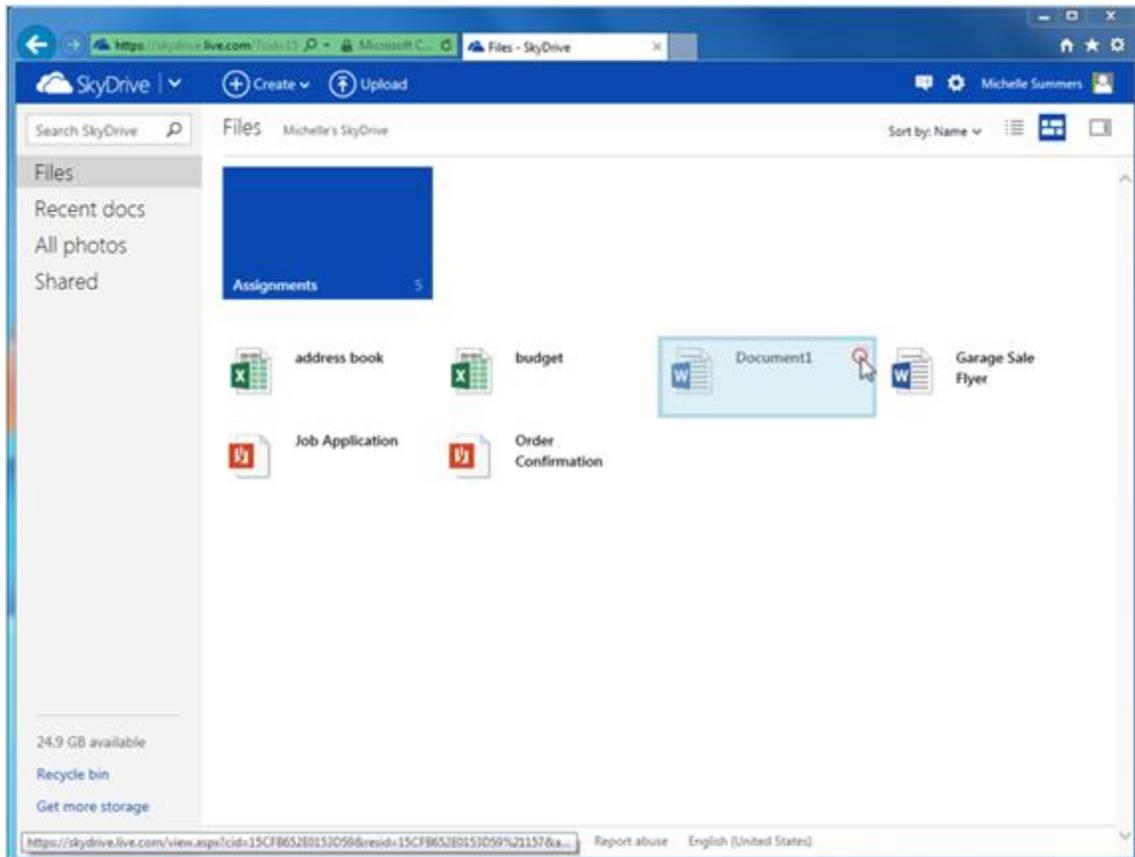
First is a “read-only” file. That means they can read it, save it, print it, but they can’t make any changes to your copy of the file.

Some services have a “comment only” setting. They can add comments to your file, but they can’t change what you’ve written.

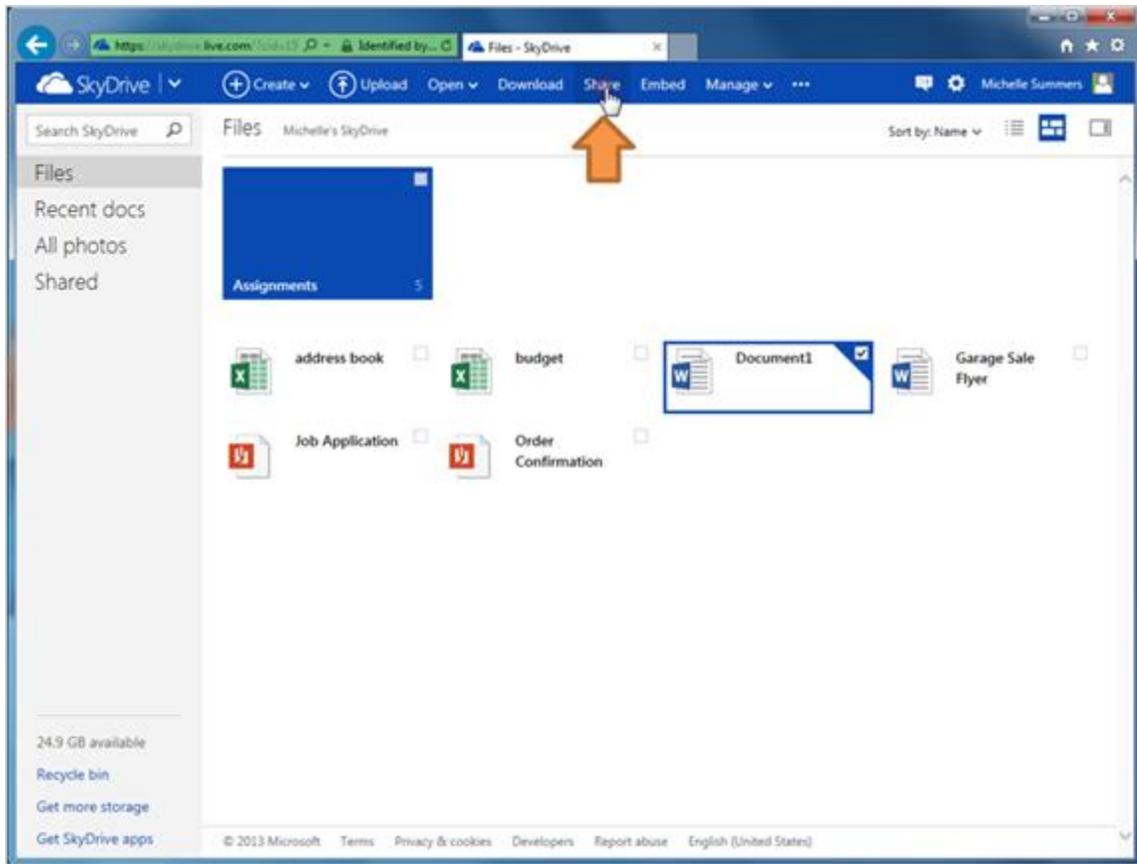
Next, they could have full editing privileges. They can change the text, but they can’t delete the file completely.

Finally, some services let you share ownership. Then they could delete files completely or sometimes add their own files to a shared location.

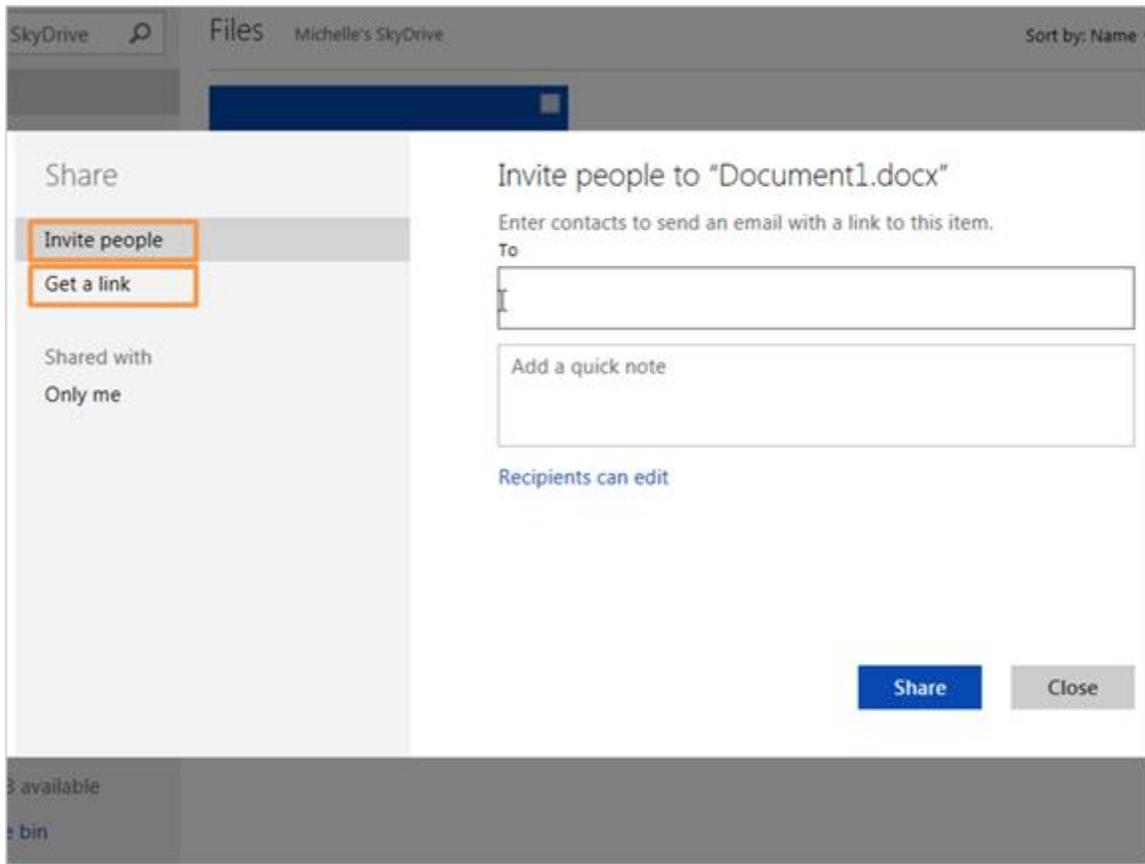
In case files are accidentally deleted, or you don't like the changes someone has made, cloud storage services usually let you recover the old versions of a file.



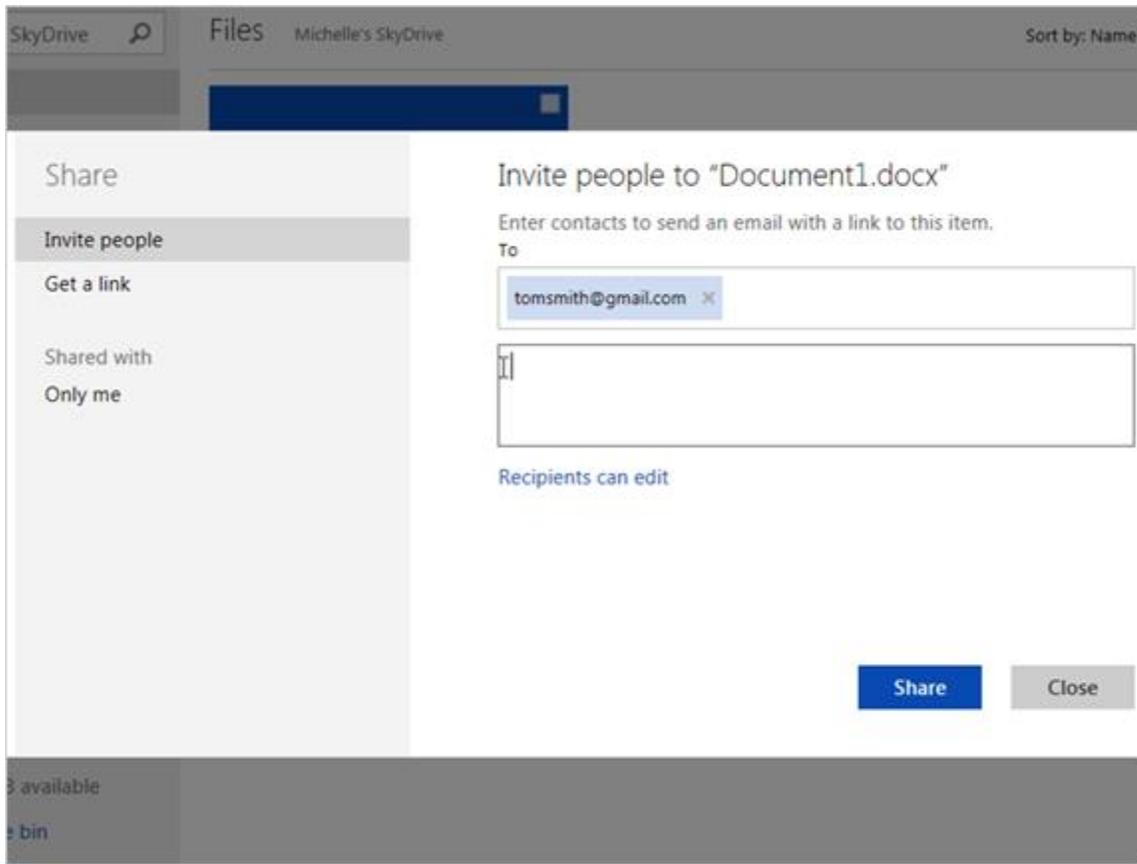
Let's look at SkyDrive first. Michelle clicks on the checkmark by a document to select it.



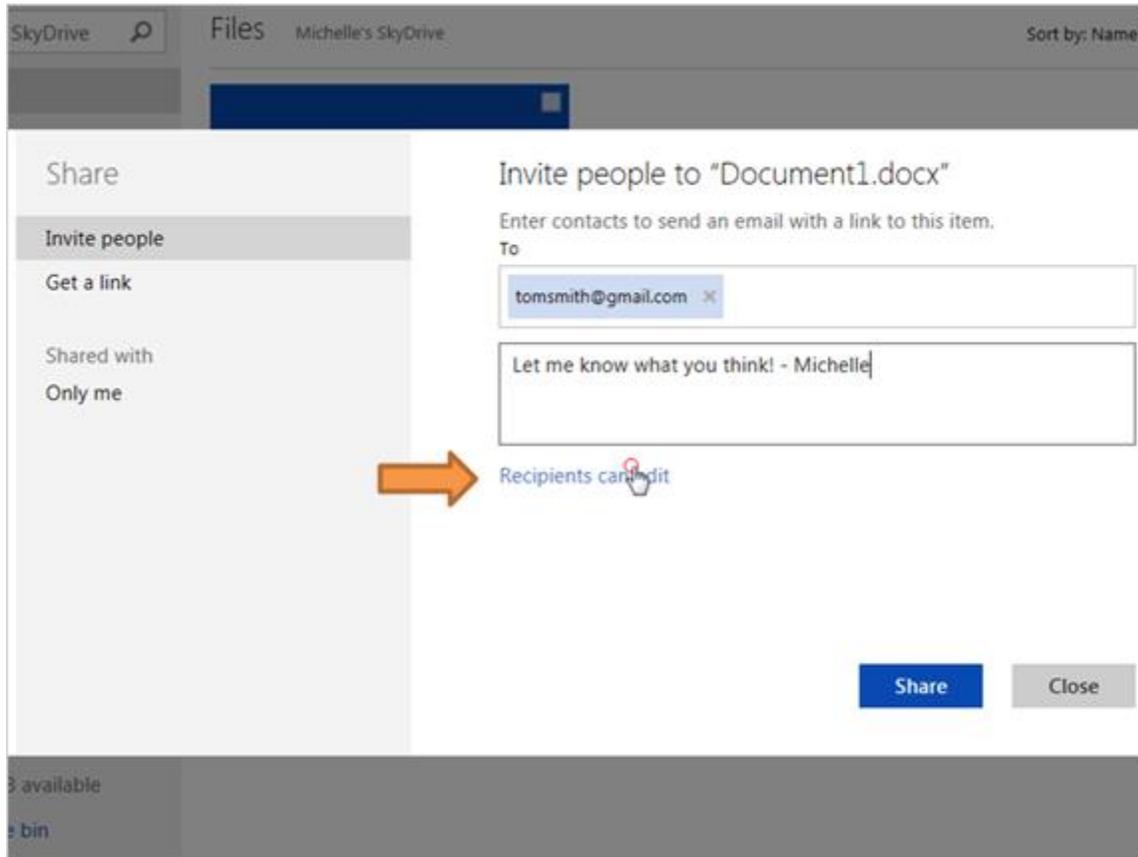
Then she'll click on Share at the top to see her options.



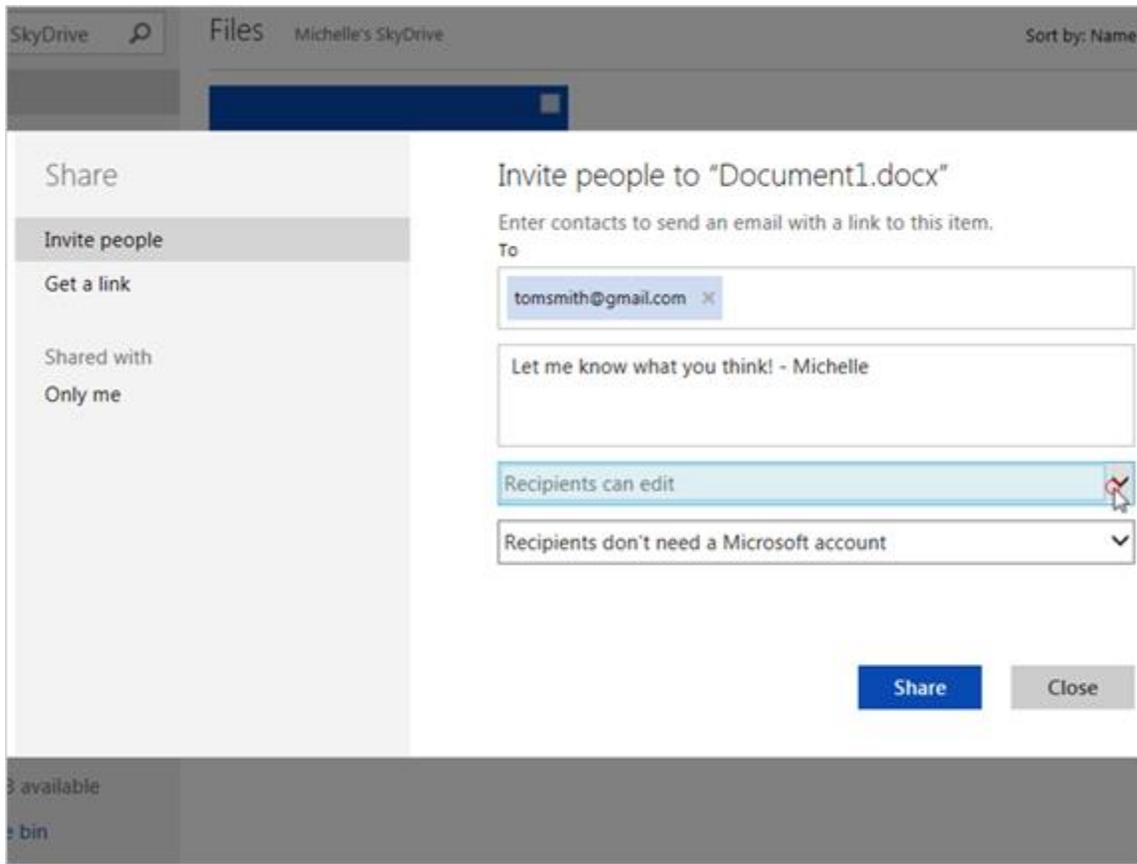
Now she could Invite specific people, or get a public link to share. We'll look at sharing with a specific person. She'll type an email address out in the To field.



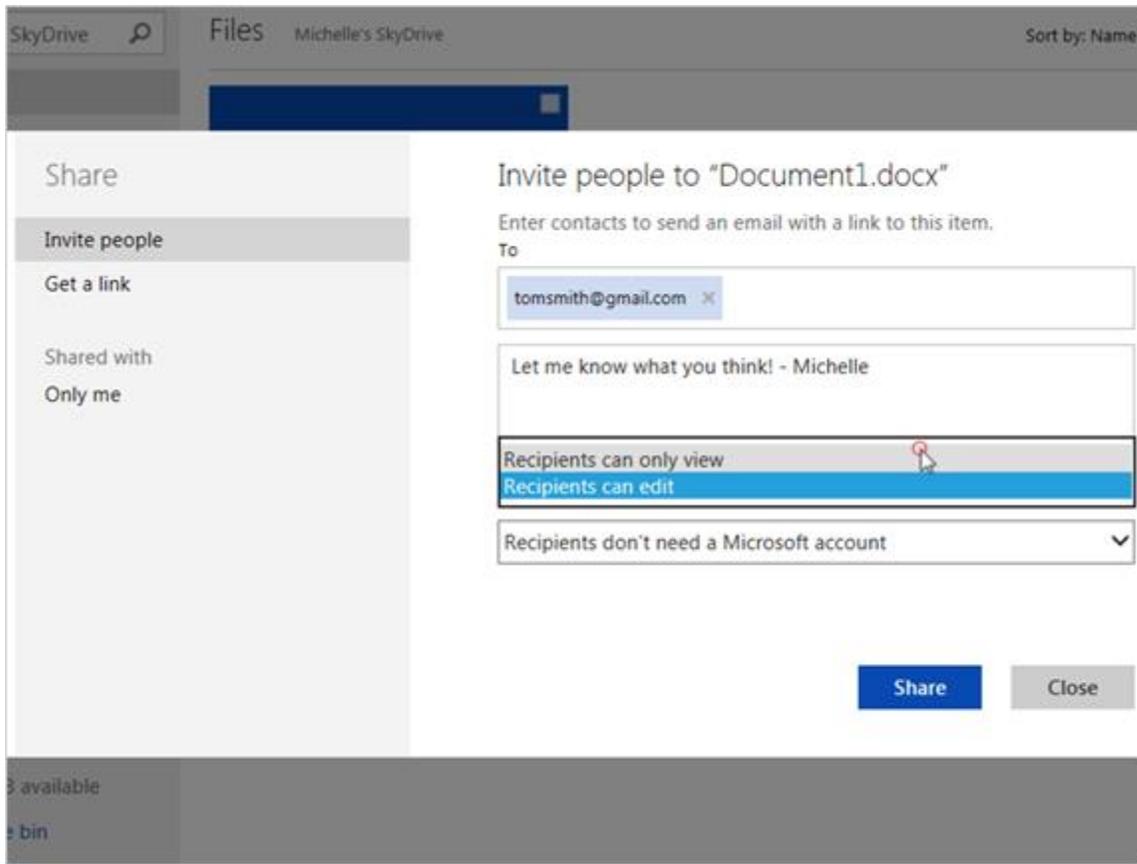
She can write a note about the file to be included in the email.



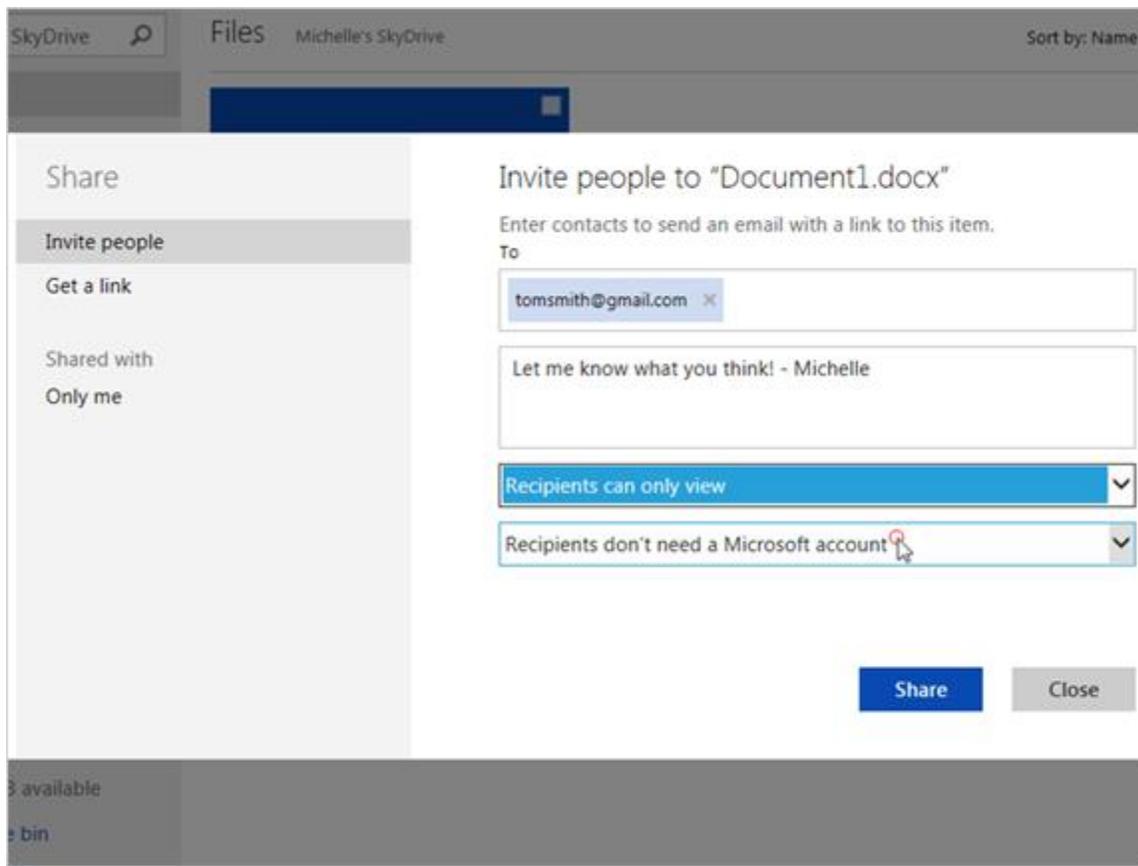
By default, they'll be able to edit the file. Michelle clicks on the link to see her other options.



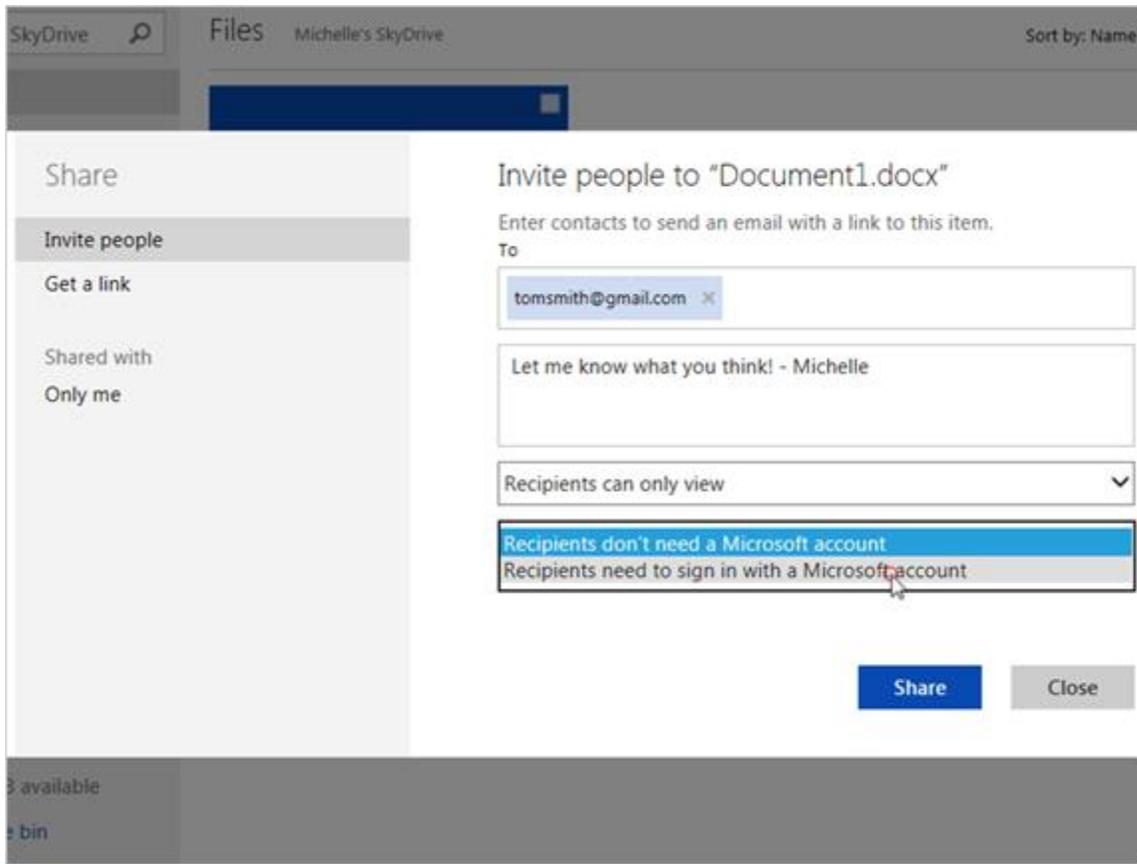
Now she'll click on the down arrow.



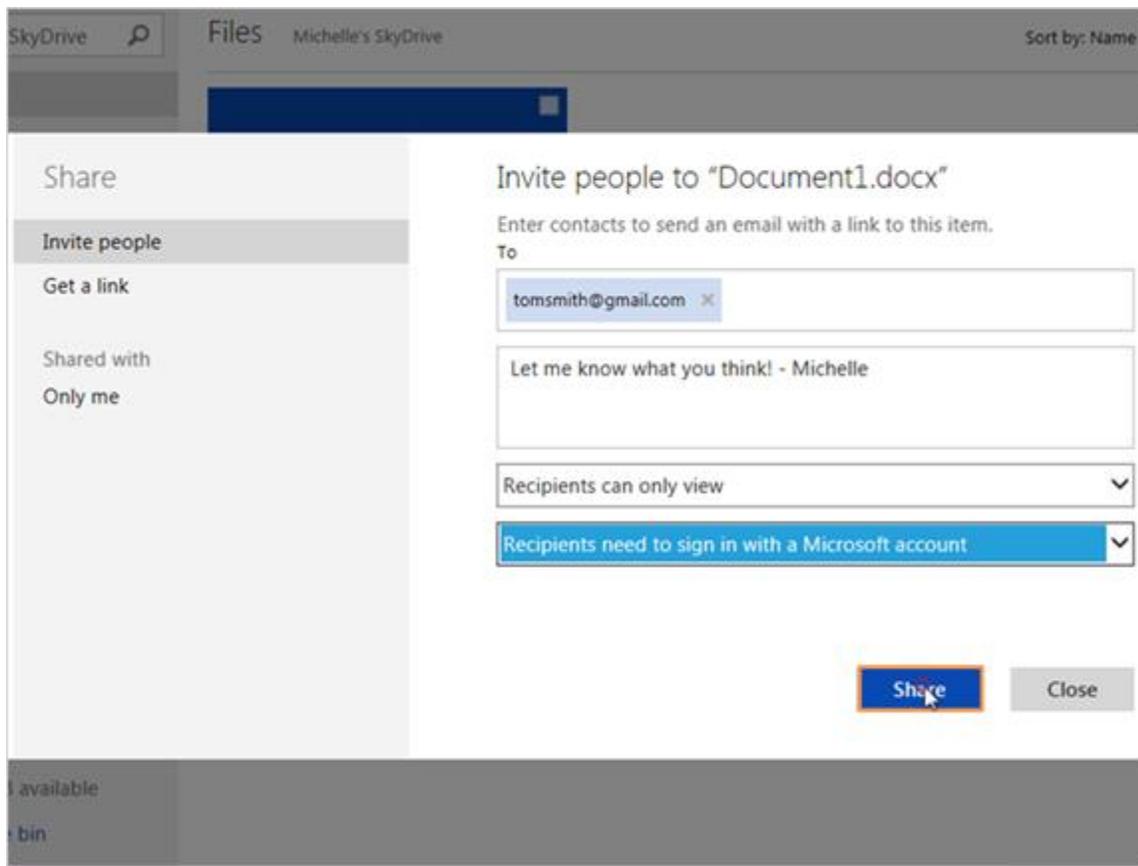
She could change it to “Recipients can only view,” which would mean it is a “read-only” file.



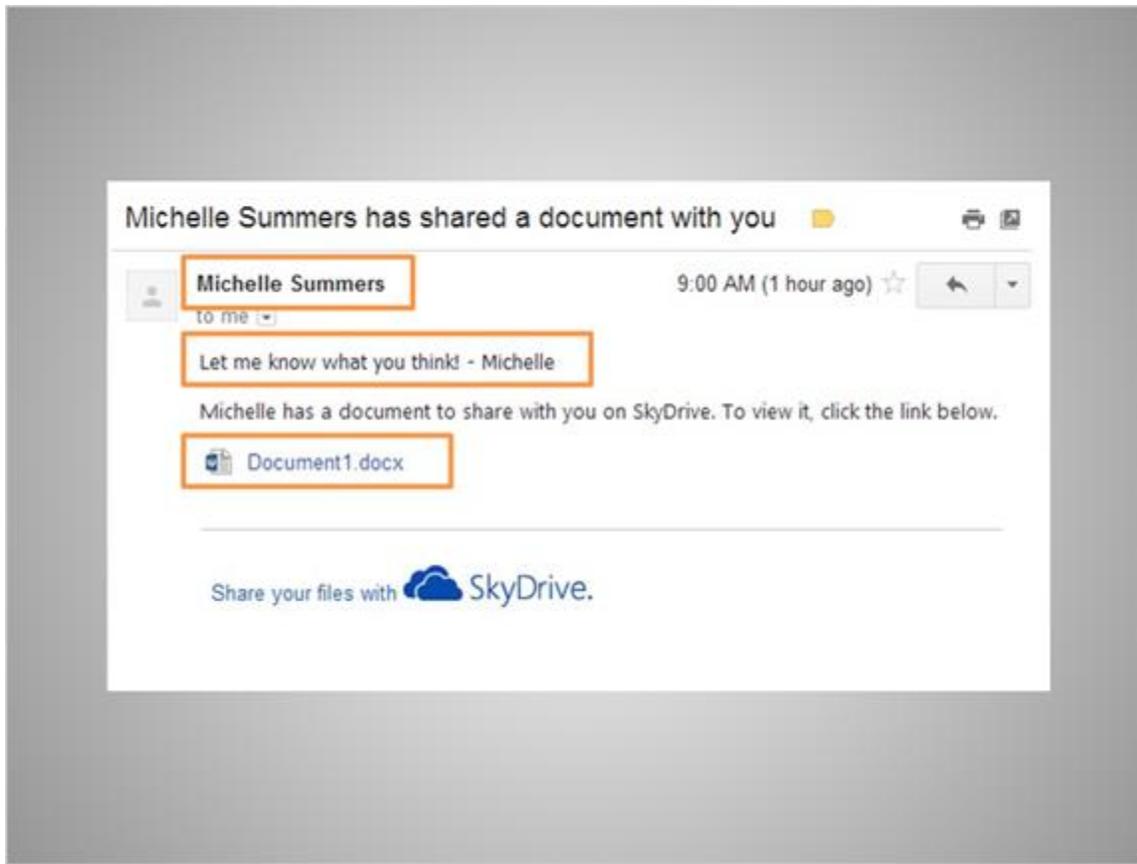
Then she can choose whether or not they need to have their own Microsoft Account, which is the same as a SkyDrive account.



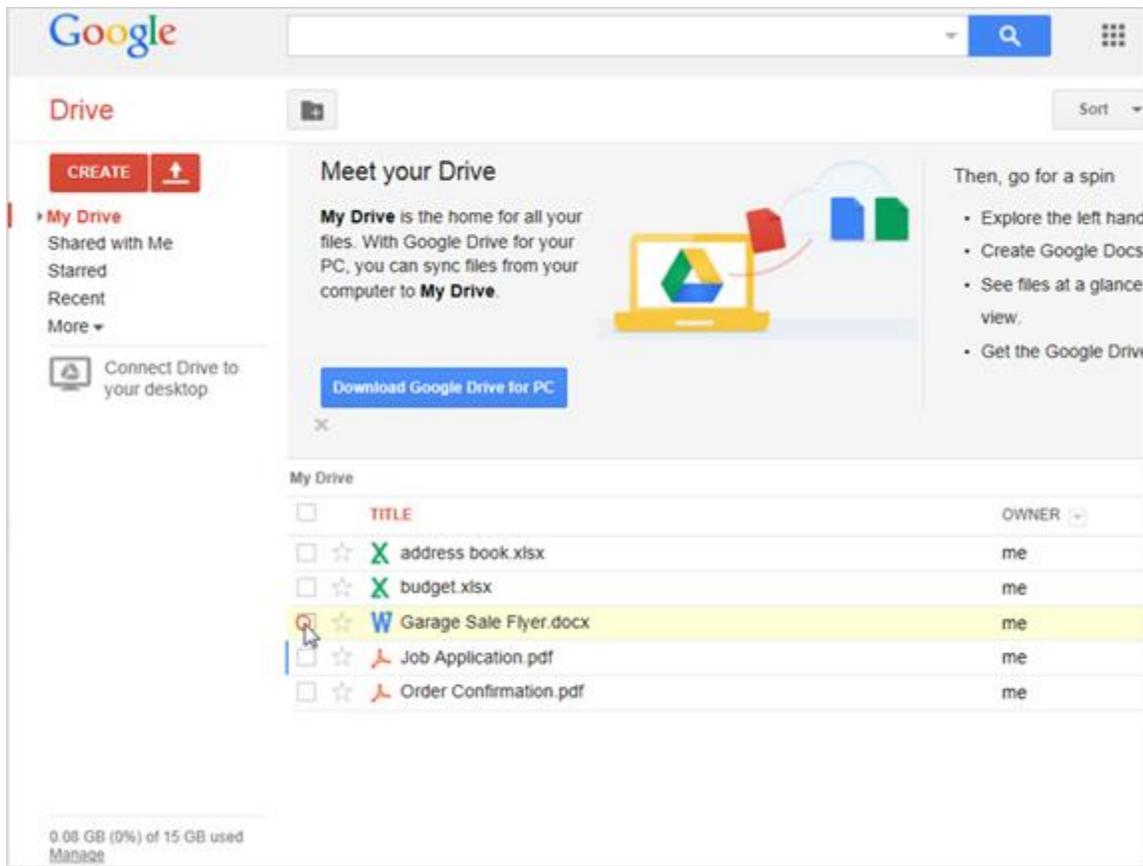
She decides to make them sign in with a Microsoft account.



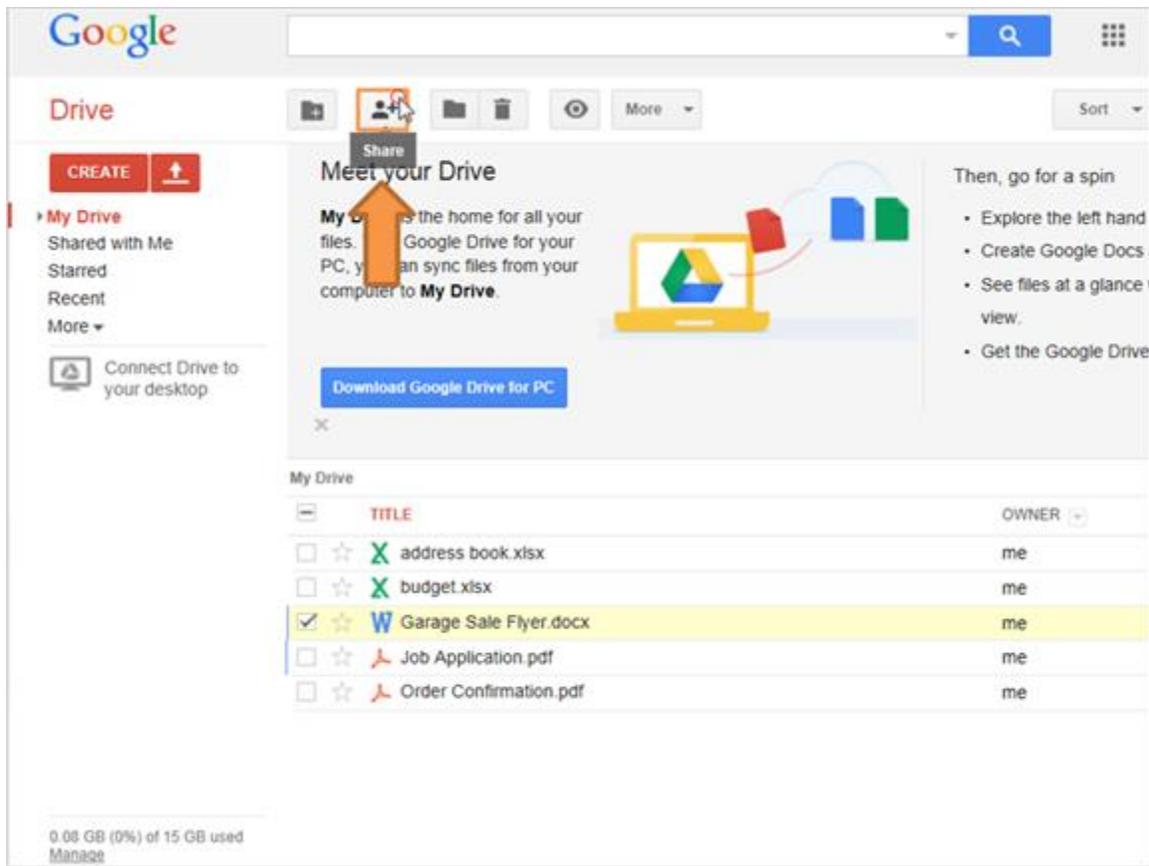
Then she'll click on Share.



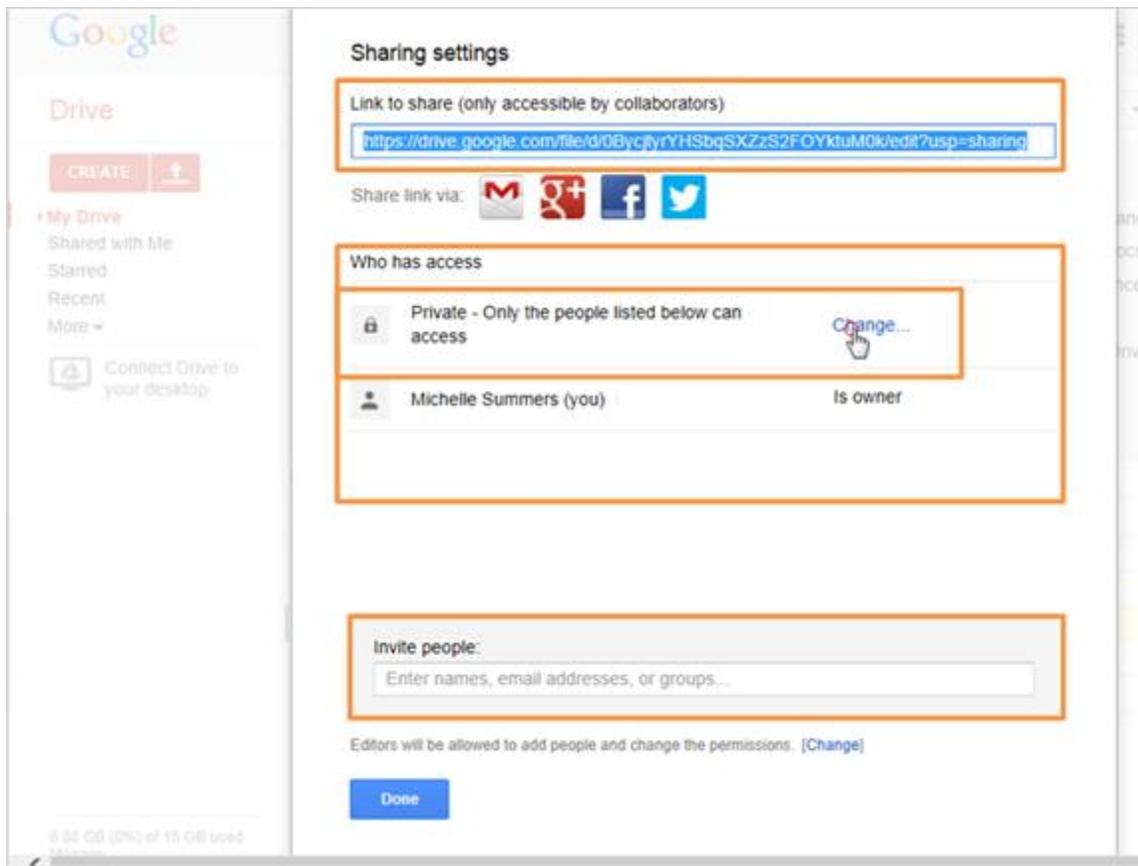
The person she sends it to will receive an email like this one. They can see who it is from and read the note that Michelle added. Then they could click on the link to see the file.



Now we'll look at getting a link for a file in Google Drive. First, Michelle clicks in the checkbox to select a file.



Then she'll click on the Share icon, which looks like a person with a plus sign.



The link is already at the top, and people who have access are listed below. Michelle is the only one right now. She could add other people at the bottom by typing in their email addresses, just like she did in SkyDrive.

Right now, only people who are listed can see the file, even with the link. That's because it's set to Private by default.

Michelle clicks on Change to see her other options.

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.

 **Private**
Only people explicitly granted permission can access. Sign-in required.

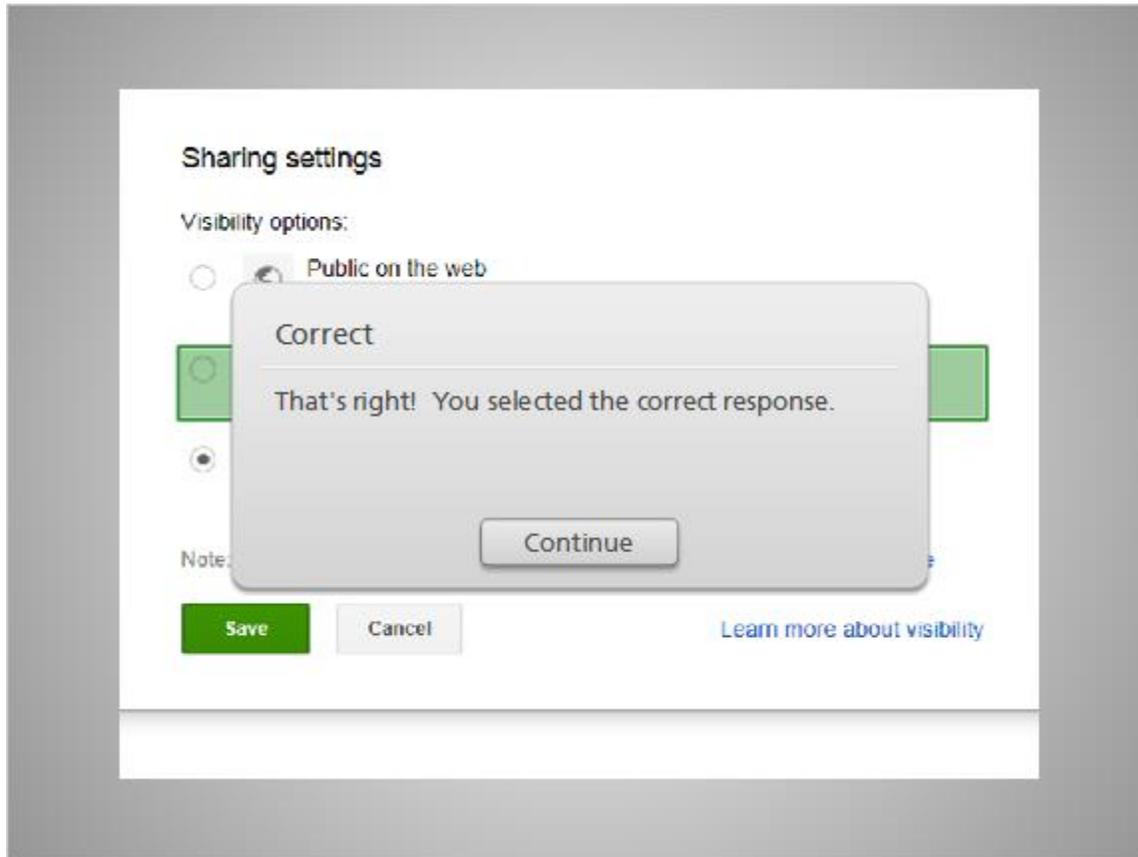
Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

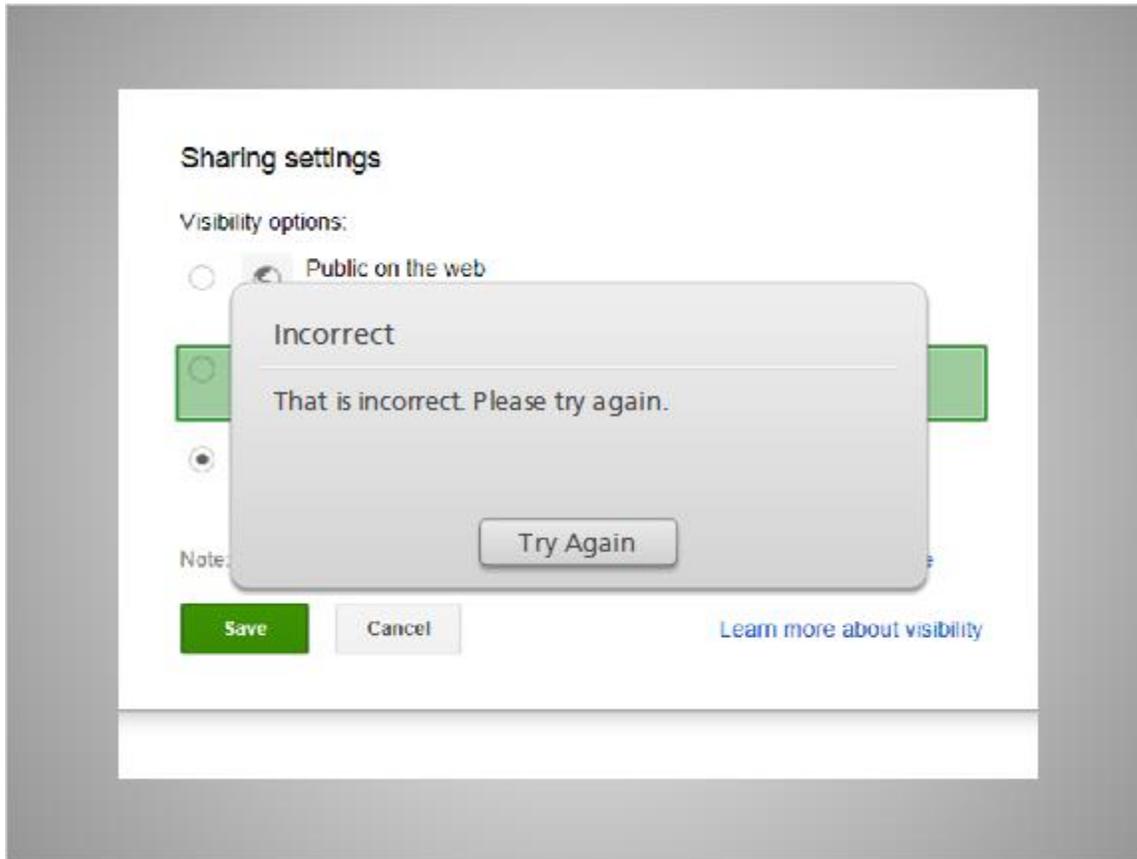
Cancel

[Learn more about visibility](#)

Correct (Slide Layer)



Try Again (Slide Layer)



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.
-  **Private**
Only people explicitly granted permission can access. Sign-in required.

Access: Anyone (no sign-in required) Can view ▾

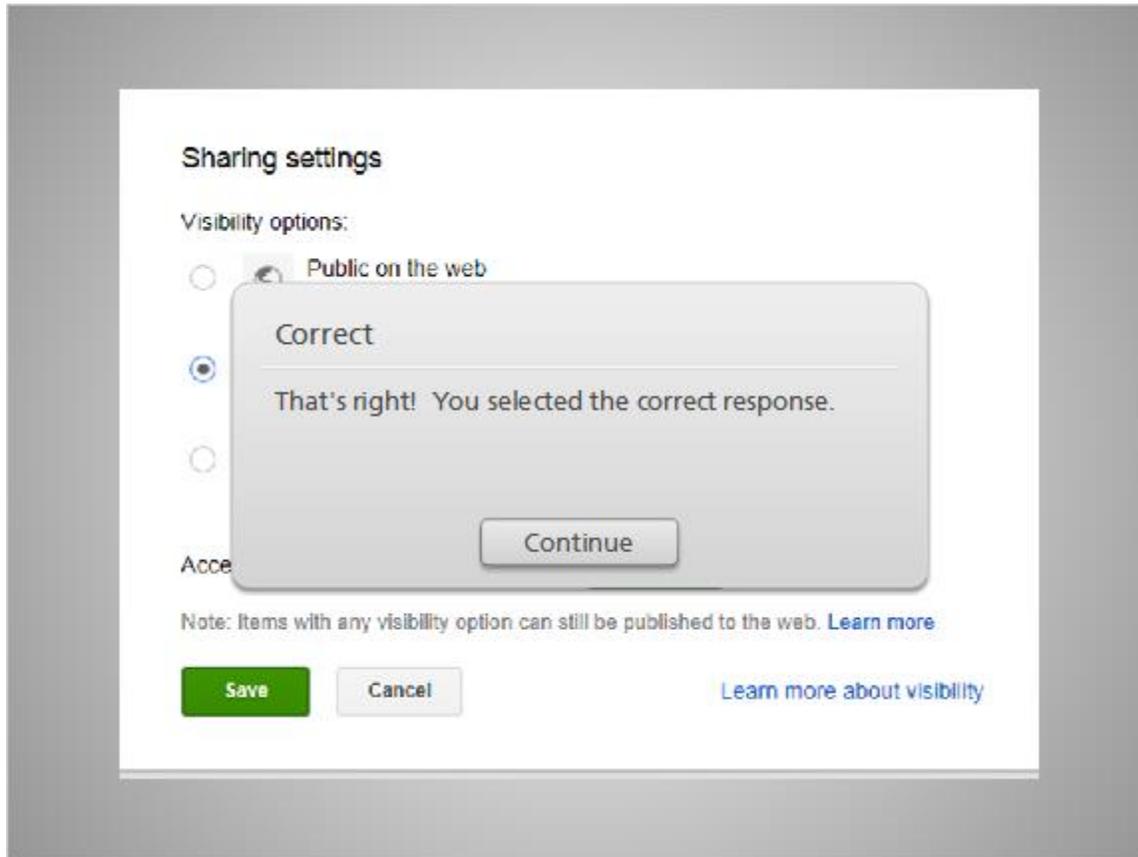
Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

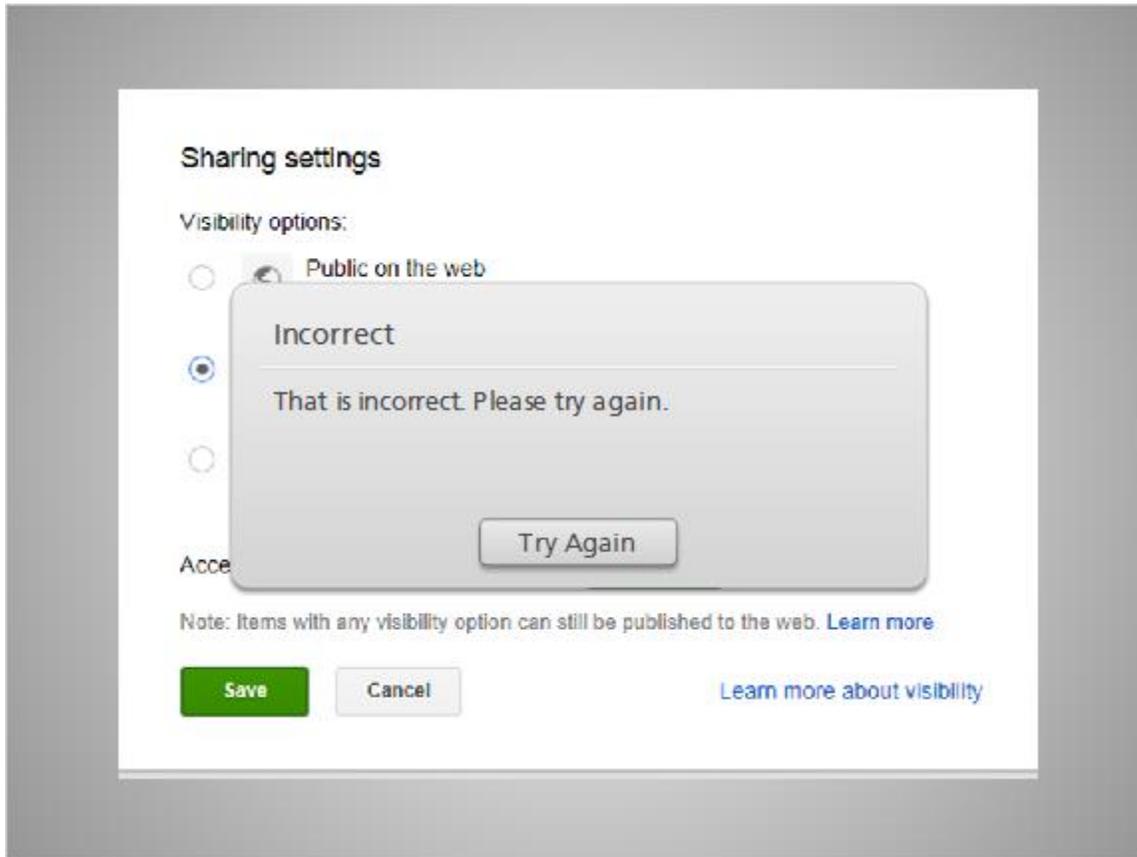
Cancel

[Learn more about visibility](#)

Correct (Slide Layer)



Try Again (Slide Layer)



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 this item. **Can edit**
Can comment
 Can view
-  **Private**
Only people explicitly granted permission can access this item. No sign-in required.

Access: Anyone (no sign-in required)

Can view ▾

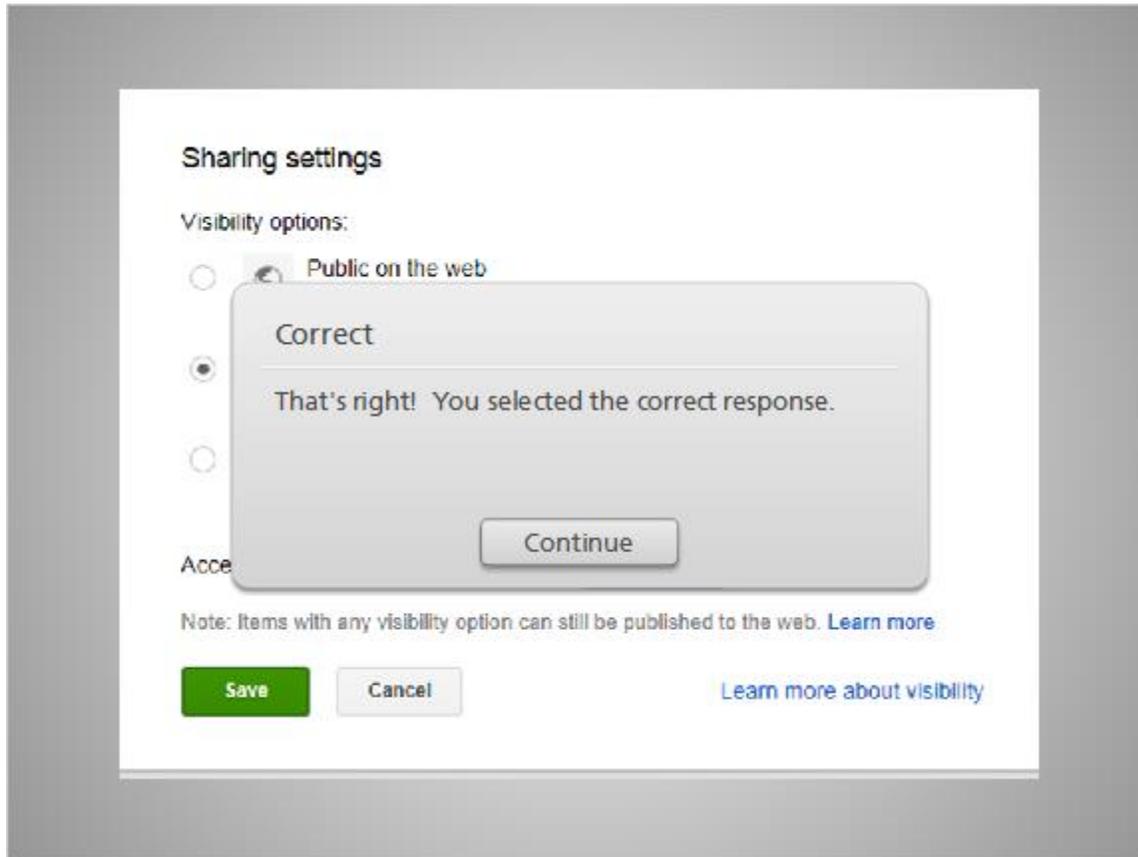
Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

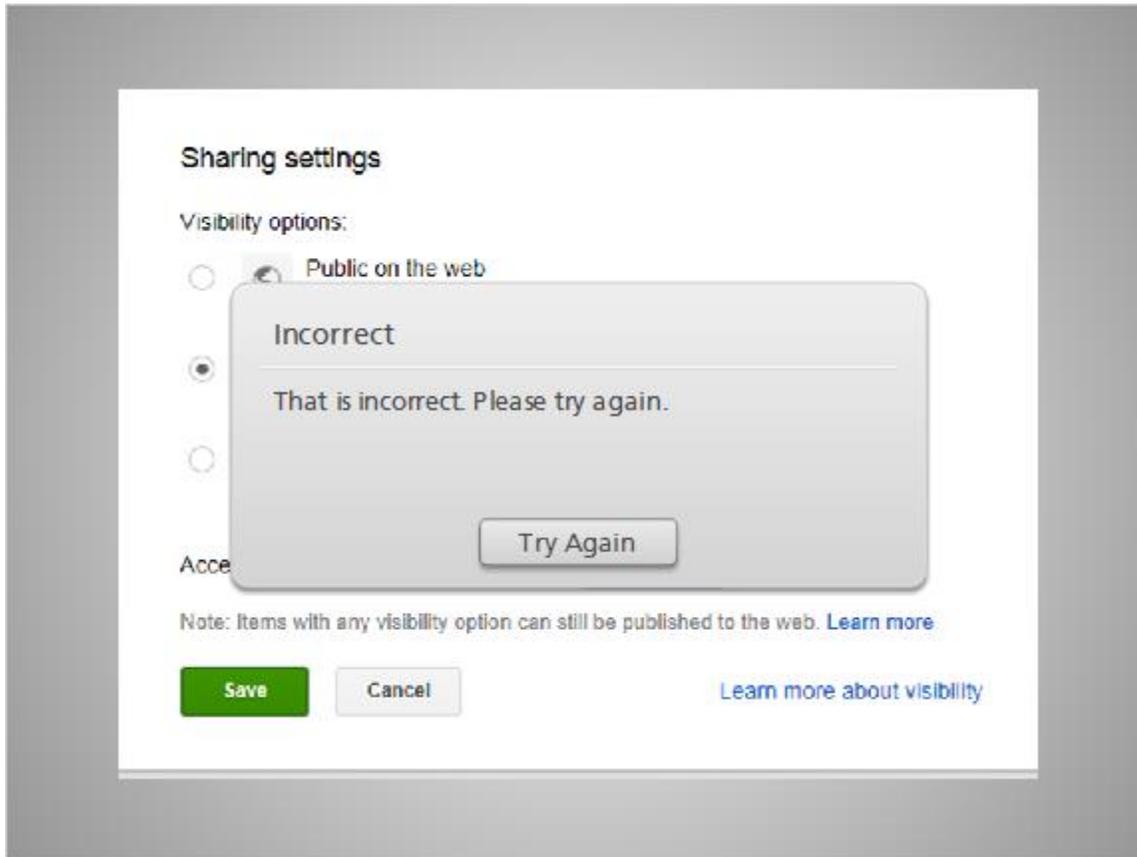
Cancel

[Learn more about visibility](#)

Correct (Slide Layer)



Try Again (Slide Layer)



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.
-  **Private**
Only people explicitly granted permission can access. Sign-in required.

Access: Anyone (no sign-in required) [Can edit](#) ▾

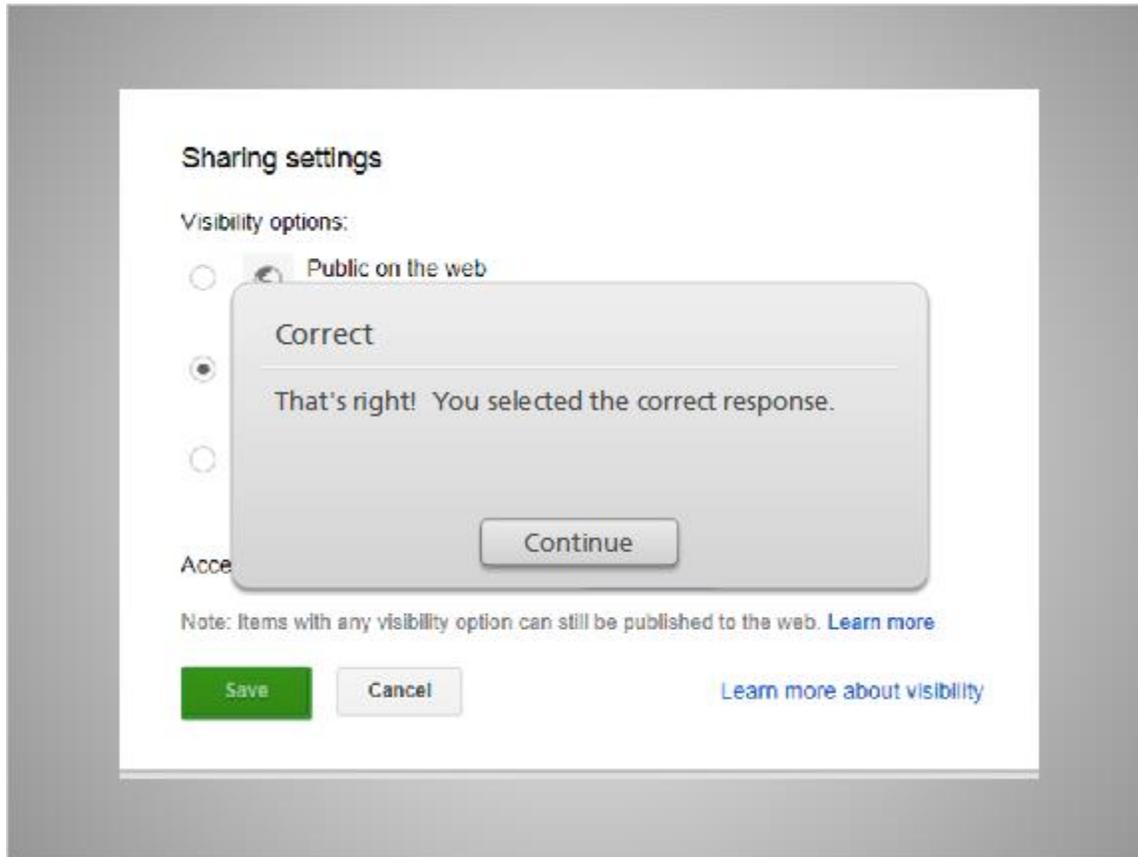
Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Save](#)

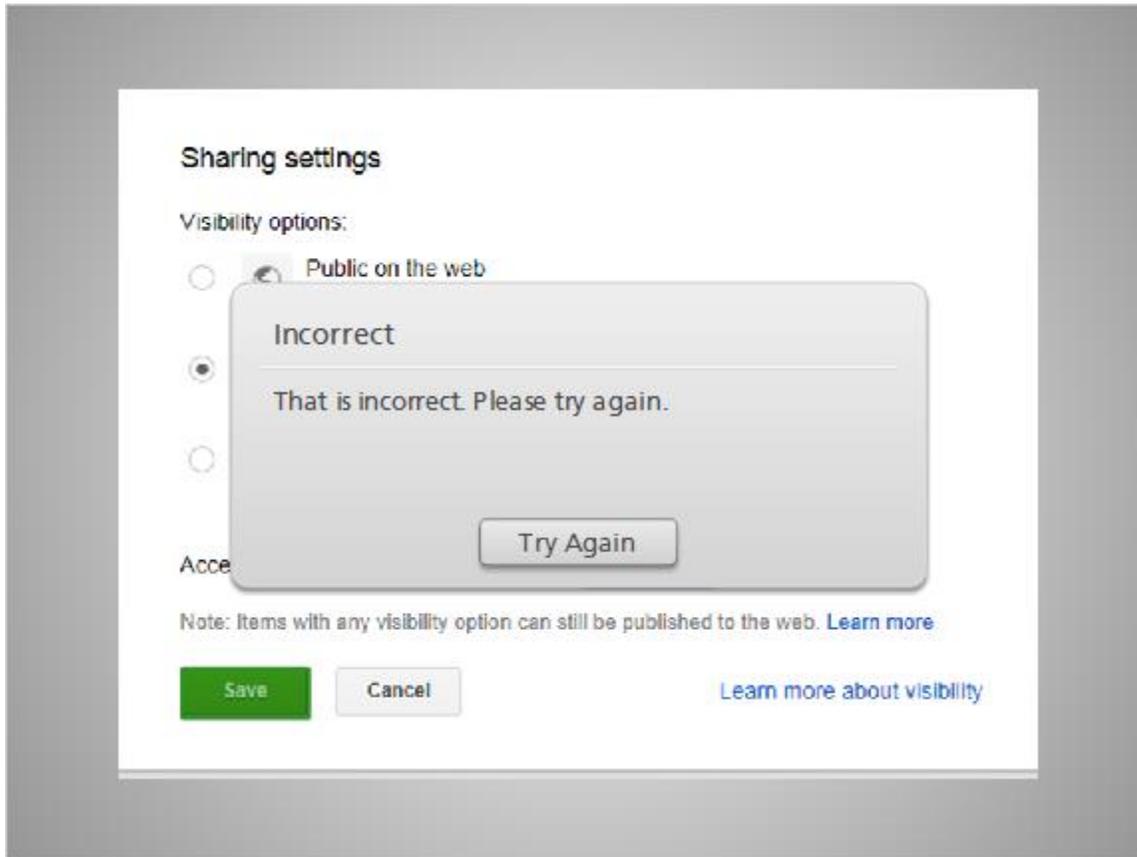
[Cancel](#)

[Learn more about visibility](#)

Correct (Slide Layer)



Try Again (Slide Layer)



Based on our share settings, how could Michelle's friends get to this file? (Check all the apply)

(Multiple Response, 10 points, 3 attempts permitted)

Based on our share settings, how could Michelle's friends get to this file? *(Check all the apply)*

- Google sends them an email, and they'll click on the link in the message.
- Michelle sends them a separate email with the link.
- Michelle publicly posts the link on Facebook or on a website.
- They'll use Google to search for the file.
- Michelle prints the link out on paper, so they can type it out.

Correct	Choice
	Google sends them an email, and they'll click on the link in the message.
X	Michelle sends them a separate email with the link.
X	Michelle publicly posts the link on Facebook or on a website.
	They'll use Google to search for the file.
X	Michelle prints the link out on paper, so they can type it out.

Feedback when correct:

That's right! You selected the correct response.

Feedback when incorrect:

Your answer is not quite right. Click on Continue to see the correct answer!

Okay, now we've got the share settings in place. Now how would Michelle's friends actually get to this file?

Check the box next to any answer you think would work. Then click on the Next button at the bottom to see the answer.

Answer:

Here are three ways people could get to the file:

Michelle could send out a separate email, and use copy and paste to put the link in the message.

She could publicly post a link on a website or Facebook page.

Or she can give out a printed copy of the link for people to type in. However, the printed link is very long and tricky to type, so it's probably best to send it electronically.

The other choices won't work. Google can't automatically send out an email, since she has not mentioned any specific people. No one could search for the file, they would have to know the link.

Review (Slide Layer)

Based on our share settings, how could Michelle's friends get to this file? *(Check all that apply)*

- Google sends them an email, and they'll click on the link in the message.
- Michelle sends them a separate email with the link.
- Michelle publicly posts the link on Facebook or on a website.
- They'll use Google to search for the file.
- Michelle prints the link out on paper, so they can type it out.

Correct (Slide Layer)

Based on our share settings, how could Michelle's friends get to this file? *(Check all that apply)*

- Google
- Michelle
- Michelle
- They'll t
- Michelle prints the link out on paper, so they can type it out.

Correct

That's right! You selected the correct response.

Continue

message.

Incorrect (Slide Layer)

Based on our share settings, how could Michelle's friends get to this file? *(Check all that apply)*

- Google
- Michelle
- Michelle
- They'll
- Michelle prints the link out on paper, so they can type it out.

Incorrect

Your answer is not quite right. Click on Continue to see the correct answer!

Continue

message.

Try Again (Slide Layer)

Based on our share settings, how could Michelle's friends get to this file? *(Check all that apply)*

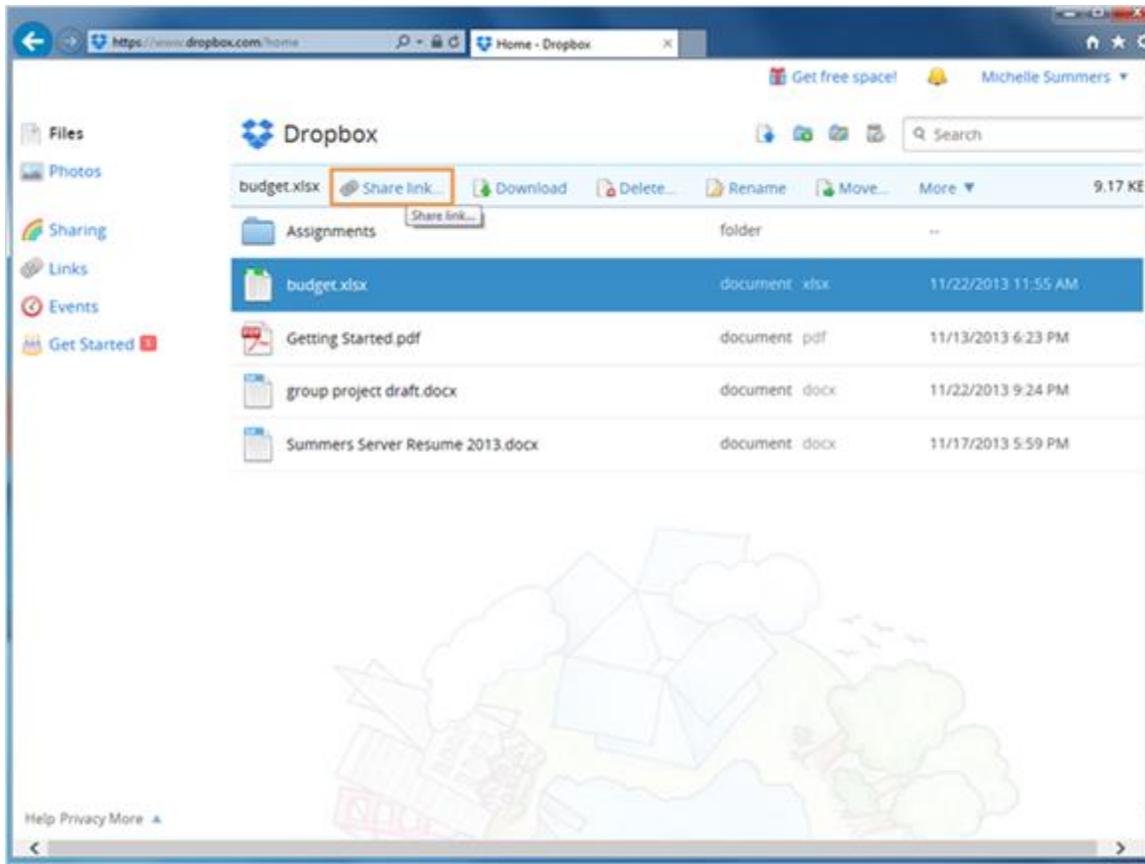
- Google
- Michelle
- Michelle
- They'll t
- Michelle prints the link out on paper, so they can type it out.

Incorrect

At least one of your answers is incorrect. Please try again!

Try Again

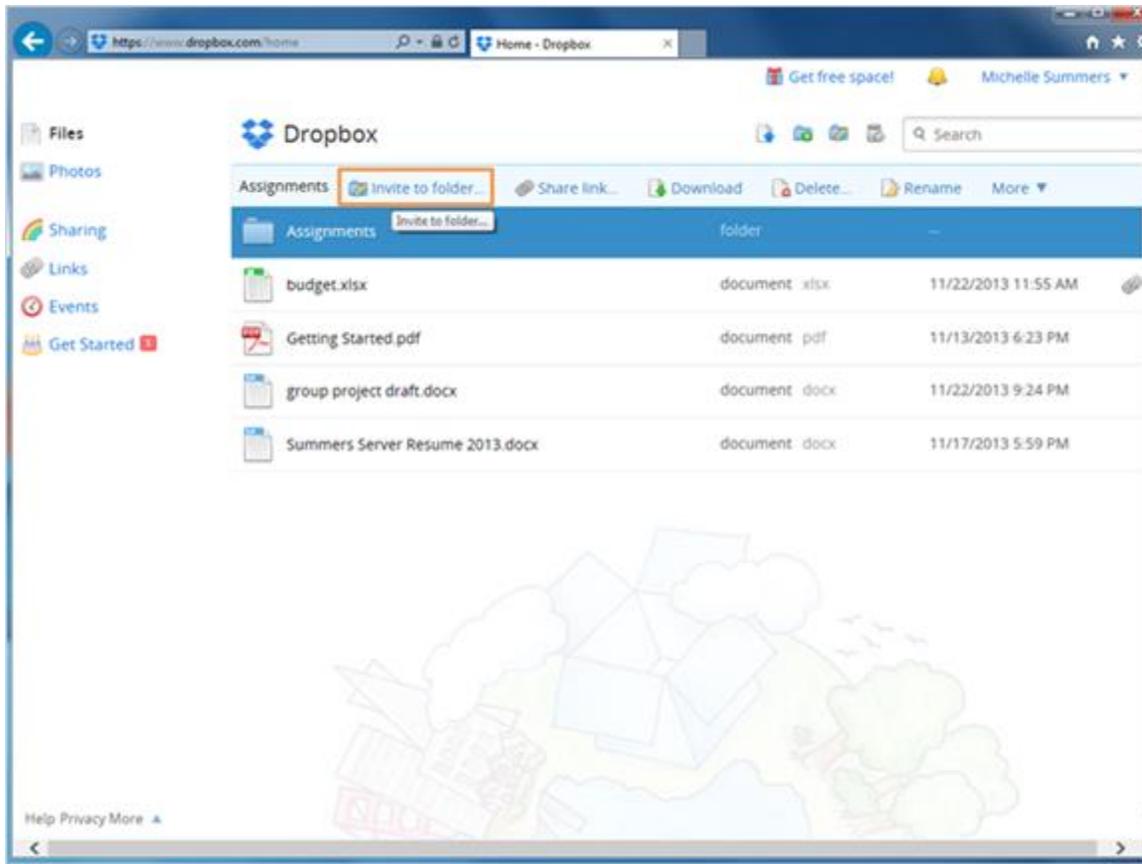
message.



When you select a file in Dropbox, you only have a choice for a link. It could send out an email with the link inside.

Anyone with the link could see the file and would not have to sign in. They can share the link with others if they want, so you do not have as much control of the document's privacy.

However, they would not be able to edit the file--they can only view it.



In addition to sharing a link, she could invite someone to the folder, which gives them full access. They can add files, delete files, and edit files in that folder. They would have to sign in with a Dropbox account to use this option.



Now we've looked at sharing with SkyDrive, Google Drive, and Dropbox. As we've seen, there are small differences with each service, but they all give you several options for privacy. You can decide how much privacy you need for each file or folder. The files that you keep private are protected by your password.