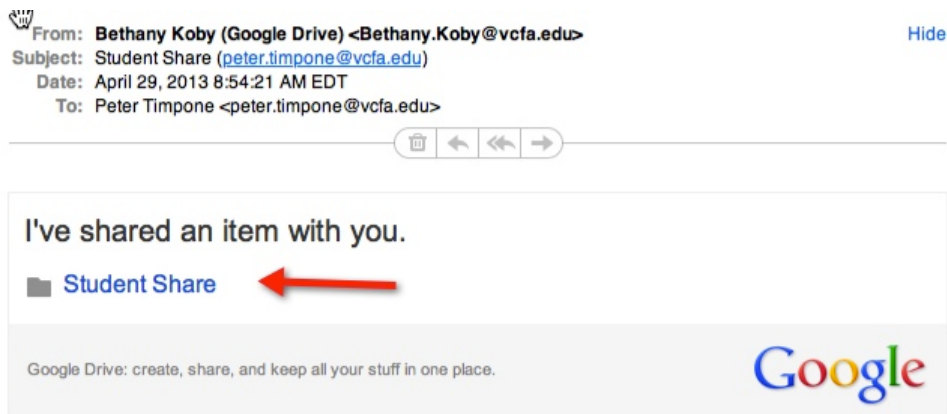




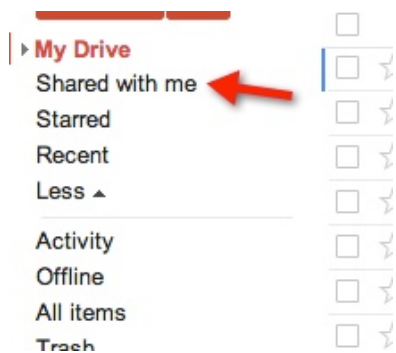
## How to use a document/folder that has been shared to your on Google Drive

You will receive an email notifying that a document or folder has been shared with you. Click the link in the email to open the shared item.



Alternatively you can access a shared folder or document right from your Google Drive folder listing ([docs.vcfa.edu](https://docs.vcfa.edu))

On the left hand side of the browser window look for a link titled 'Shared with me' under the 'My Drive heading. Click on this.

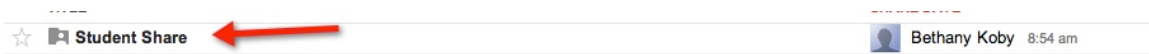


In the 'Shared with me' page you will see a list of items that have been shared with you.

If a document has been shared with you click on it and a new tab will open up with the document in it.



If it is a shared folder click on it and you will see a list of shared documents. Click on the document you want to use. It will open up in a new tab on your browser.



If you access your shared document through the email you received you will be directed right to the document.

**Once you are in the document you can:**

*Add to the document:*

Click anywhere within the document and start typing.

This is a test document that is being shared.

This is peter adding information to the document

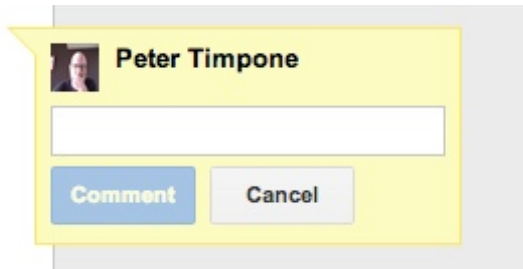
*Highlight a part of the document to comment on it:*

Highlight the area you want to comment on

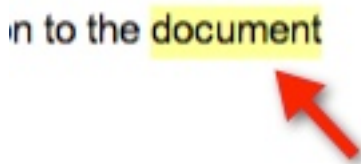
On the file bar click on the comment icon  
in Drive



On the right hand side of the document a yellow box will open up. Enter in your comments and click the 'comment' button.



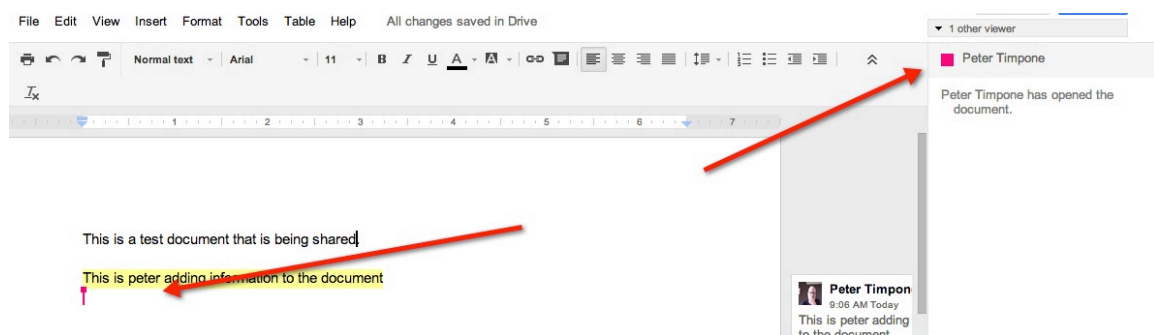
The area that you commented on will now appear highlighted for all users of the document to see.



*Real time collaboration:*

Shared Google Drive documents also allow for real time collaboration.

If more than one user is working on the document at the same time you will be assigned a color. You can see what color you are by looking on the upper right hand side of the window next to your name or the cursor on the document. The colors assigned to your fellow collaborators will also appear under your name so you know whom you are working with and what they are adding.



If you have any questions or issues please feel free to contact VCFA IT staff.