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Note: You can only share files that you own or have edit access to. Click Add comment . To let more than 100 people view your file at the same time, publish it as a web page instead. In Docs, you can also propose changes directly in the document without editing the text by suggesting an edit. Click Share or Send. Commenting on any file brings a conversation into context so you avoid back-and-forth email and lost time. 100 or more are accessing a file, only the owner and some users with editing permissions can edit the file. See Share documents with visitors. Choose to notify people if you want to notify people that you shared a file with them, check the Notify people box. (Optional) To assign the comment to a specific person, check the Assign to box. Delete a link to a file or folder you own: Open the homescreen for Google Drive, Google Drive, Google Sheets, or Google Sheets, or Google Drive, Google Dri any comments. Change permissions as desired. Paste the link in an email, on a website, or wherever you need to share it. Click Edit to add a description of the item. To allow sharing the link outside of your organization, next to your organization, next to your organization name, click the Down arrow Public. Note: If you don't see this option, contact your administrator. You can get instant feedback without ever leaving your file. Select a space. If you don't want to notify people box. You can add as many people as you want. Each person will get an email with your comment and a link to the file. Hover over People to get a quick look at the folder sharing settings, including who owns the folder and permissions, such as View or Edit access. To the right of their name, click the Down arrow Remove. You can also see specific information about your files and folders. Stop sharing a file or folder you own: Open the homescreen for Google Drive, Google Drive, Google Drive, Google Sheets, or Google She or Sheets, open the file in a new tab. Share a file or folder with specific people and set access levels: Select the file you want to share. When you collaborate with your team members, you can edit, format, share, and rename files without leaving Gmail. To save changes, click Save. The document or spreadsheet opens in the chat window, next to the conversation, where you can chat while you collaborate on the file together. In Docs, Sheets, or Slides, at the top, click Share. You can collaborate within documents, spreadsheets, or presentations over chat, too. Under Share with people and groups, enter the email address you want to share with. You must have edit or comment access to the document to suggest changes. Change permissions on a shared file or folder you own: In Drive, click a file or folder, then click Share . 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