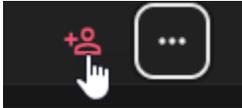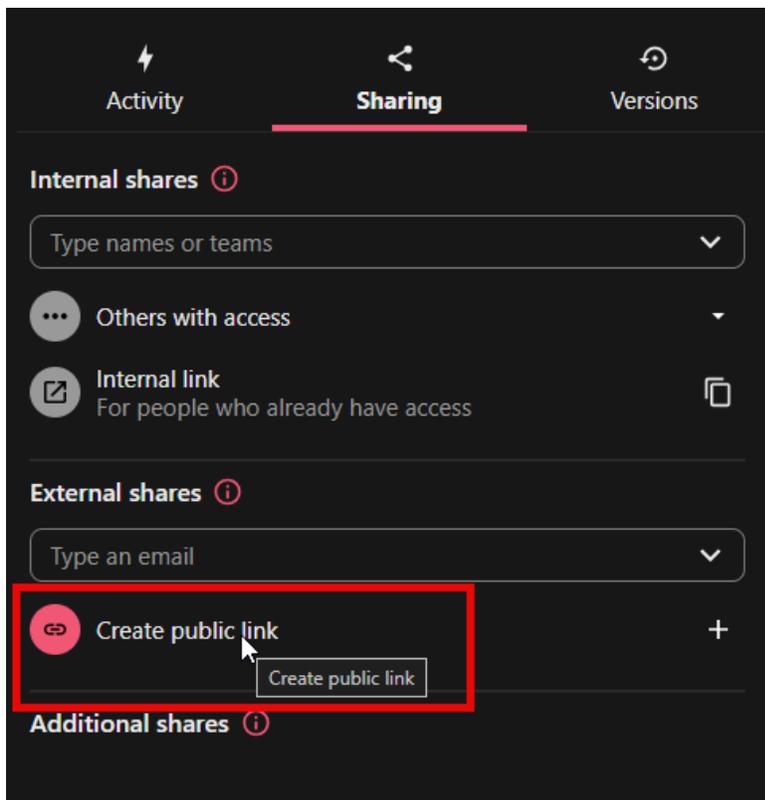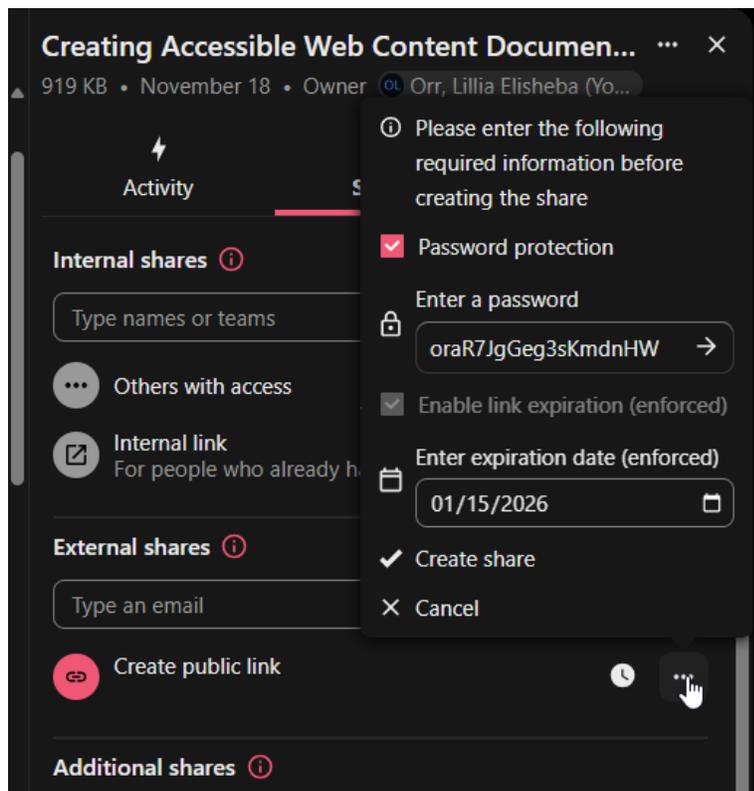# How to Share via Link

Share Link

Step 1: Click the share icon next to the file or folder you want to share to open the share menu.
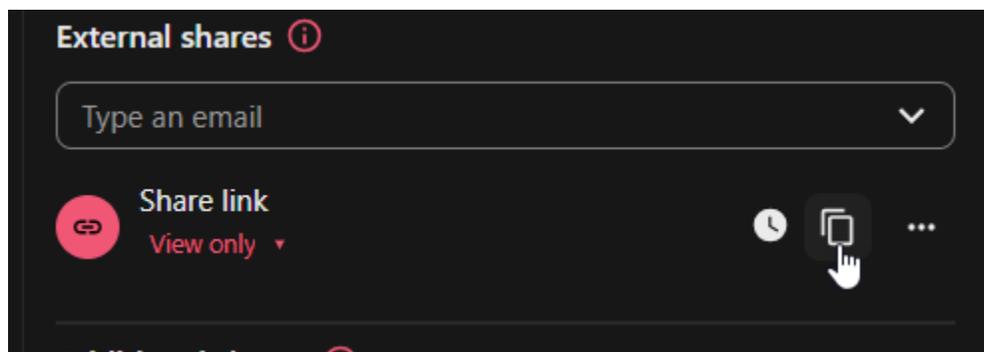

Step 2: In the sharing menu, click "create public link"

Step 3: Choose a password and expiration date, then click "create share"
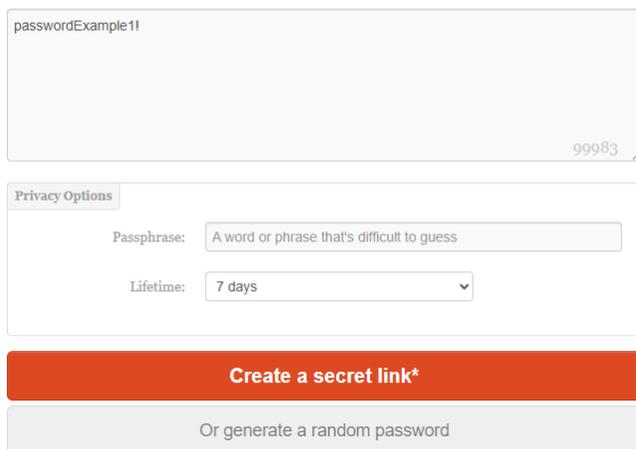

Step 4: From here you can copy the link, seen below:

Step 5: Share the link with the person you intend, as well as the password using the one time secret link generator. NOTE: Do not share passwords in plain text.

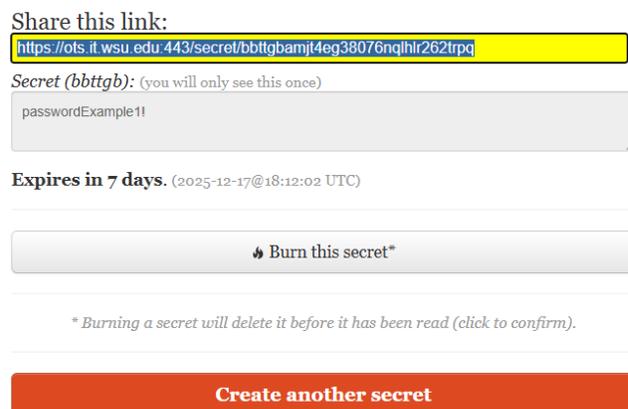Once you visit the One Time Secret site, you can input your password then click "create a secret link":

Step 6: Copy the password link to share. Note: Links are only viewable once.

Request Upload

You can also request that someone upload a document to your MyDrive.
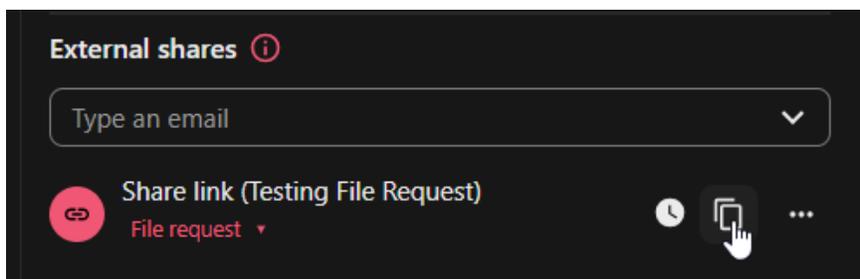
Step 1: Open the share menu for a folder you're wanting them to share content with you to, then under share link, click the "file request" option.
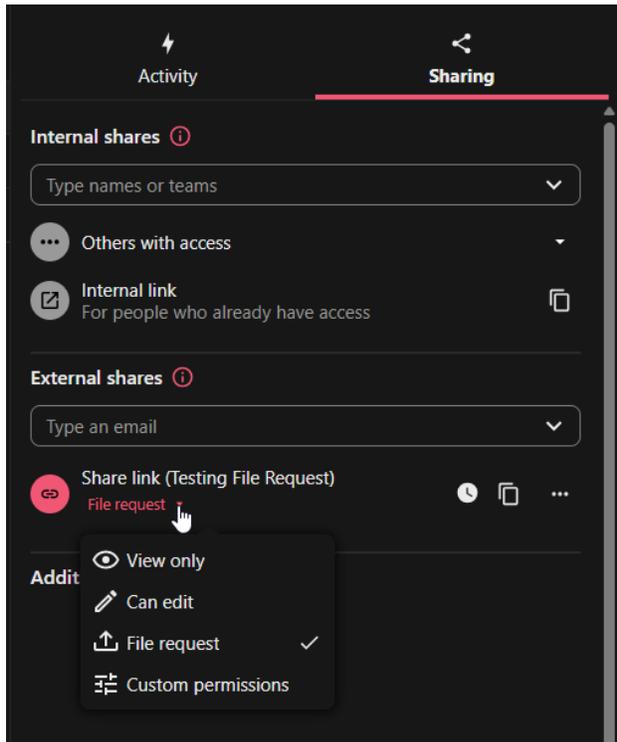
Step 2: Click Copy icon to copy the upload link

Step 3: Share the link with those you want to request a file upload.