

How to Share a Document from Google with Anyone

Click on "Share" and a pop up will appear.

Click "Advanced"

[How To Share A Document From Google Suite-1_Border.png](#)

Click "Change..."

[How To Share A Document From Google Suite-2_Border.png](#)

Select the appropriate setting.

[How To Share A Document From Google Suite-3_Border.png](#)

Click "Save"

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