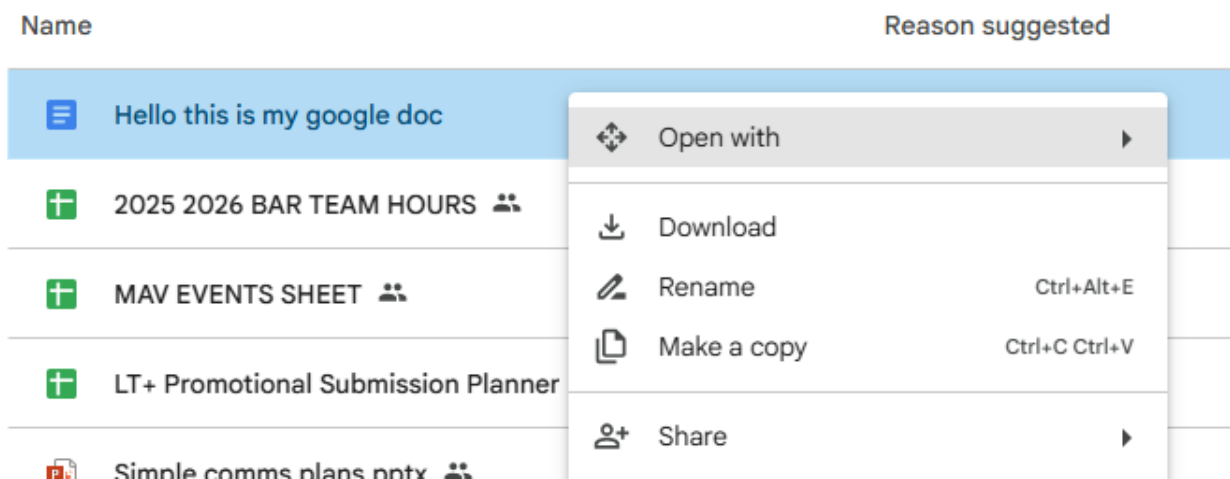


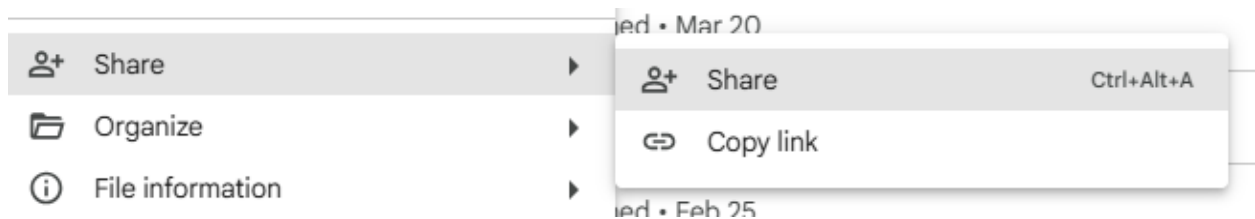
# How to make files on Google Drive visible to others

When you apply for a job at the SU and send over files as part of an application question, it's important that they are visible for the hiring panel to access, otherwise your application score might suffer.

Once you've uploaded the file you'd like to share with us to your Google Drive, right click on it and click 'Share' which usually appears as the 5th option.



After you click 'Share', it'll give you a drop down menu. Make sure to click the second 'Share' option, not the 'Copy Link' option.



It will then show the following pop up. Under 'General Access', click on the drop down menu that shows 'Restricted' as the default and change it to 'Anyone with the link'. This means that when you link the file in your application, the hiring panel members will be able to click it and open it.


Share "Hello this is my google doc" ? ⚙️

Add people, groups, spaces, and calendar events


People with access

 **Beth Evans (you)**  
beth.evans@manchester.ac.uk Owner

General access

 **Restricted** ▾

- Restricted
- Anyone with the link

 Done

Make sure to click 'Done' when you're finished to save the changes to the access settings!