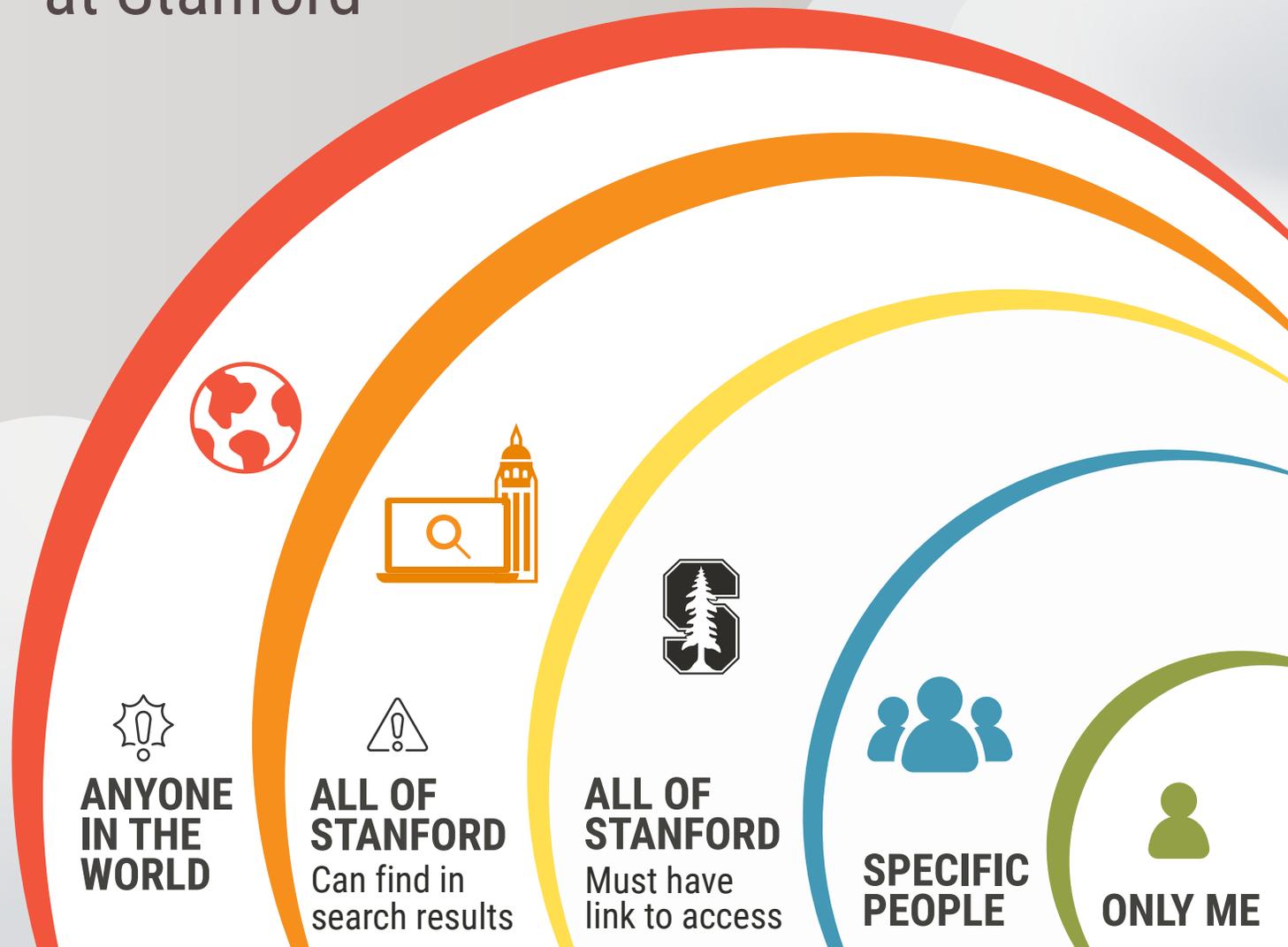


SHARE GOOGLE FILES SECURELY

at Stanford



GUIDING PRINCIPLES

- 1** Share with the fewest people and lowest level of access/permission as the work allows.
- 2** Be aware of searchable settings that may unintentionally share the file with others.
- 3** Reduce sharing permissions or delete files if no longer needed.