

SHARE GOOGLE FILES SECURELY

at Stanford



**ANYONE
IN THE
WORLD**



**ALL OF
STANFORD**
Can find in
search results



**ALL OF
STANFORD**
Must have
link to access



**SPECIFIC
PEOPLE**



ONLY ME

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.