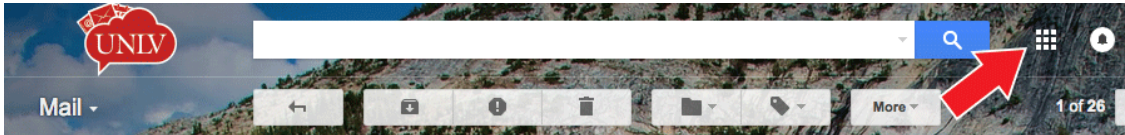
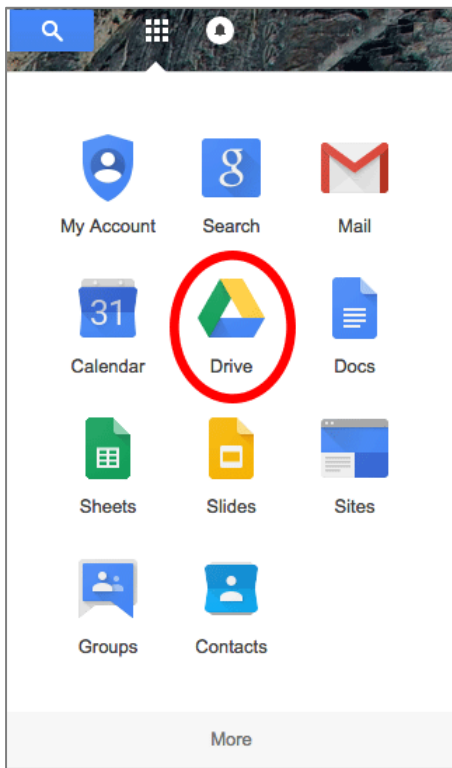


Create a Public Folder in Google Drive

1. Set up Google Drive on your computer. To start, open your **Google Mail** and click on the nine dots.

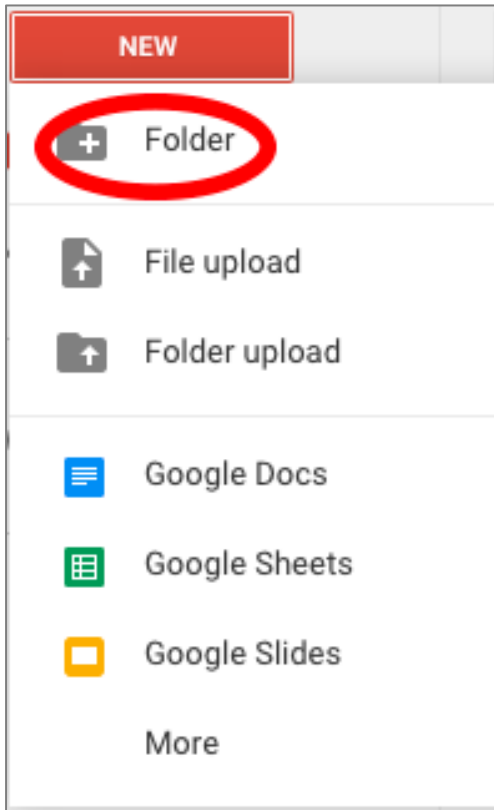


2. Click the **Google Drive icon** and follow the on-screen instructions to create your Google Drive folder.

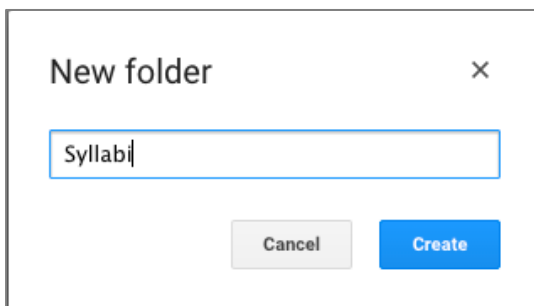


Once you've created your Google Drive folder, you can drag folders into it and then make them publicly viewable on the Web. Here's how:

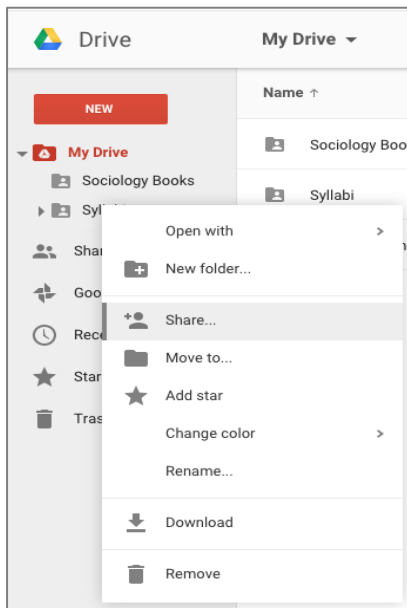
3. Open Google Drive in your web browser (steps 1 and 2 minus the setup steps you did the first time). Click on **New**, then **Folder**.



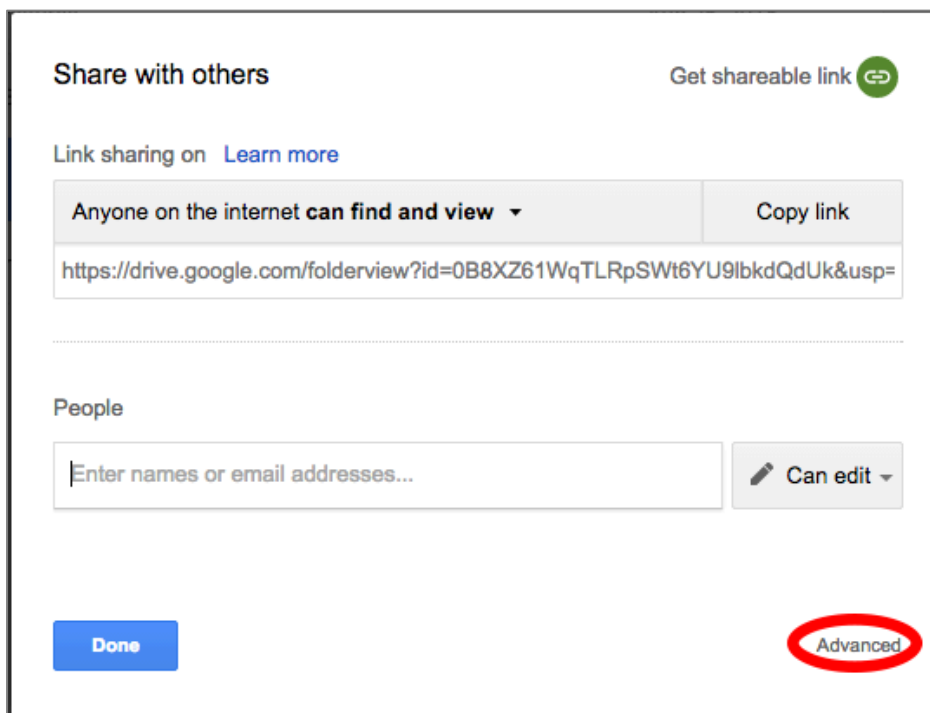
4. Type in a name for your new folder and click **Create**.



5. Right click the new folder. Then select **Share**.



6. Click **Advanced**.




7. Click **Change**.

Sharing settings


Link to share

[//drive.google.com/folderview?id=0B8XZ61WqTLRpSWt6YU9lkdQdUk&usp=sharing](https://drive.google.com/folderview?id=0B8XZ61WqTLRpSWt6YU9lkdQdUk&usp=sharing)

Who has access

	Public on the web - Anyone on the Internet can find and view	Change...
		Is owner

Invite people:

 Can edit






Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

Done

8. Click **On - Public on the web**.

Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **On - University of Nevada, Las Vegas**
Anyone at University of Nevada, Las Vegas can find and access.
-  **On - Anyone at University of Nevada, Las Vegas with the link**
Anyone at University of Nevada, Las Vegas who has the link can access.
-  **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save **Cancel** [Learn more about link sharing](#)

9. Click **Save**.


10. Copy the **Link to share** link to send to your web developer.

Sharing settings

Link to share

[//drive.google.com/folderview?id=0B8XZ61WqTLRpSWt6YU9lbkdQdUk&usp=sharing](https://drive.google.com/folderview?id=0B8XZ61WqTLRpSWt6YU9lbkdQdUk&usp=sharing)

Who has access

 Public on the web - Anyone on the Internet can find and view [Change...](#)

Invite people:

[Can edit](#)

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

[Done](#)

11. Click **Done**.