


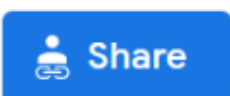


# Sharing Settings

Thankfully, Google makes it clear what the sharing status of the document is by clicking on the 'Share' button.

Below, you will see what each option looks like in Google Docs. Other than the button changing colour, you can expect to see the same across the applications.

 Share	No one has access to this document other than you
 Share	This document has been shared with named people and/or Google Chat conversations
 Share	It's shared within your organisation
 Share	Anyone in the world

If you come across a document that has link sharing turned on when it shouldn't, firstly, find out who turned it on. You can do this by accessing the activity dashboard (the icon that looks like a stock exchange tracker with an arrow, near the share button) and selecting 'sharing history'. Don't forget to change the status of the document back to restricted!



Advise the person who turned the link sharing on, not to do it again for security purposes.