


Secure Collaboration








How to Share Google Drive
Folders & Files Securely

Owner has a Google Drive folder or file they wish to share with others



My Drive > CHANGE > Organisations > isov8 ▾ 

Name ↑

-  change model
-  change model
-  custom templates
-  change-organisation-root 
-  isov8 

Owner chooses to share Google folder or file

Share with others Get shareable link

People

[Done](#) Advanced



Present Share

Owner Invites people to edit or view Google folder or file


Sharing settings


Link to share (only accessible by collaborators)

https://docs.google.com/presentation/d/1n5RLJsHFrA_dig2YVvWC9ELtsnmlS5bqTJR



Share link via:  

Who has access

 Private - Only you can access [Change...](#)

 Martyn Bowis (you)
martynbowis@gmail.com Is owner

Invite people:

 sam@netdesign.co.nz x | Add more people... 

Notify people - [Add message](#)

Send a copy to myself

[Send](#) [Cancel](#)

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

Recipient inbox shows email with link to Google Drive folder or file



    me

NetDesign **isov8 - Design Project - Invitation to edit** - martynbowis@gmail.com has i...

16:36

Recipient views email

martybowis@gmail.com has invited you to **edit** the following presentation:

 [isov8 - Design Project](#)

[Open in Slides](#)

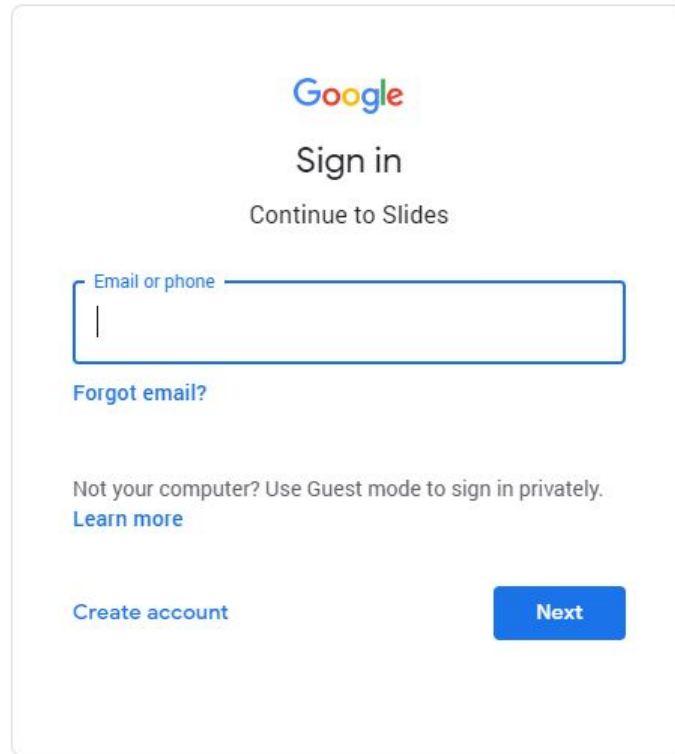
Google Slides: Create and edit presentations online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a presentation with you from Google Slides.

Google™

Recipient asked to sign in or create account



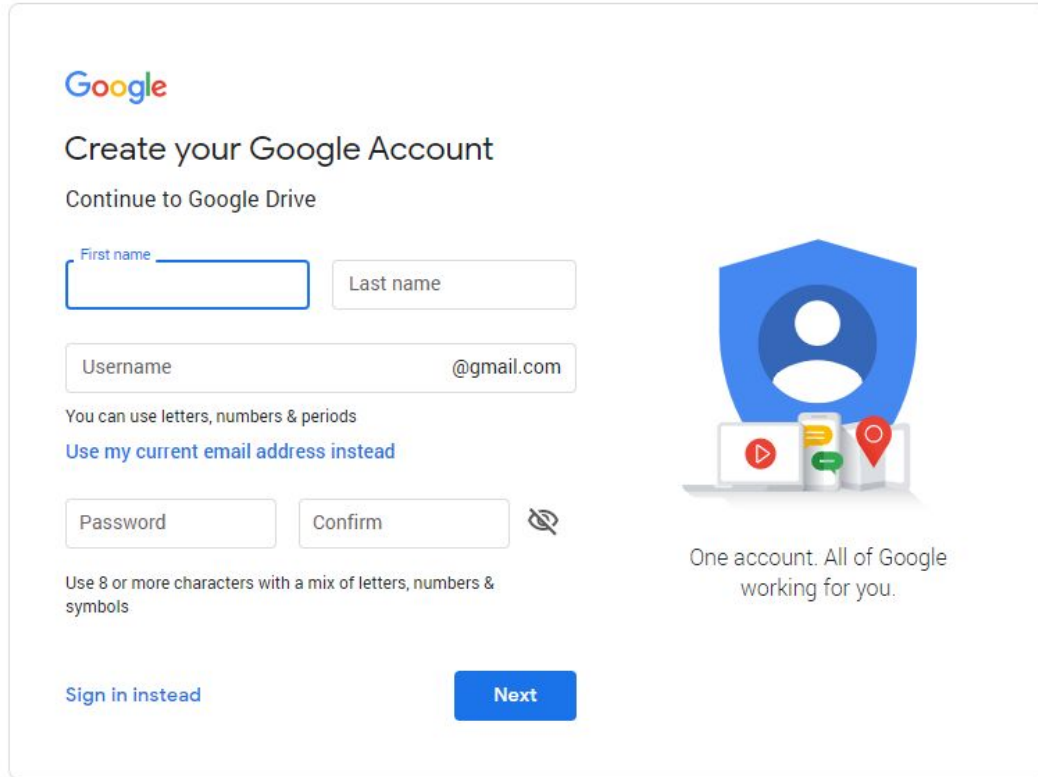
The image shows a Google sign-in interface. At the top center is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Continue to Slides" in a smaller font. A text input field is present with the placeholder text "Email or phone" and a vertical cursor. Below the input field is a link "Forgot email?". Further down, there is a message: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

Recipient creates an account for themselves (if does not already have one)




The image shows a Google sign-in interface for Slides. At the top is the Google logo, followed by the text "Sign in" and "Continue to Slides". Below this is a text input field labeled "Email or phone". Underneath the field is a link for "Forgot email?". A message states "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom, there are two buttons: "Create account" and "Next". A dropdown menu is open over the "Create account" button, showing two options: "For myself" and "To manage my business". At the very bottom of the page, there are links for "English", "Help", "Privacy", and "Terms".

Recipient may create a new Gmail address or use personal email



The image shows a screenshot of the Google Account creation interface. At the top left is the Google logo. Below it is the heading "Create your Google Account" and the sub-heading "Continue to Google Drive". The form consists of several input fields: "First name" and "Last name" (with the "Last name" field containing the text "Last name"), a "Username" field followed by "@gmail.com", and two "Password" fields labeled "Password" and "Confirm". There is an eye icon to the right of the "Confirm" field. Below the password fields is a note: "Use 8 or more characters with a mix of letters, numbers & symbols". A link "Use my current email address instead" is positioned above the password fields. At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. To the right of the form is a graphic of a blue shield with a white person icon, and below it are icons for YouTube, Gmail, and Maps. Below the graphic is the text "One account. All of Google working for you."

Recipient creates new Google Account with their existing email address



Create your Google Account


Continue to Google Drive

First name Last name

Your email address

You'll need to confirm that this email belongs to you.

[Create a Gmail account instead](#)

Password Confirm 

[Sign in instead](#)



One account. All of Google working for you.

Recipient receives verification email from Google



☆ ▶ **Google**

NetDesign **Verify your email address** - Sam Brown Verify this email is yours sam@ne...

16:56



Sam Brown



Verify this email is yours

sam@netdesign.co.nz

This email address was recently entered to verify your email address.

You can use this code to verify that this email belongs to you.

063901

If this wasn't you, someone may have mistyped their email address. Keep this code to yourself and no other action is needed at this moment.

The Google Accounts team

Recipient enters code



Verify your email address

Enter the verification code that we sent to sam@netdesign.co.nz. If you don't see it, check your spam folder.

Enter code

063901

[Back](#)

[Verify](#)

Person asked to complete Google Account setup

Welcome to Google

sam@netdesign.co.nz

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Day Month Year

Your date of birth

Gender

[Why we ask for this information](#)

[Back](#) [Next](#)



Your personal info is private and safe

Person completes Google Account setup

Welcome to Google

sam@netdesign.co.nz

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Day Month Year

Your date of birth


Gender

[Why we ask for this information](#)

[Back](#)


Your personal info is private and safe

Person verifies their phone number (optional)




Verifying your phone number

To make sure that this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

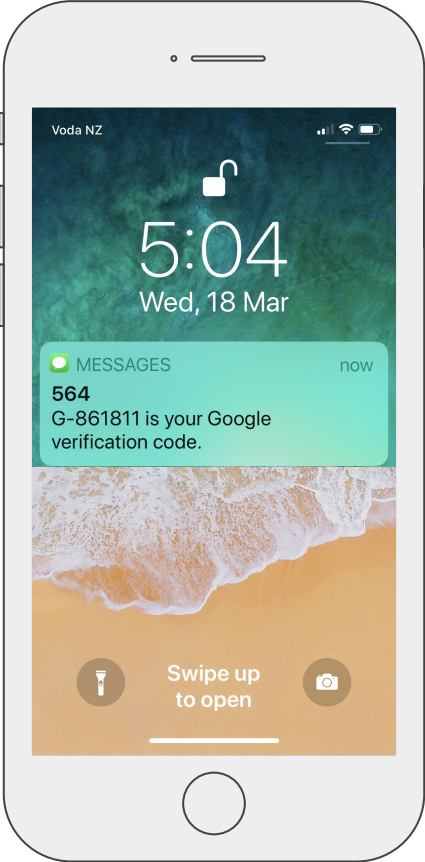
 021 932 626

[Back](#) [Not now](#) [Send](#)




Your personal info is private and safe

Recipient receives verification code from Google via SMS



Recipient presented with additional options (option to skip)



Get more from your number


If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

- Receive video calls & messages
- G** Make Google services, including ads, more relevant to you

[More options](#)

[Back](#) [Skip](#) [Yes, I'm in](#)



Your personal info is private and safe

Recipient asked to accept Google Privacy and Terms



Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Data that we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address and telephone number.
- When you use Google services to do things such as write a message in Gmail or comment on a YouTube video, we store the information that you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube; for example, we process information about that activity – including information such as the video that you watched, device IDs, IP addresses, cookie data and location.
- We also process the kind of information described above when you use apps or sites that use Google services such as ads, Analytics and the YouTube

video player



You're in control of the data we collect and how it's used

Recipient agrees to Google Privacy and Terms

Google


Privacy and Terms

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking 'More Options' below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ▾

Cancel



You're in control of the data we collect and how it's used

Recipient accesses Google folder or file







isov8 - Design Project ☆ 🔄

File Edit View Insert Format Slide Arrange Tools Add-ons Help [Last edit was made 2 hours ago by Martyn Bowis](#)

Background Layout Theme Transition

isov8 - Personas - Workers onsite and in self-isolation



Persona	Photo	Quote
Sara who self-isolated		<i>I have self-isolated to care for my team</i>
Steve who's still onsite		<i>I am clear and still onsite</i>
Martyn your Design Coach		<i>I help people innovate and create change together</i>

Click to add speaker notes

Click to add speaker notes

Recipient may install Change Studio to edit presentation with you

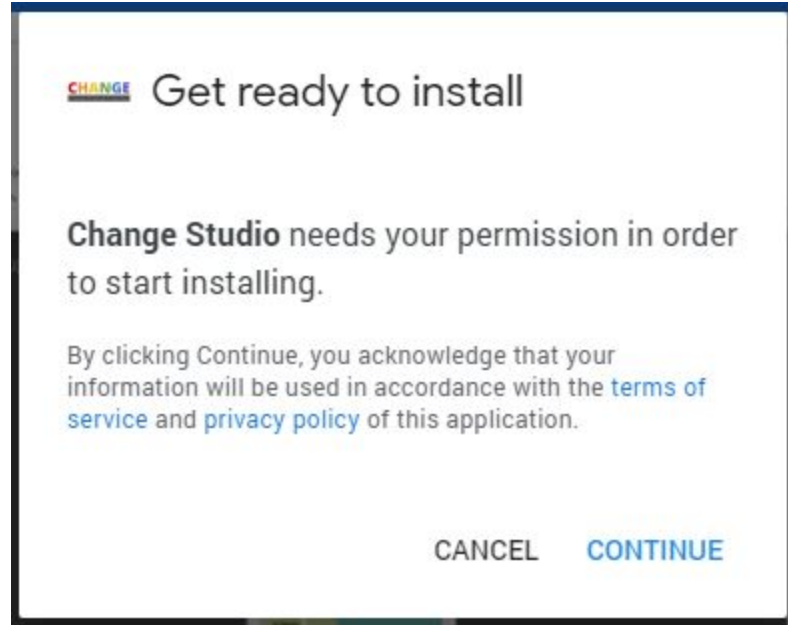
The screenshot shows the Google Suite Marketplace interface. At the top, there is a search bar with the text "Search apps" and a "G Suite Marketplace" header. Below the search bar, the app "Change Studio" by "Martyn Bowis" is displayed. The app has a rating of five stars (☆☆☆☆☆) and is marked as "No users". A "Slides Add-on" badge is visible. A large blue "Install" button is prominent. Below the button, a preview window shows the Change Studio application in use. The preview displays a "Mockup Map" on a smartphone screen, with various design tools and a "Shapes" panel on the right side of the interface.

Overview

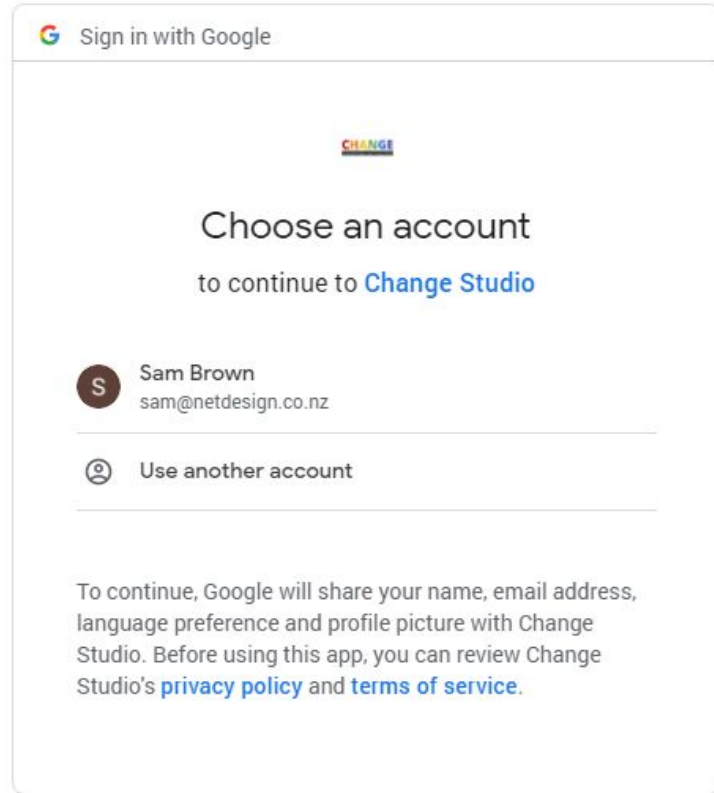
Change Studio is a Google Slides Add-on that provides tools for design, prototyping and testing.

Design, prototype and test using Google Slides

Recipient asked to continue with installation



Recipient presented with popup window to choose their Google account



Recipient asked for permission to access their Google Account



Sign in with Google

Change Studio wants to access your Google Account

sam@netdesign.co.nz

This will allow **Change Studio** to:

















- See, edit, create and delete all of your Google Drive files
- View and manage Google Drive files and folders that you have opened or created with this app
- View and manage your Google Slides presentations
- View and manage your Google Docs documents
- View your Google Spreadsheets
- See, edit, create and delete your spreadsheets in Google Drive
- Connect to an external service
- Display and run third-party web content in prompts and sidebars inside Google applications

Make sure that you trust Change Studio

You may be sharing sensitive info with this site or app. Find out how Change Studio will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You

Recipient allows Change Studio permission

This will allow **Change Studio** to:

-  See, edit, create and delete all of your Google Drive files 
-  View and manage Google Drive files and folders that you have opened or created with this app 
-  View and manage your Google Slides presentations 
-  View and manage your Google Docs documents 
-  View your Google Spreadsheets 
-  See, edit, create and delete your spreadsheets in Google Drive 
-  Connect to an external service 
-  Display and run third-party web content in prompts and sidebars inside Google applications 

Make sure that you trust Change Studio

You may be sharing sensitive info with this site or app. Find out how Change Studio will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Find out about the risks](#)

[Cancel](#) [Allow](#)

Recipient waits while installation of Change Studio completes



Google Suite Marketplace

Search apps

CHANGE Create Change Together

Change Studio

Martyn Bowis

Slides Add-on

Install

☆☆☆☆☆ (0) · No users

Change Studio is a Google Slides Add-on that provides tools for design, prototyping and testing.

Design, prototype and test using Google Slides

Recipient advised that Change Studio has been installed



The screenshot shows the Google Suite Marketplace interface. At the top, there is a search bar labeled "Search apps" and a "G Suite Marketplace" header. The main content area displays the "Change Studio" app page, which includes the CHANGE logo, a star rating of 0, and the text "No users". A white dialog box is overlaid on the page, containing the following text:

CHANGE Change Studio has been installed!

Where to find Change Studio

You can find Change Studio as a Google Slides Add-on:

The dialog box also includes a screenshot of the Google Slides application's menu bar. The "Add-ons" button is highlighted with a white circle. Below the dialog box, the "DONE" button is visible.

Overview

Change Studio is a Google Slides Add-on that provides tools for design, prototyping and testing.

Design, prototype and test using Google Slides

Recipient option to Uninstall Change Studio from Google Marketplace



Change Studio (0) • No users

Martyn Bowis

Slides Add-on

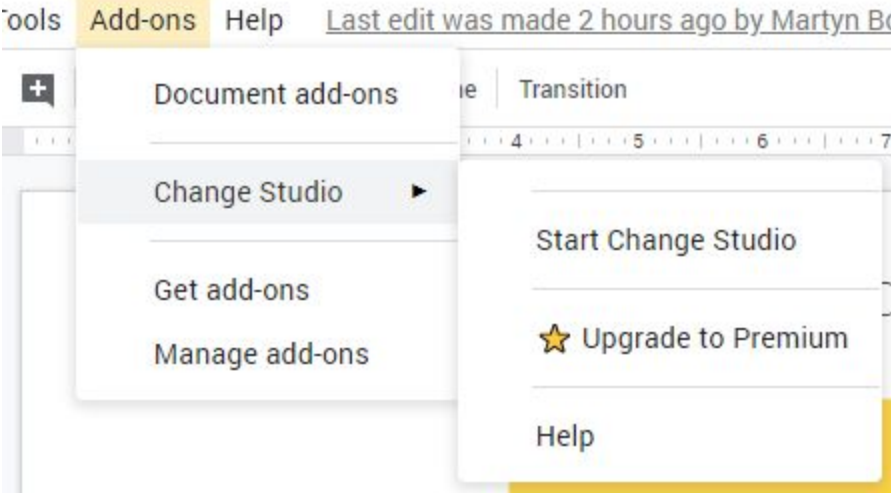
[Uninstall](#)

Overview

Change Studio is a Google Slides Add-on that provides tools for design, prototyping and testing.

[Design, prototype and test using Google Slides](#)

Recipient may Start Change Studio from Add-ons menu in Slides



Recipient may need you to share access to the folder first

The screenshot shows a presentation titled "isov8 - Design Project" in the Change Studio interface. The main slide content includes the title "isov8 - Personas - Workers onsite and in self-isolation" and the CHANGE logo. Below the title are three yellow boxes with names: "Sara who self-isolated", "Steve who's still", and "Martyn your Design". A white dialog box is overlaid on the slide with the following text:

Change Studio Access Denied [X]

The Change Studio folders that this presentation belong to have not been shared with you.

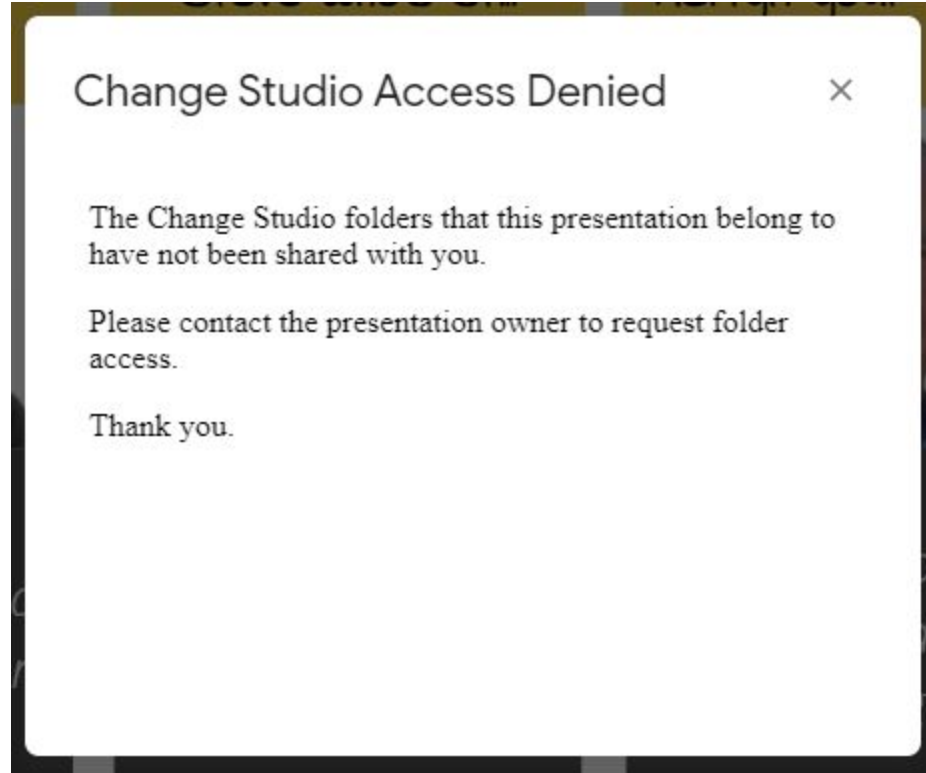
Please contact the presentation owner to request folder access.

Thank you.

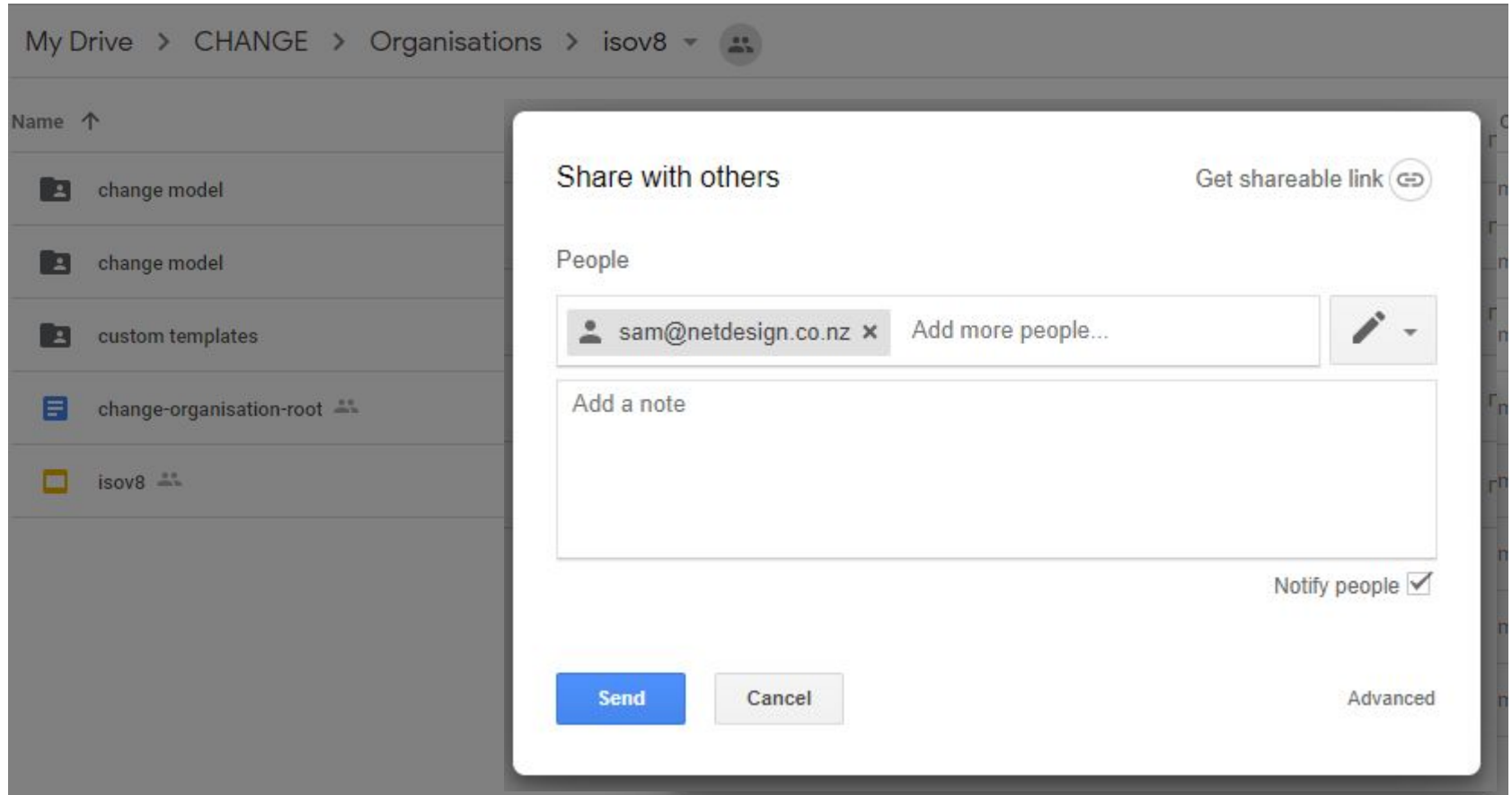
On the right side of the interface, a dark grey sidebar displays the message: "CHANGE Studio Access Denied" and "Access Denied". Below this, it states: "You do not have permission to access the folder that this presentation is in. Please contact the folder owner."

The interface also shows a slide navigation pane on the left with thumbnails for slides 2 through 9, and a bottom status bar with the text "Click to add speaker notes".

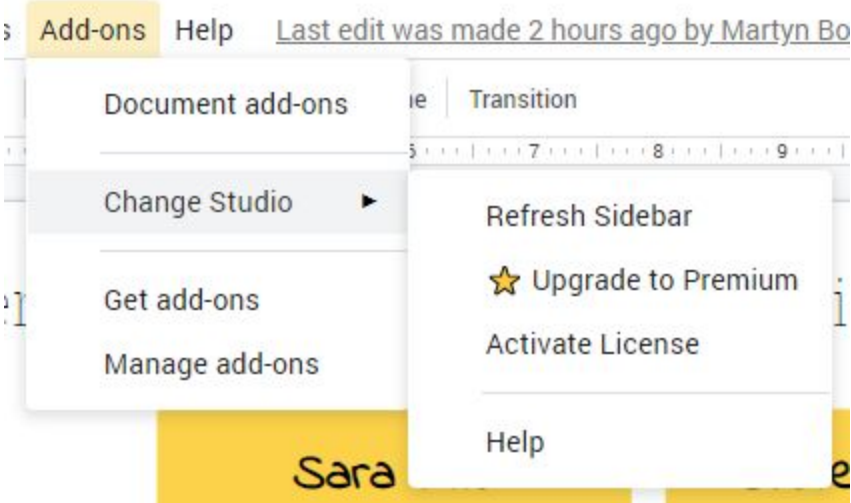
Recipient may need you to share access to the folder first



Owner shares folder containing presentation with other editors



Recipient may now Refresh Sidebar to access Change Studio



Recipient may now edit your presentation using Change Studio

The screenshot displays the Change Studio interface for editing a presentation. The main slide is titled "isov8 - Personas - Workers onsite and in self-isolation" and features three columns of content:

- Sara who self-isolated**: Accompanied by a photo of Sara and the text "I have self-isolated to care for my team".
- Steve who's still onsite**: Accompanied by a photo of Steve and the text "I am clear and still onsite".
- Martyn your Design Coach**: Accompanied by a photo of Martyn and the text "I help people innovate and create change together".

The interface includes a top menu bar with options like File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, and Help. A toolbar on the left contains various editing tools. On the right, the "CHANGE Studio" panel is open, showing a "Tools" menu with options such as Replicate, De-clone, Clear All, Destroy (Delete Everywhere), Optimise routes, and Spread Out. The bottom of the slide area has a "Click to add speaker notes" prompt.

What if another person who was not already invited receives this link?

Uninvited person asked to Request access to shared folder or file



You need permission

Want in? Ask for access, or switch to an account with permission.

[Learn more](#)

You are signed in as **sam@netdesign.co.nz**.

Add a note

Request access

Switching accounts



Uninvited person may be asked to contact the sender directly



You need permission

We're sorry, but we were unable to send the message.

Please contact the person directly.

Find out more [about this topic at the Google Help Centre](#)



You may choose to share access to your Google folder or file with any person (invited or who asks for access)