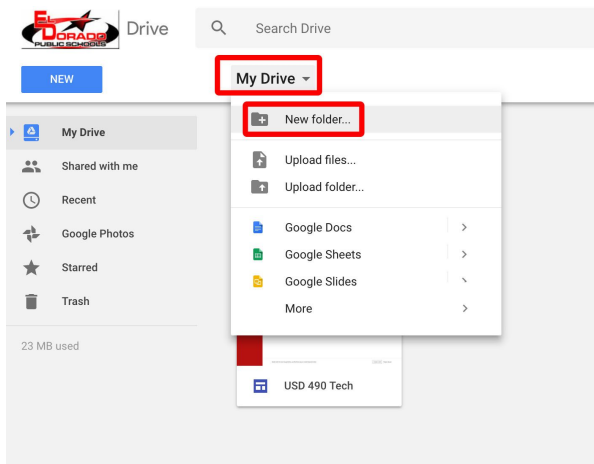# Create a Public Share Folder on Google Drive

Any file you embed or upload to your new Google Site from your Google Drive folder needs to be shared with the public for them to view it on your website. The easiest way to do this is to create a public share folder in your Google Drive and store all your website files in that folder.

Log in to your Google Account and open your Google Drive folder.
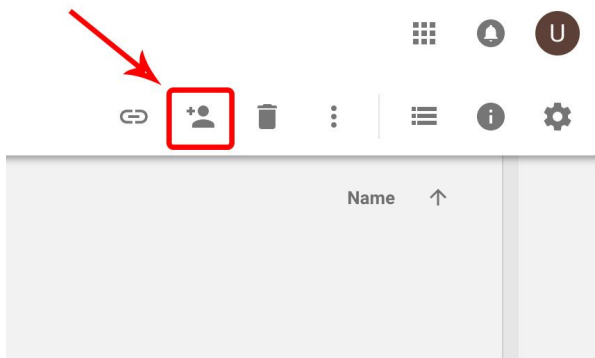
Click on My Drive.

From the drop-down menu, select New Folder.
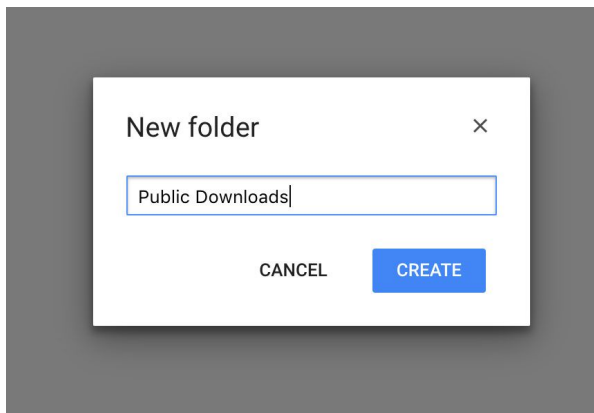
Name your new folder Public Downloads or Public Share.

It really doesn't matter what you name it, but I strongly suggest you have the word "Public" as part of the name so you will remember to not put any confidential information in there.
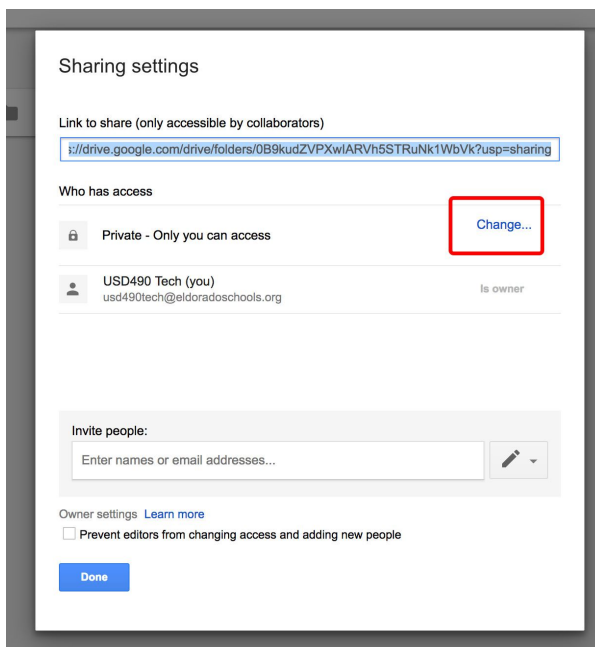
Click "Create".

Make sure your new folder is selected (it should be blue), then click on the "Share" icon in the upper right portion of your window.
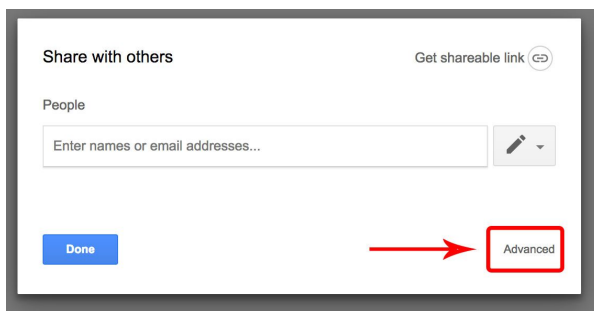
Click on the "Advanced" link at the bottom of the window.

Notice the default share settings for your new folder are marked "Private".

Click "Change"

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 - El Dorado Public Schools**
Anyone at El Dorado Public Schools can find and access.

◯ 🏢 **On - Anyone at El Dorado Public Schools with the link**
Anyone at El Dorado Public Schools who has the link can access.

◯ 👤 **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required)   Can view only ▾

Note: Items with any link sharing option can still be published to the web. Learn more

Save   Cancel   Learn more about link sharing

Choose the first option.
It should say "Public on the web".

Make sure you click "Save" at the bottom of the page.

Sharing settings

Link to share

s://drive.google.com/drive/folders/0B9kudZVPXwlARVh5STRuNk1WbVk?usp=sharing

Who has access

🌐 Public on the web - Anyone on the Internet   Change...
can find and **view**

👤 USD490 Tech (you)   Is owner
usd490tech@eldoradoschools.org

Invite people:

Enter names or email addresses...   ✏️ ▾

Owner settings Learn more
☐ Prevent editors from changing access and adding new people

Done   ⬅

Click "Done".

The public will have access to any file you put into your new folder.

Any documents or files you want to upload or embed into your new Google Site needs to be stored in your Public folder

DO NOT PUT CONFIDENTIAL INFORMATION INTO YOUR PUBLIC SHARE FOLDER!

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