

Application (link)	Uses	How to share
Gmail	<p>Delegates can do things like: Send or reply to emails that were sent to you. When they send a message, their email address will show. For example, the sender will show as "sent by johnsmith@gmail.com." Read messages sent to you Delete messages sent to you Manage your contacts</p> <p>Delegates can't do things like: Chat with anyone for you Change your Gmail password</p>	<p>Add a delegate</p> <ol style="list-style-type: none"> 1. On your computer, open Gmail. You can't add delegates from the Gmail app. 2. In the top right, click Settings . 3. Click Settings. 4. Click the Accounts and Import or Accounts tab. 5. In the "Grant access to your account" section, click Add another account. Note: If you're using Gmail through your work or school, your organization may restrict email delegation. If you don't see this setting, contact your admin. 6. Enter the email address of the person you want to add. (Note: The you're delegating must have "Require user to change password at next sign-in" disabled.) 7. Click Next Step > Send email to grant access. <p>The person you added will get an email asking them to confirm. It may take up to 24 hours for you to see them as a delegate after they confirm.</p> <p>Note: The invitation expires after a week.</p>
Google Calendar	<p>Here are a couple examples of what you can do with calendar sharing:</p> <p>Share your main calendar with someone so they can see your schedule.</p> <p>Create a new calendar that multiple people can edit, like a "Family" calendar that everyone in your family can add events to.</p> <p>Delegate access to your calendar so another user in your organization can create and respond to events for you.</p> <p>When you add someone to your calendar, you can decide how they see your events and whether they can also make changes like adding or editing events. If you delegate access to your Calendar, the delegate can respond to invitations and create and modify events. They can also manage how your calendar is shared if you give them permission. A delegate can't change your account settings, use task lists in your Calendar account, or access</p>	<p>Share an existing calendar</p> <p>You can share the main calendar for your account, or another calendar you created.</p> <ol style="list-style-type: none"> 1. On your computer, open Google Calendar. You can't share calendars from the Google Calendar app. 2. On the left, find the "My calendars" section. You might need to click it to expand it. 3. Hover over the calendar you want to share, click More > Settings and sharing. 4. To share with individuals: Under "Share with specific people," add the person or the email address of the person you want to share with. 5. To change wider sharing settings: Under "Access permissions," choose an option in the drop-down menu. Learn more about these options below. 6. If someone isn't already added, click Add people. 7. Add people and click Send. <p>If you shared your calendar with an individual email address, they'll see your calendar in their "Other calendars" list. If you shared your calendar with an email group, they'll see the calendar in their "Other calendars" list once they click on the link in the email invitation from Google Calendar.</p> <p>Delegate your calendar</p> <p>Follow the directions in the section above about how to share. Under "Share with specific people," click Add people. Enter the email address of the person you want to delegate your calendar to.</p>

	<p>your contacts unless you give them permission.</p>	<p>Under "Permissions," select Make changes AND manage sharing.</p> <p>Click Send.</p> <p>Your delegate will see your calendar on the left under "My calendars." If they create an event on your calendar, the invitation will come from you.</p>
<p>Google Drive</p>	<p>Here's what people can do with folders after you share it with them:</p> <p>Can organize, add, & edit: People can open, edit, delete, or move any files within the folder. People can also add files to the folder.</p> <p>Can view only: People can see the folder and they can open all files within the folder.</p>	<p>Share a folder</p> <p>Specific people</p> <p>Like files, you can choose to share with only specific people.</p> <ol style="list-style-type: none"> 1. On your computer, go to drive.google.com. 2. Click the folder you want to share. 3. Click Share . 4. Under "People," type the email address or Google Group you want to share with. 5. To choose how a person can use the folder, click the Down arrow ▾ . 6. Click Send. An email is sent to people you shared with. <p>Share a single file</p> <ol style="list-style-type: none"> 1. On a computer, go to Google Drive, Docs, Sheets, or Slides. 2. Click the file you want to share. 3. Click Share or Share .
<p>Lastpass</p>	<p>Your data is encrypted and decrypted at the device level. Data stored in your vault is kept secret, even from LastPass. Your master password, and the keys used to encrypt and decrypt data, are never sent to LastPass' servers, and are never accessible by LastPass.</p>	<p>Share access to a website account with/without viewing the password.</p> <ol style="list-style-type: none"> 1. Click on sites (left side) 2. Scroll over the site you wish to share, until three options come available. 3. Click the share button (image of people) 4. Enter email address of person you wish to share with 5. Ensure you tick the box if you wish for the person to view the password 6. Click share
<p>One Drive</p>	<p>OneDrive is Microsoft's service for hosting files in the "cloud", that's available for free to all the owners of a Microsoft account. OneDrive offers users a simple way to store, sync and share all kinds of files, with other people and devices on the Web.</p>	<p>Pick the file or folder you want to share by selecting the circle in the upper corner of the item. You can also pick multiple items to share them together.</p> <p>Select Share at the top of the page.</p> <p>Screenshot of selecting a file and clicking the Share command</p> <p>In the Share box that appears, set an expiration date or password if desired, and choose one of the sharing options: Get a link or Email.</p> <p>Get a link</p> <p>Choose this option to share items with lots of people you might not even know personally. For example, you can use these links to post to Facebook, Twitter, or LinkedIn, or share in email or IM. Anyone who gets the link can view or edit the item, depending on the permission you set. Keep in mind that the link can also be forwarded and sign-in is not required.</p>

Select Get a link.

Choose the type of link you want from the drop-down list above the Get a link button. The link automatically updates when you choose a different option from the drop-down list.

For example, to reset permissions to view only, click the arrow next to Anyone with this link can edit this item and clear the Allow editing check-box.

View only - When you share items with this type of link, people can view, copy or download your items without signing in. They can also forward the link to other people.

Edit - When you share items with this type of link, people can edit files, and can add or delete files in a shared folder. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

Select Copy to copy the link to your clipboard.

Screenshot of the Get a Link option in the Share dialog box in OneDrive

Note: "https://1drv.ms" is the shortened URL for OneDrive. Shortened URLs are useful for sharing via Twitter.

Paste the link in an email message or wherever else you're sharing the link. To post the link on a social network, select More and then the icon for the social network.

Email

Choose this option if you want to send an email invitation to people or groups and keep track of who you invited. This lets you also remove permission for specific individuals or groups later if you need to.

Click Email.

Screenshot of selecting Email in the Share dialog box in OneDrive

Enter the email addresses or contact names of people you want to share with. When you begin to enter info in the box, you can also choose a contact from the list that appears.

Screenshot of inviting people after selecting Email in the Share dialog box

Add a note to recipients if you want.

To change the permission level, select Can view or Can edit.

		<p>If you choose Can view, that means people you invite can view, download, or copy the files you share.</p> <p>If you choose Can edit, recipients can use Office Online to edit Office documents without signing in. To make other changes (like adding or deleting files in a folder), recipients need to sign in with a Microsoft account.</p> <p>If you pick Can edit and a recipient forwards the message, anyone who receives it will also be able to edit the item you're sharing. People with edit permissions can also invite others to have edit permissions to the item.</p> <p>Select Share to save the permission settings and send a message with a link to the item.</p> <p>Give recipients greater control and collaboration with shared folders</p> <p>When you share folders with Edit permissions, people you share with can add the shared folders to their own OneDrive. This lets them keep the folder alongside their own folders and items, easily move items between folders, and more easily work on it offline. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.</p> <p>To share the folder with a link - Choose Get a link, and in the Share box, choose Anyone with the link can edit this item.</p> <p>To share the folder by email - Choose Email, and in the Share box, choose Can edit.</p> <p>Tip: The recipient can add shared folders to their OneDrive, not individual files. If you want the recipient to add files to their OneDrive, put the files in a folder first, and then share the folder.</p>
<p>Trello</p>	<p>A Trello board is a list of lists, filled with cards, used by you and your team. It's a lot more than that, though. Trello has everything you need to organize projects of any size. Open a card and you can add comments, upload file attachments, create checklists, add labels and due dates, and more.</p>	<p>To add members to a board, select "Invite" from the board menu. Search for a user by name or enter an email address to invite them to the board. Click their name to add them to the board. Depending on the board settings, you may need to be an admin to invite someone to the board.</p>