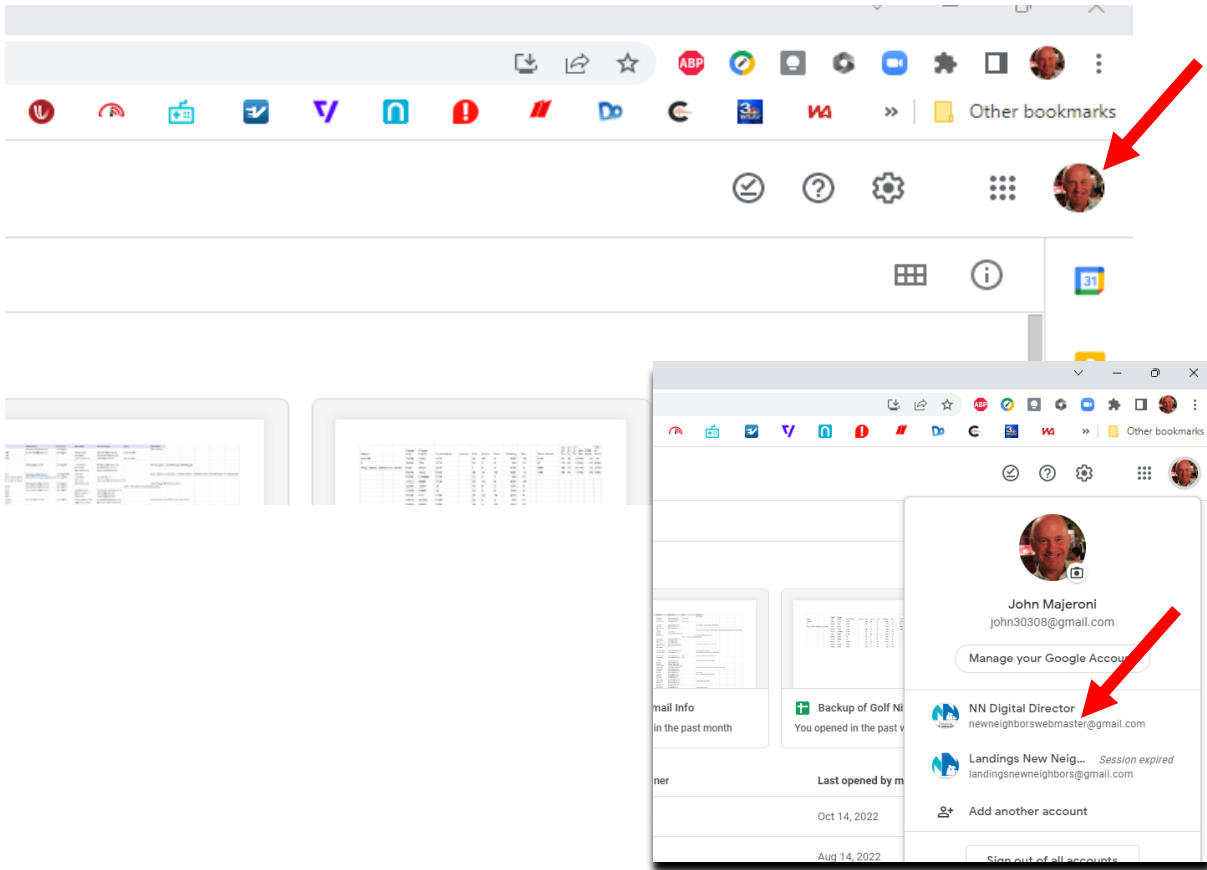


## Schedule C – INSTRUCTIONS FOR SHARING GOOGLE DRIVE DOCUMENTS (SPREADSHEETS, ETC.)

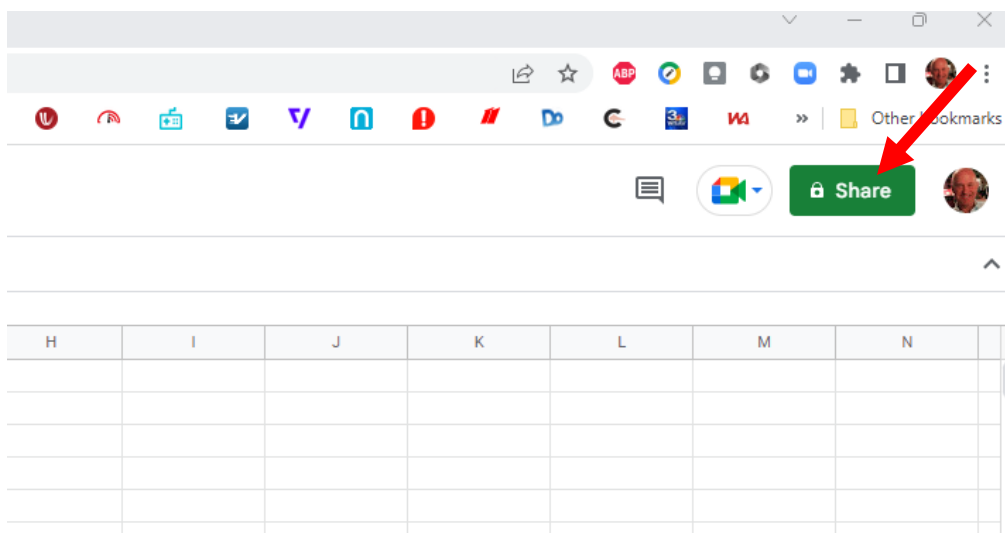
One person of your NN activity team will have access to the NN activity Gmail account as you all do now (have the password, etc.). We'll call this person the "primary account person". That person will share the needed Google Drive documents (spreadsheets, etc.) with the other team members.

### INSTRUCTIONS FOR PRIMARY ACCOUNT HOLDER ONLY

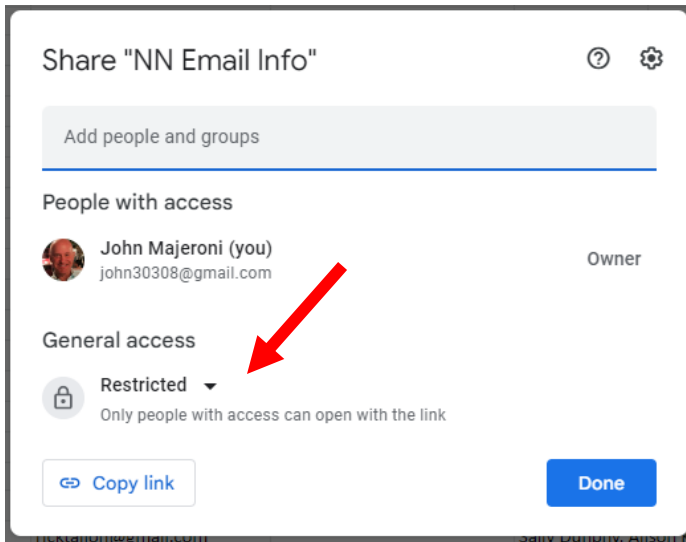
1. In a browser on your computer, go to "[drive.google.com](https://drive.google.com)". (NOTE: the screen below is from a PC – Mac will look different, and things may be in different place, but same idea.)
2. Switch to the NN activity account if needed. Select the **Circle icon**, then select your **NN account** – you may have to scroll to find it .



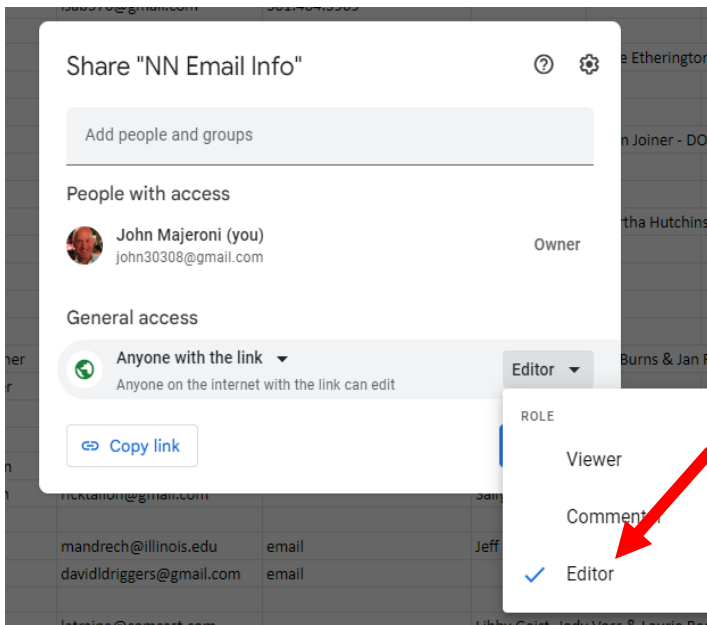
3. Open the document you want to share.
4. Select the **Share** button – different colors for different Google apps



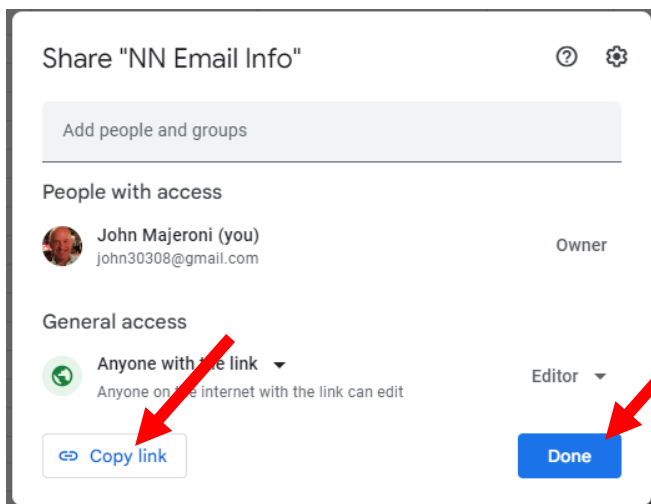
5. In the pop-up, select **Restricted** and change it to **Anyone with the Link**



6. Select **Editor** if you want your team mates to be able to make changes to the document (likely). If not, leave it Viewer.



7. Select **Copy Link**, and then **Done**



**8.** You can paste the copied link into an email to our team mates so they can access the document. No one on the team should share the link with someone outside the team unless then understand that anyone with the link can edit or destroy the document. NOTE: many documents, like spreadsheets for signup, etc., and already shared this way with a broad audience. You might want to have back-up copies of the document that are not shared outside of you team.

9. All done.