


3. Share your files and folders by clicking Share  and then choose what collaborators can do. They'll get an email notification, too.

	Delete files & folders	Add & remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files & folders
Owner	✓	✓	✓	✓	✓	✓
Editor	✓	✓	✓	✓	✓	✓
Commenter					✓	✓
Viewer						✓