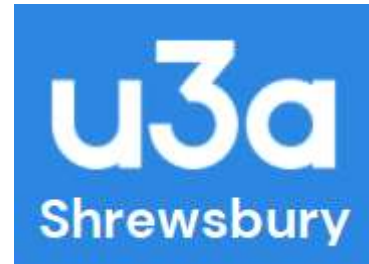


How to Share a link to Newsletters for all members

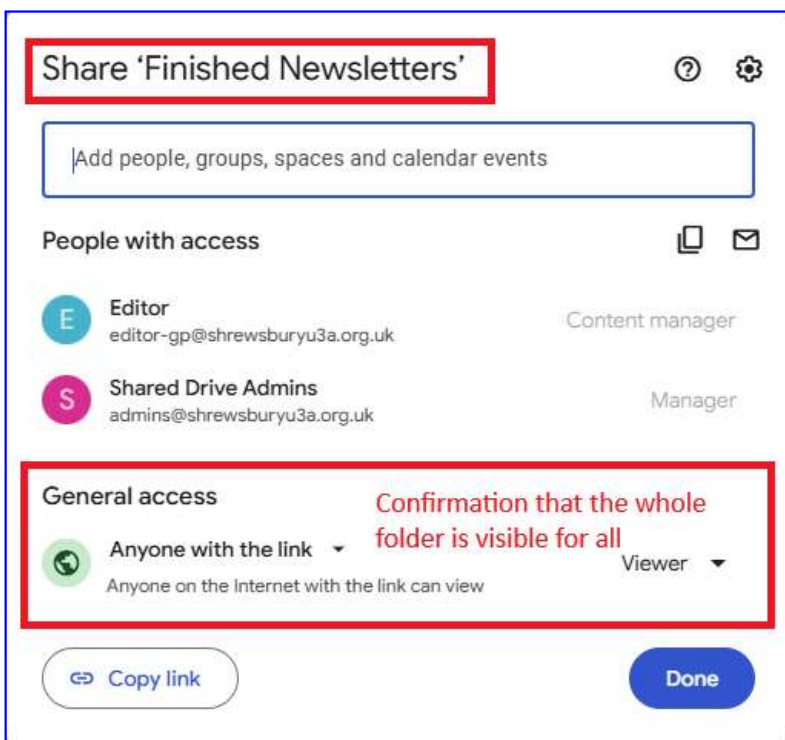
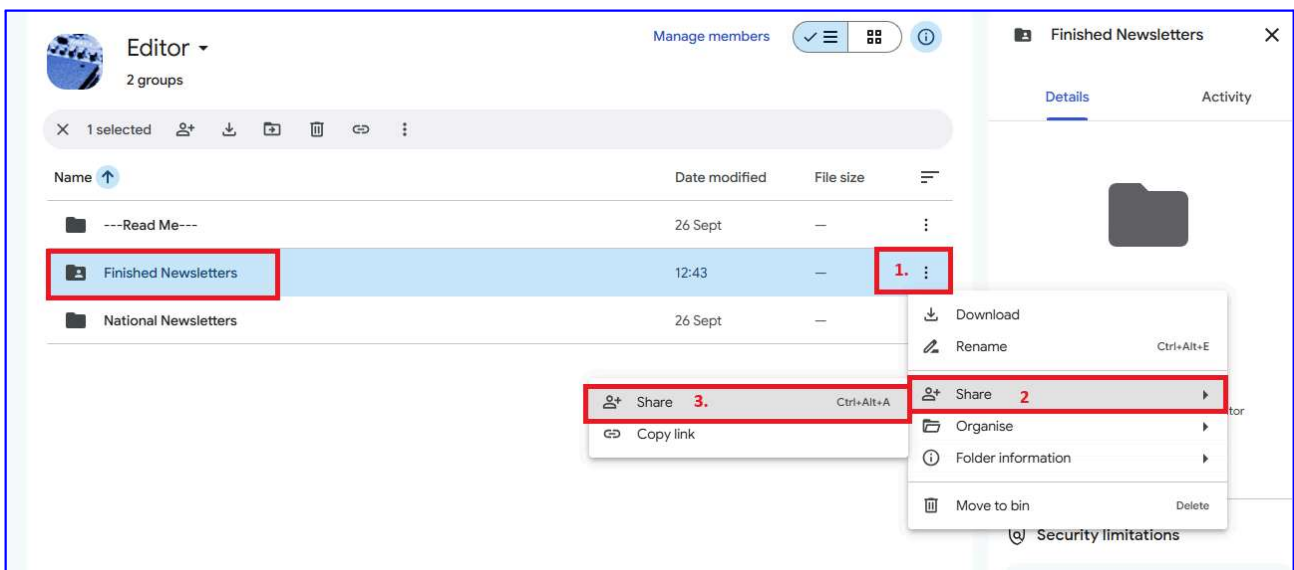


Requirement: To enable all members to read the Newsletter without actually sending it.

Solution: Send a link instead.

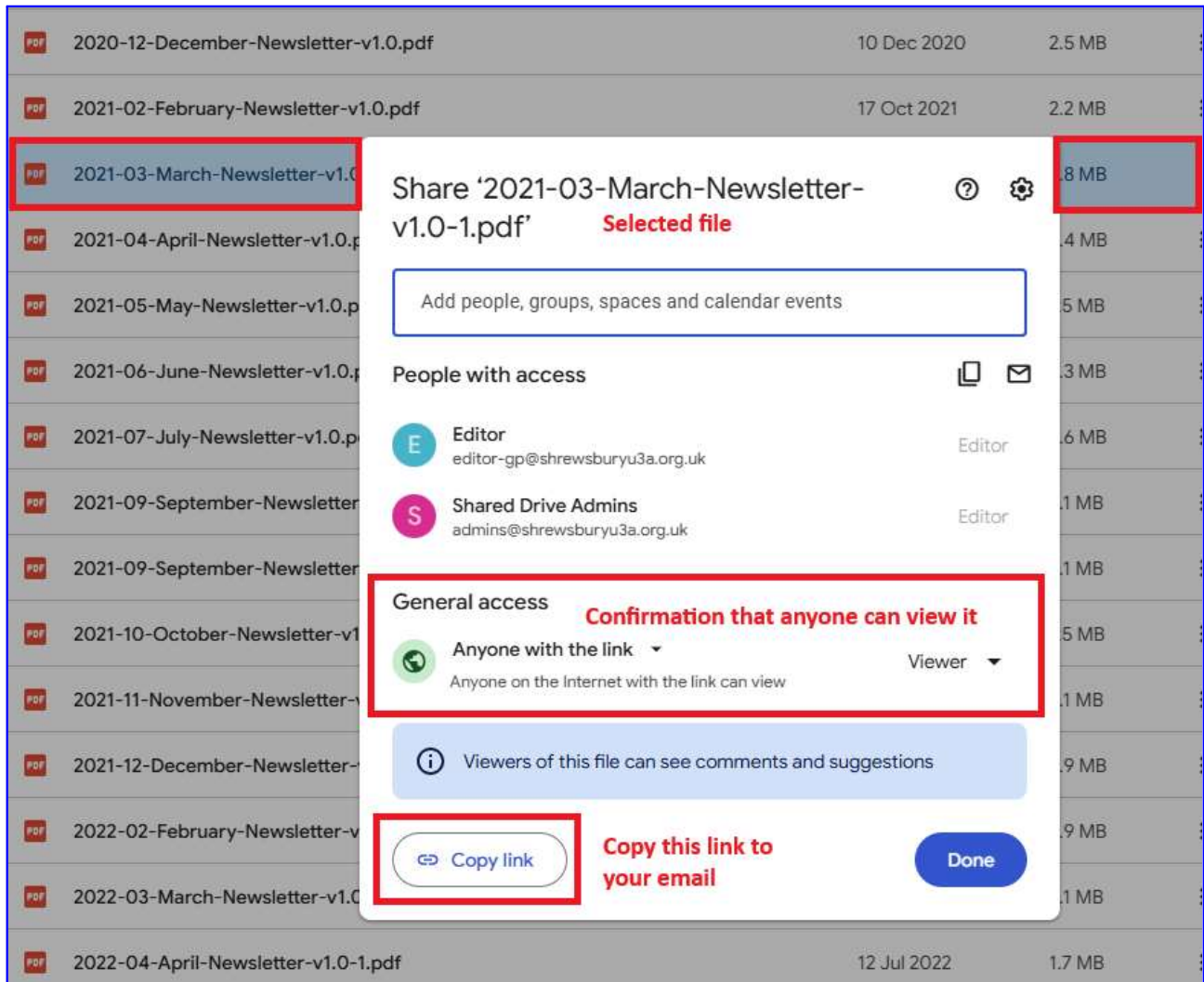
Possible Issues: the recipient must have access permissions to view

Step 1. You need to do this from the Online version of Drive (drive.google.com) not the desktop version. Share the Top level folder “Finished Newsletters” so that ‘anyone’ with the link can view.



Individual files within this folder will inherit these permissions. I've done this for you.

Step 2 . Navigate to the file that you want to share, follow the 1, 2 & 3 as in the first screenshot



You will see confirmation that the file can be viewed by anyone with the link.

Step 3. Copy the link to your clipboard, and

Step 4. Paste the link into your email. Not forgetting the guidance given in the [Beacon User Guide 6-1-1](#) for sending emails. The “External Links” paragraph is about 2/3rds the way down the page

End of Tutorial