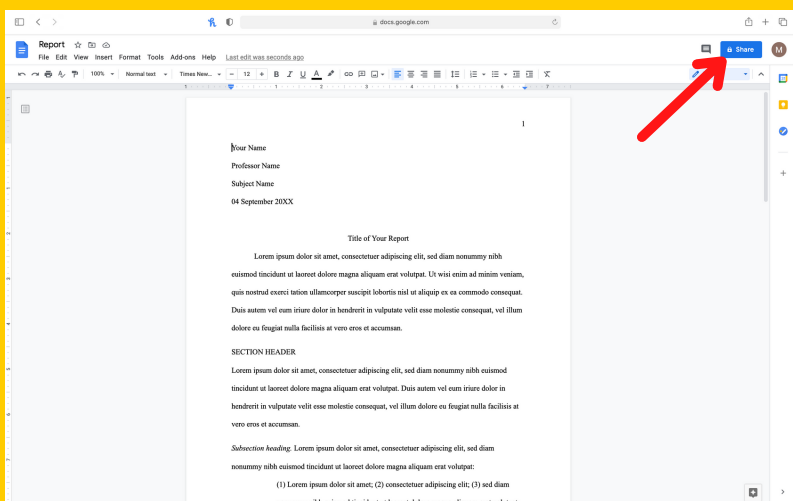


## HOW TO:

# SHARE YOUR GOOGLE DOC

Start your appointment off on the right foot!

### STEP 1

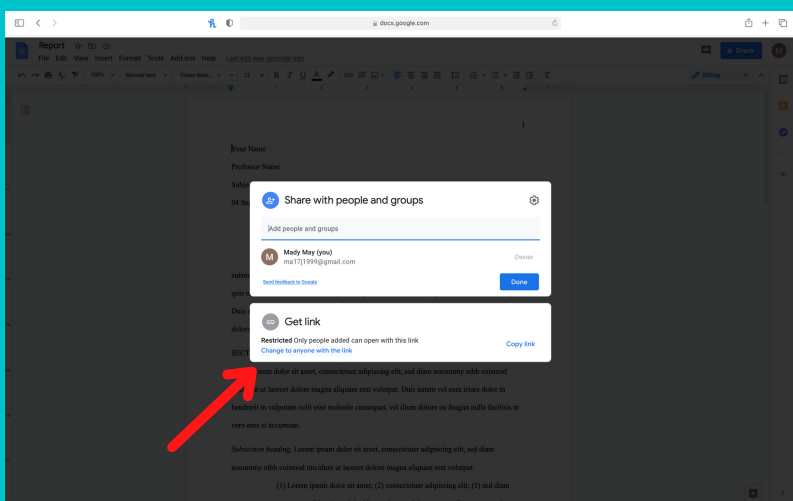


Open your doc & click "Share"

The blue "Share" button is located at the top right of the page.



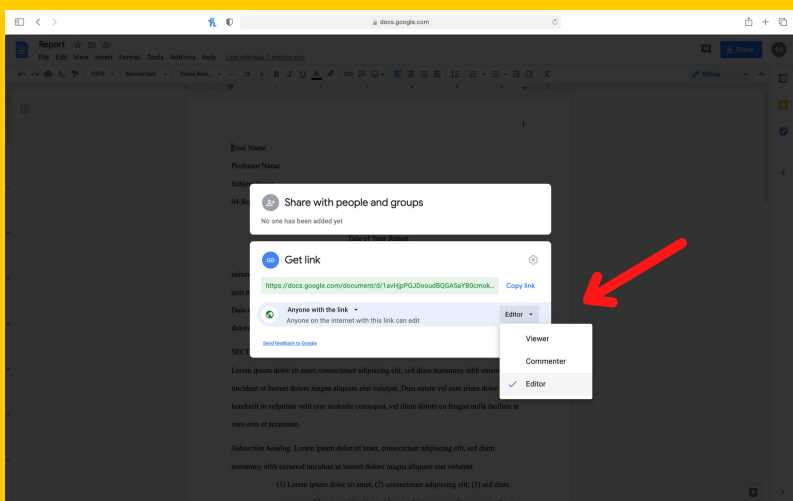
### STEP 2



Fix permissions

Click on "Change to anyone with link" in blue under the "Get link" section.

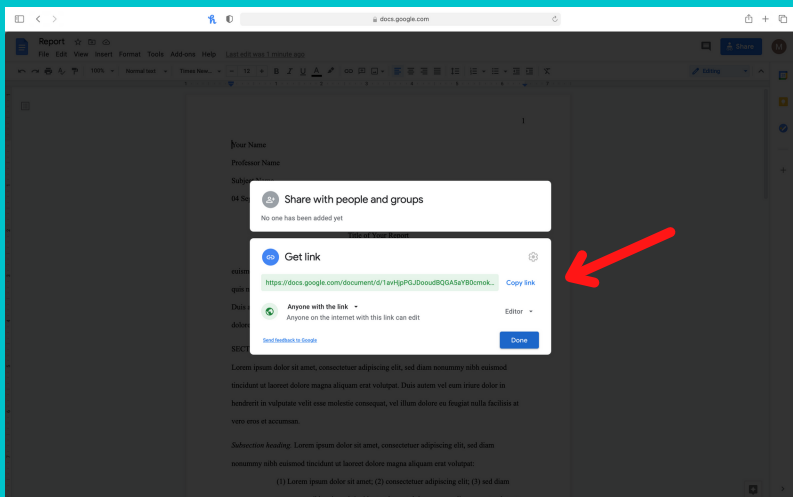
### STEP 3



Allow editing

Click on the drop-down menu on the middle left of the "Get link" bubble. Select "Commenter" or "Editor" depending on the level of permission you would like to give your consultant.

### STEP 4



Send the link

Click on "Copy link" and paste the link into an email. Send it to your consultant before your appointment.

FOR ANY QUESTIONS, PLEASE CONTACT YOUR CONSULTANT AHEAD OF YOUR APPOINTMENT. THANK YOU!