

# Content Sharing Options

<b>Google Docs</b>	For easy online document sharing and real-time collaboration. Accessed through your Biola Google Workspace account.
<b>Google Drive</b>	For sharing files of all types and sizes with people inside Biola. May be shared with users outside of Biola if they have a Google account. Accessed through your Biola Google Workspace account.
<b>Google Gmail</b>	For sharing non-sensitive files of small size and quantity with people in- and outside of Biola.
<b>Dept. Files Server</b>	For sharing files with your department or team. Useful for departments who need private folders for each team.
<b>Confluence</b>	For powerful online documentation. Useful for manuals and internal departmental information.

**Students**

[How to Share Files Using Gmail](#)

[How to Share Files Using Google Drive](#)

**Faculty**

[How to Share a File on a Department Files Server](#)

[How to Share Files Using Gmail](#)

[How to Share Files Using Google Drive](#)

**Staff**

[How to Share a File on a Department Files Server](#)

[How to Share Files Using Gmail](#)

[How to Share Files Using Google Drive](#)