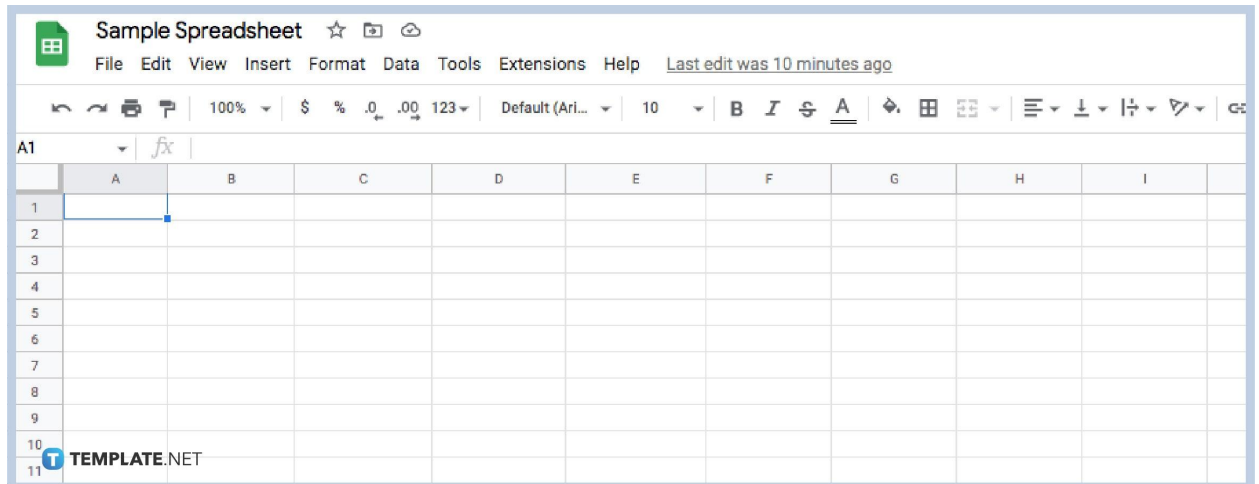


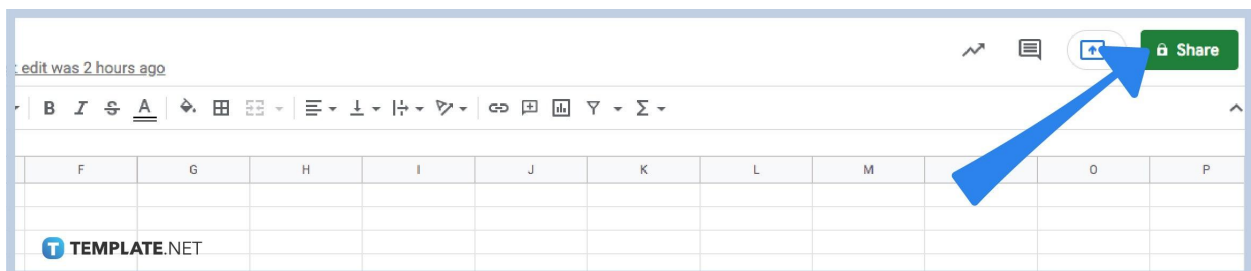
Google Sheets can be worked on by multiple people but first, you need to grant those people access. find out how right here.

• Step 1. Open the File You Want to Share



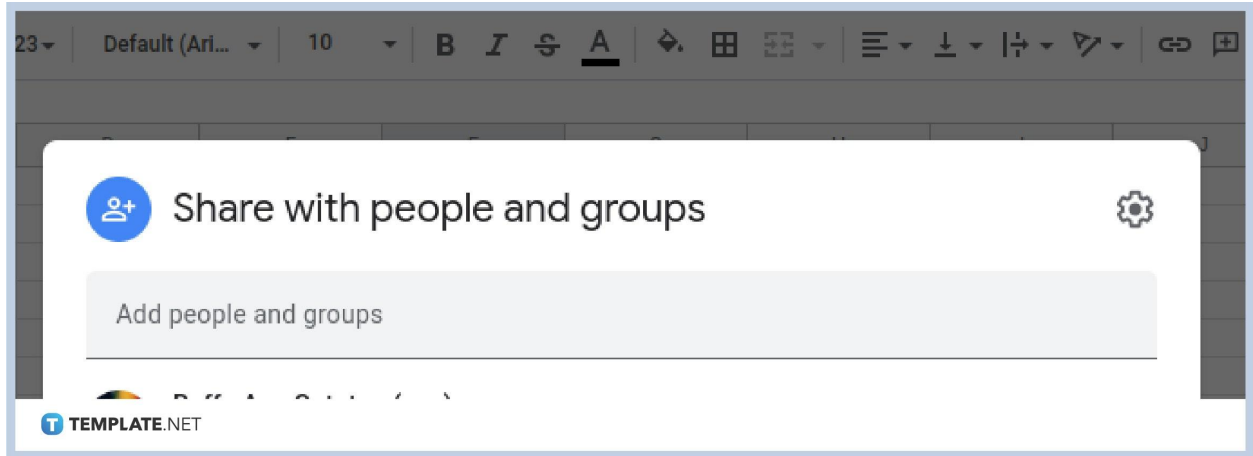
Whether you need someone to [view the page breaks](#) or to [organize](#) the [Google Sheets](#), you can do so by making your spreadsheet a shared file so others can work on the same document. Whether it is for a budget itinerary or a workbook, the results are all the same. To get started, first open the file you wish to enable editing.

Step 2. Click the Share Button



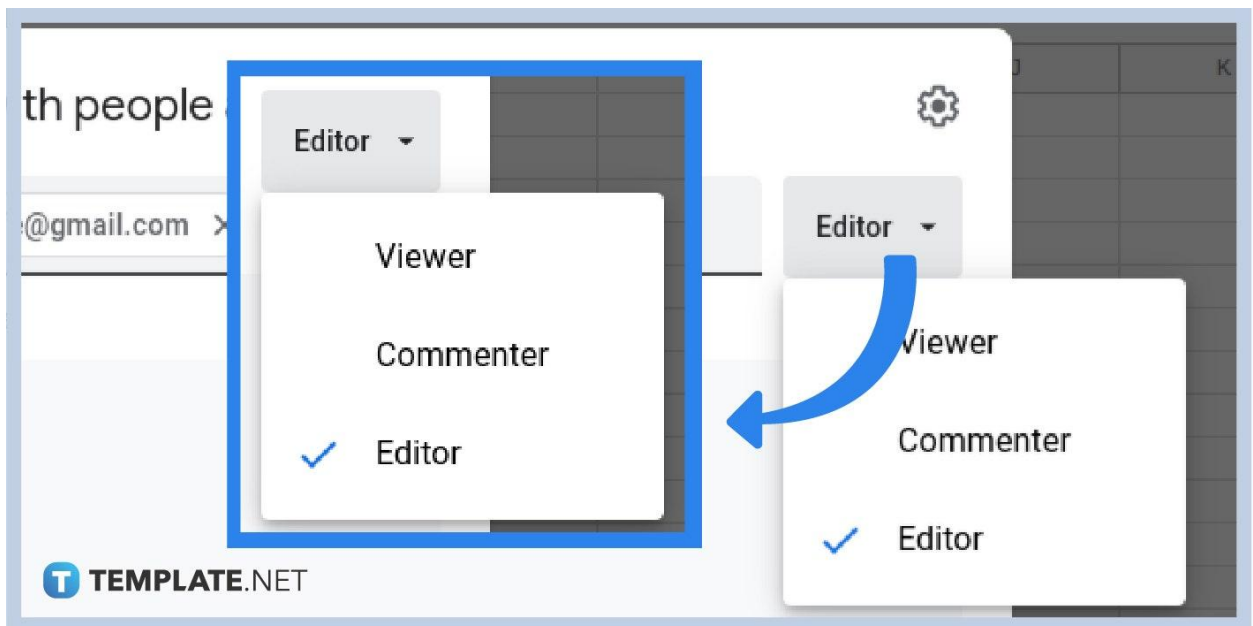
Next is to move your cursor to the top left of the screen and click the Share icon that is colored blue.

Step 3. Enter the Email Addresses



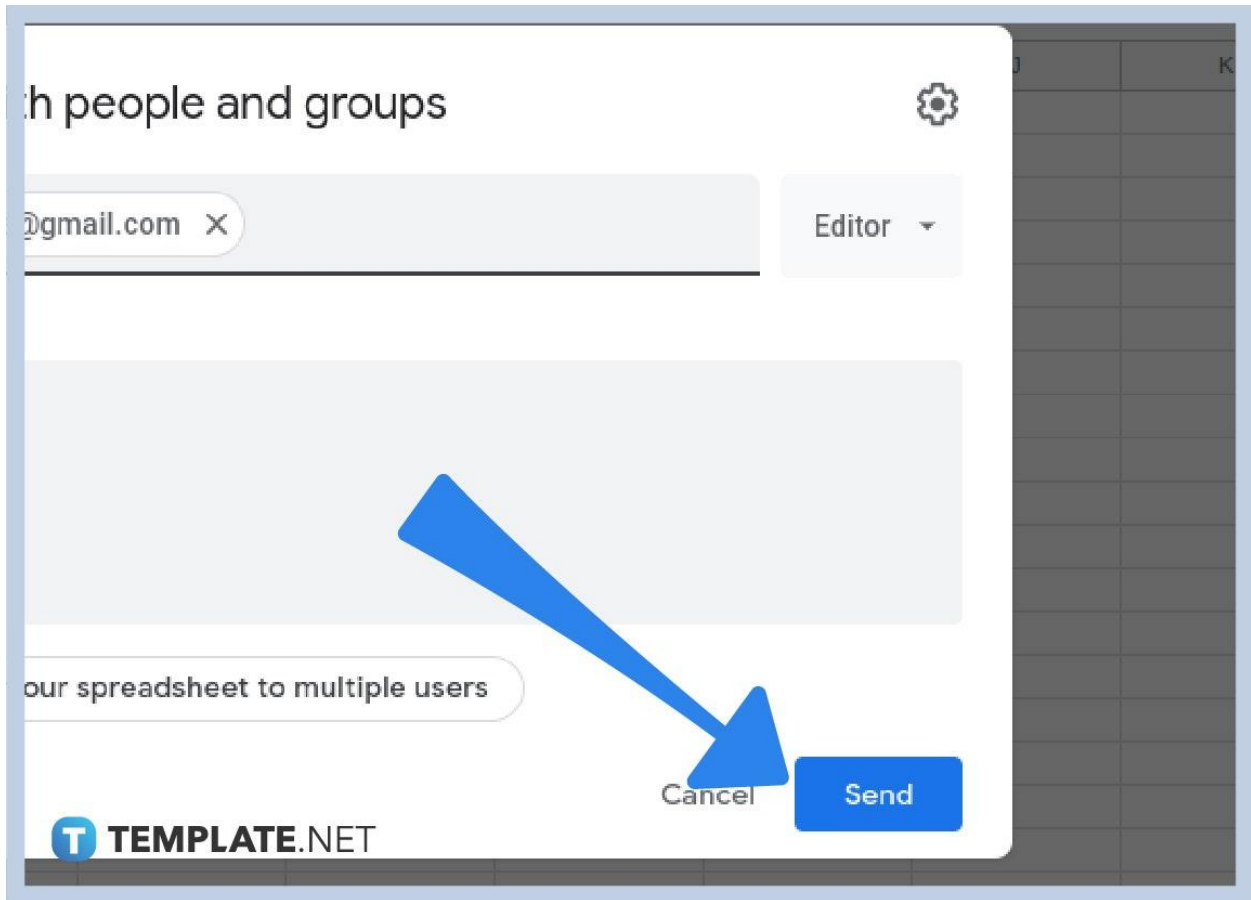
Type in the email addresses of those you want to give sharing permission to.

Step 4. Choose the Type of Access



On the other dropdown, you can choose whether these people can either view and edit & comment on the shared file.

Step 5. Press the Send Button



To complete it, press the Send button, which will give access to the multiple users you have chosen in sharing and collaborating on files. And that is how you make your Google Sheets file editable by multiple users.

Is there a limit on how many people I can share files with on Google Sheets?

No, in Google Sheets, you can share it with as many people as you like.

Is there a way to share a file with a specific group in Google Sheets?

Yes, you can specify that members of a group can have access to a file, saving you the trouble of adding them one by one.

Will a person know right away when they gain access to a Google Sheets file?

Yes, they will receive an email on their Gmail account, informing them of their access.

Is there a shortcut to grant access to other users in Google Sheets?

No, there are no known shortcuts in granting access to other users.