

Green Map System Tutorial : Sharing and Collaboration on Google My Maps



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Sharing Google My Maps

This document will walk you through the various ways in which you can collaborate and share your maps online.

- If you do not already have a Green Map, go here for steps to [create a new Green Map](#)
- Already have a Green Map, you can import your map into Google My Maps by following the steps [here](#)

Why is sharing necessary

When you create a new map or import your data, it is private only to you until you share the map. You can keep it private, share it with a few friends until you're ready to share it with the world.

What are the sharing options

My Maps has a couple of sharing options you can use depending on what you'd like to do. Here's a quick summary:

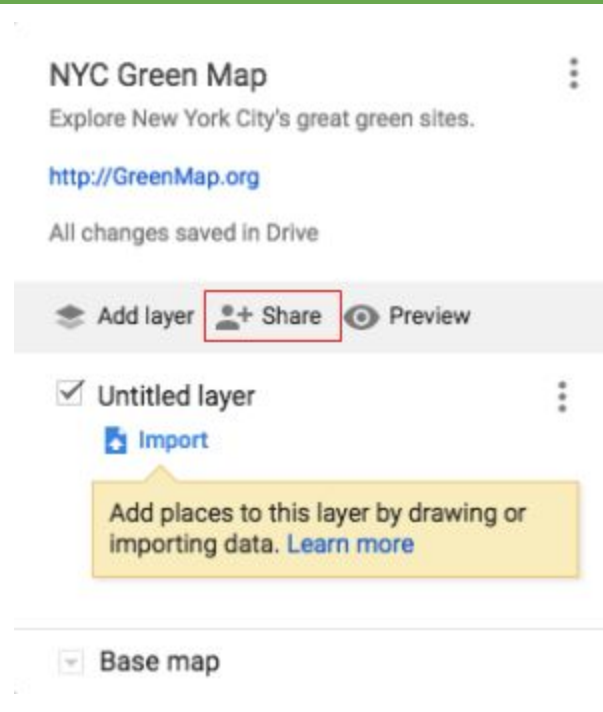
- Collaborate with a few users: Give edit access to specific people
- Publish the map: Give view access and share publicly
- Embed the map on your website: Publish the map and include the HTML snippet on your website

Let's take a closer look at each of these options.

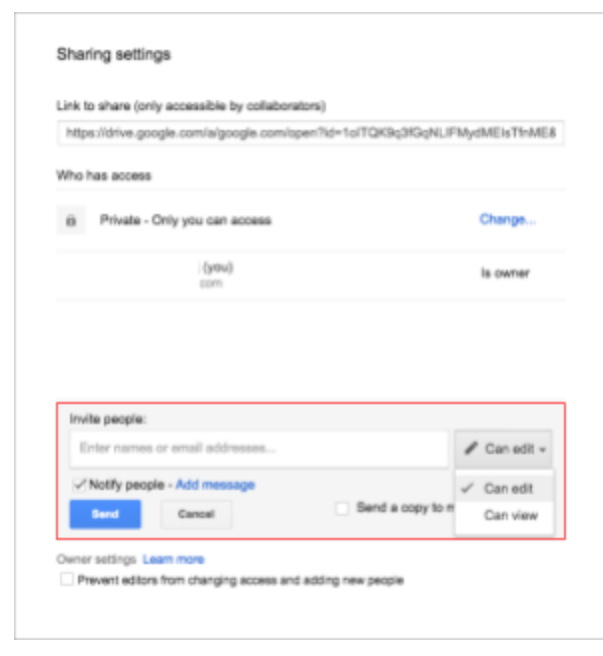
Collaborating to update the map

In this section, let's see how to share the map so that more than one person can update the map. Typically, you'd want to let a couple of others be able to edit your map. Say, you've imported the NYC Compost Map from Green Map. You'd now like to share it with a couple of volunteers to update the map. Follow the instructions below to share your map:

How to share the map for my friends to collaborate?



Click on the "Share" option in the left pane



Use the **Invite People** option to invite specific people.

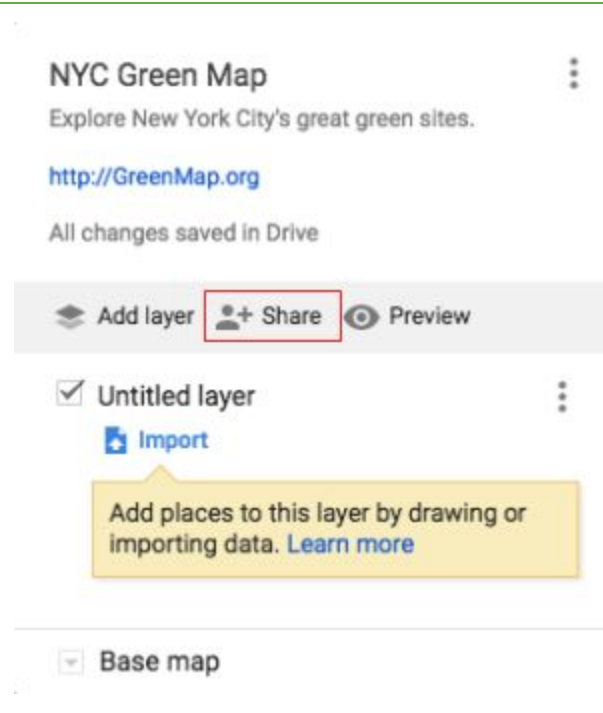
- Enter their email addresses in the box here
- Select the **Notify People** box to send them an email notification
- Select **Can Edit** for them to be able to make changes to the map
- Click on **Send** to send the notification

The email notification will contain a link to the map you shared with them. They can also find the map by going to <http://google.com/mymaps>

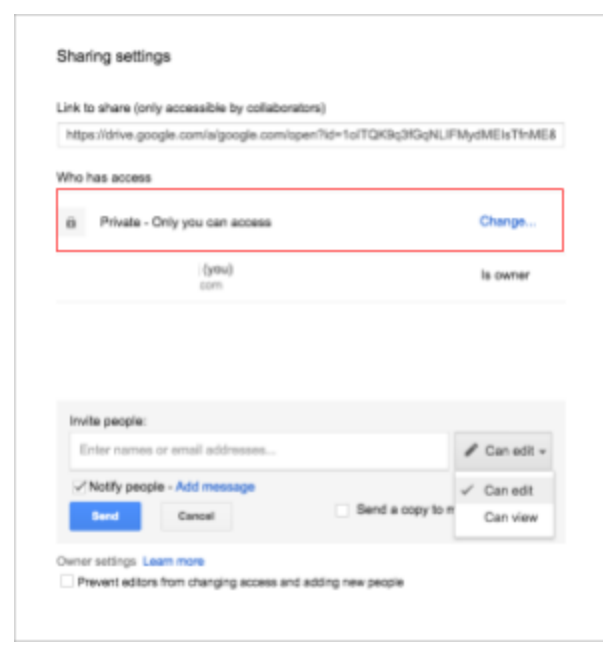
Publishing the map on the internet

So, now you've imported the data. You've also shared it with a couple friends, volunteers and you

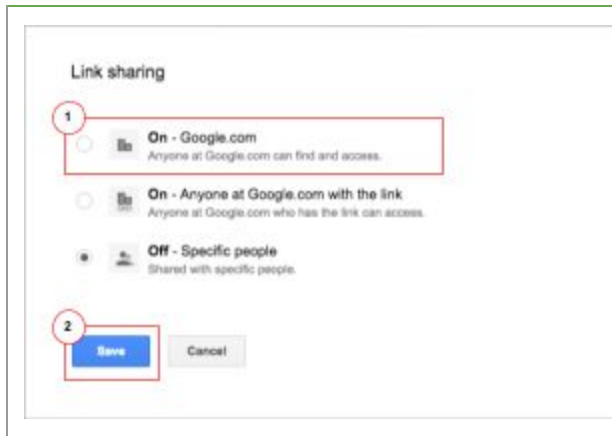
are now ready to share the map on the internet for everyone else to use. Follow the steps below to allow the map to be shared with anyone on the internet:



Click on the "Share" option in the left pane



Click on **Change...** next to "Private - Only you can access". This will open up the Link Sharing dialog below.

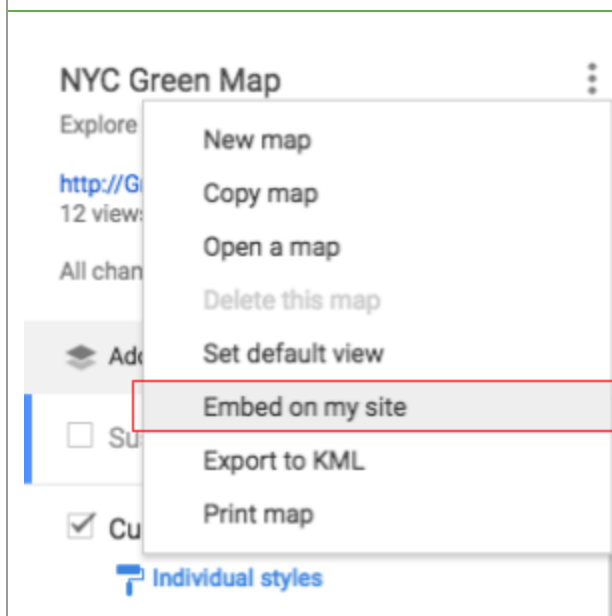


Select the **On - Google.com** option to allow anyone on the internet to be able to find this map.

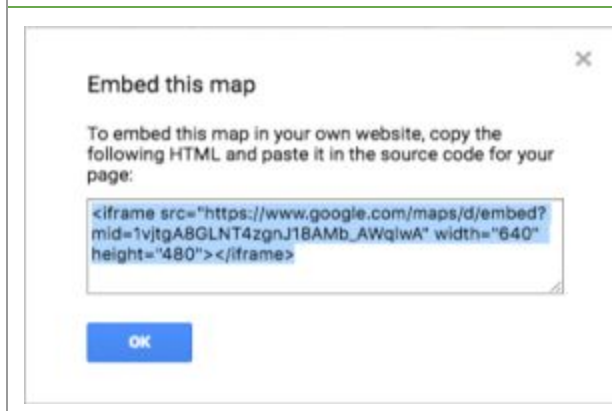
Click on **Save** to update the sharing preferences

Embedding your map on a website

Once you publish the map [[learn how to](#)], you can share it using the URL of the map. You can also embed the map on a website. Follow the steps here to embed the map on your website



- In the left panel, click the map menu button
- Click on the **Embed on my site** option
- If you want a specific centerpoint and zoom as the default view, adjust the map how you want it to appear and click **Set default view**, then **Embed on my site**



- When you click on **Embed on my site**, you will get the dialog on the left.
- Copy the highlighted text using one of the following methods
 - Right click > Copy
 - Control + C or Command + C
- Please this snippet into the source code of your website or blog

Once you save the source code, you will see it embedded in the site.

