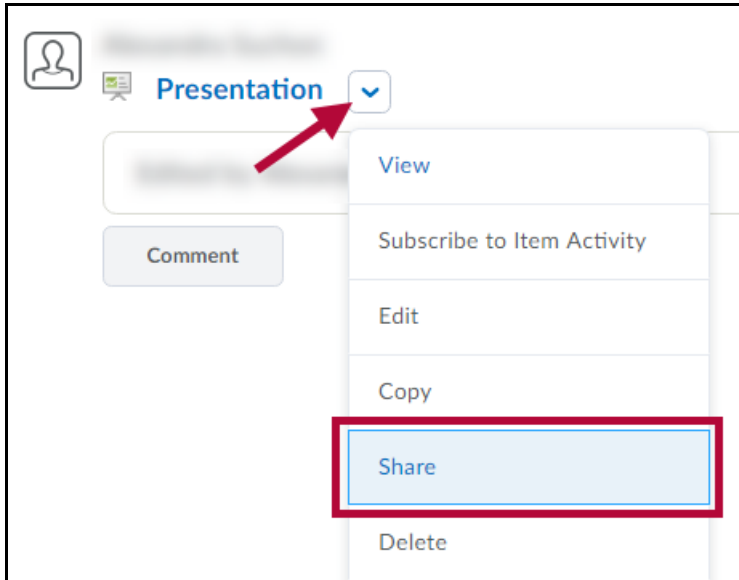


Share Presentations Using ePortfolio

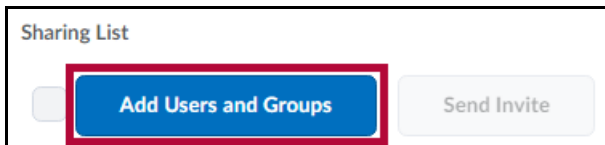
Last Modified on 10/12/2020 12:45 pm CDT

Share via a Sharing List

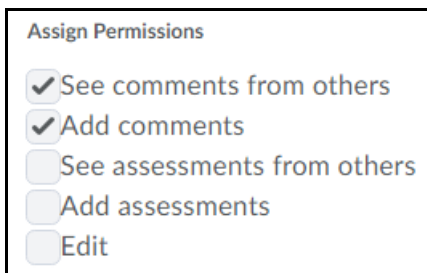
1. Click on **Collaboration** on the navbar and choose **ePortfolio**.
2. Click the down arrow next to the title of the presentation, then click **Share**.



3. Click the **Add Users and Groups** button.



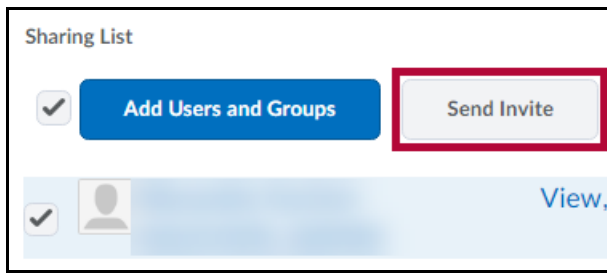
4. In the window that appears, select names or groups from the list provided or search using the **Search for** field. Selections will be highlighted in blue and shown under **Share To**.
5. Change **Assign Permissions** settings as desired.



6. Once all desired names or groups have been selected and permissions set, click the **Share** button.
7. When finished, click **Close** to return to ePortfolio.

NOTE: After sharing with a sharing group, it is recommended that an invite also be sent to the added users to inform them of their access.

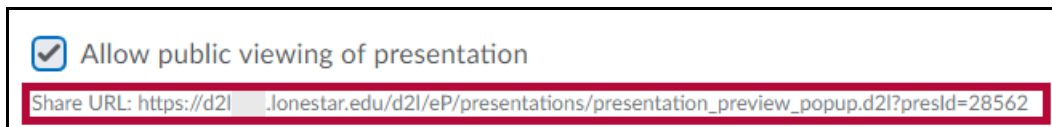
8. Check the **Select All** box or individually select users to include from the **Sharing List**, then click **Send Invite**.



9. Add a **Subject** and **Message** as needed then click **Send**.
10. An email will be sent to these recipients containing a link to the newly shared presentation.
11. Click **Close** to return to ePortfolio.

Sharing Presentations via URL web link

1. Click on **Collaboration** on the navbar and choose **ePortfolio**.
2. Click the down arrow next to the title of the presentation, then click **Share**.
3. Select the checkbox for "**Allow public viewing of presentation**".



4. Copy the URL listed and send as needed to share presentation with people.

NOTE: This option is required only if you wish to share your presentation with users outside of existing sharing groups or the Lone Star College system.