Sharing Presentations via URL web link

1. Click on **Resources** 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 “Anyone with the URL below can access this item”.

![Anyone with the URL below can access this item]

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.

*See Share via a Sharing List on the next page.*
ePortfolio: Sharing Presentations

Share via a Sharing List

1. Click on **Resources** on the navbar and choose **ePortfolio**.
2. Click the down arrow next to the Title of the presentation, then click **Share**.
3. Click **Add Users and Groups**.

4. Select names or groups from the list provided or search using the **Search for** field.
5. Selections will be highlighted in green and shown in **Selected Users**.

6. Change **Assign Permissions** settings as desired.

7. Once all desired names or groups have been selected and permissions set, click the **Add** button at the bottom of the screen.

**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. Select all added users from the **Presentation 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.