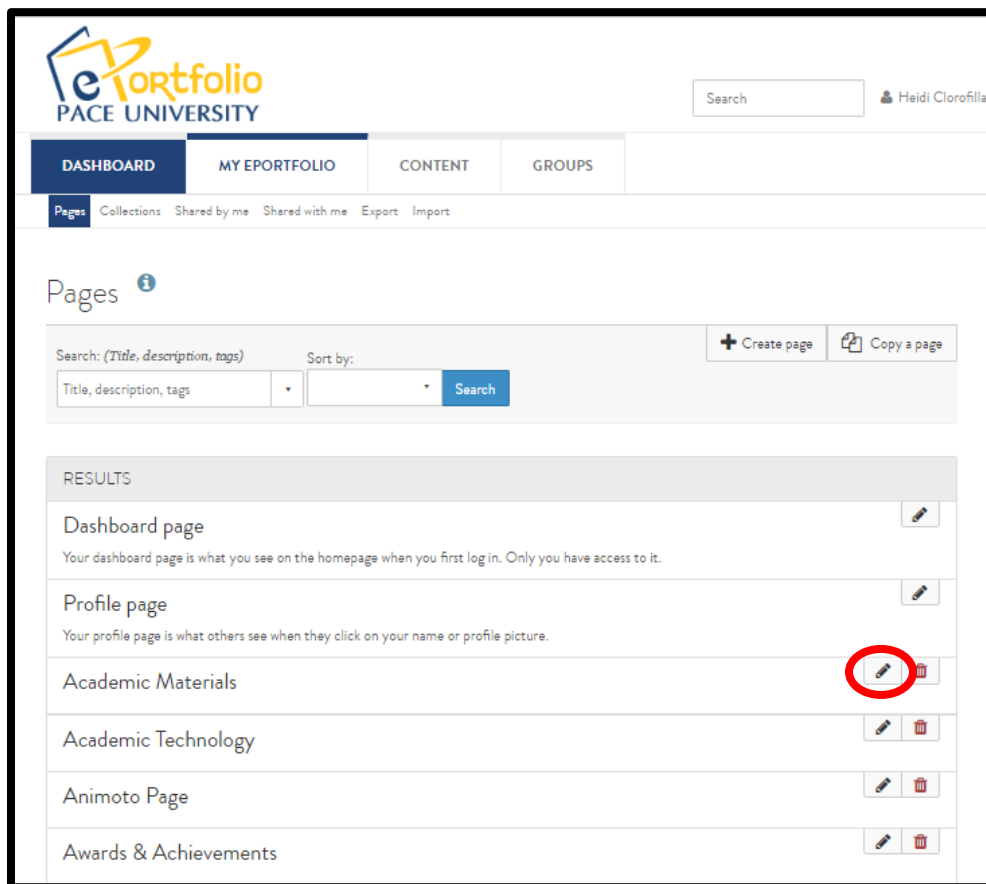


TUTORIAL

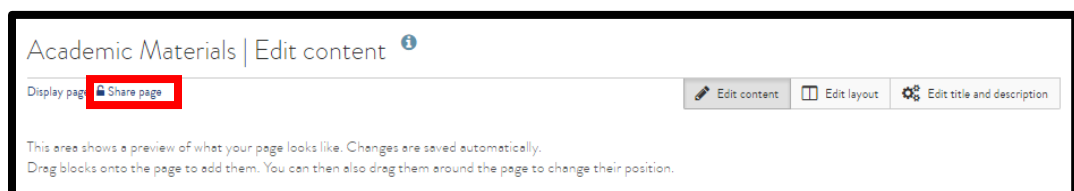
SHARING A PAGE WITH A GROUP

This tutorial will show you how to share a page on ePortfolio with a group.

1. Under the My ePortfolio tab, **click the pencil icon** next to the page you wish to share.

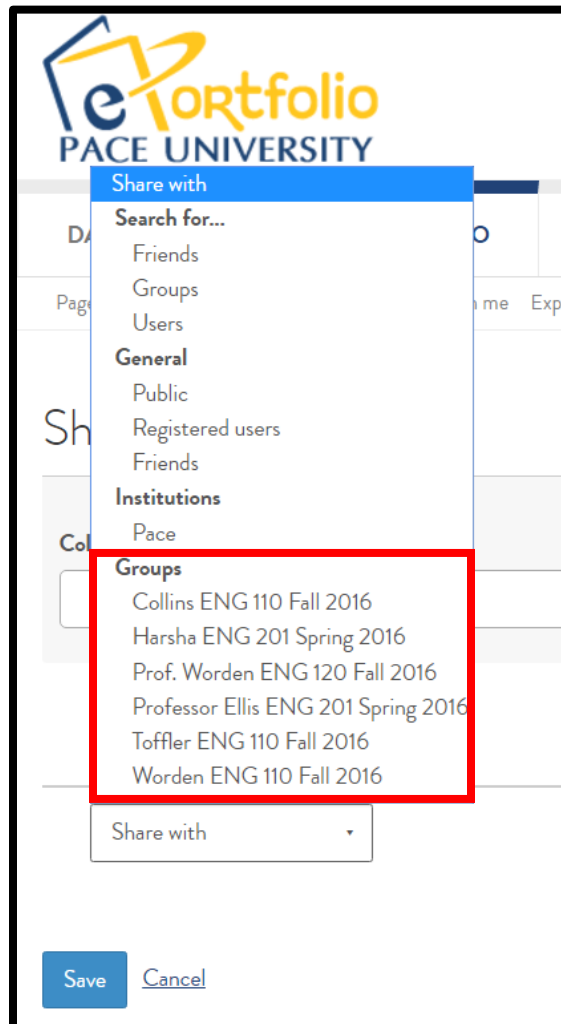
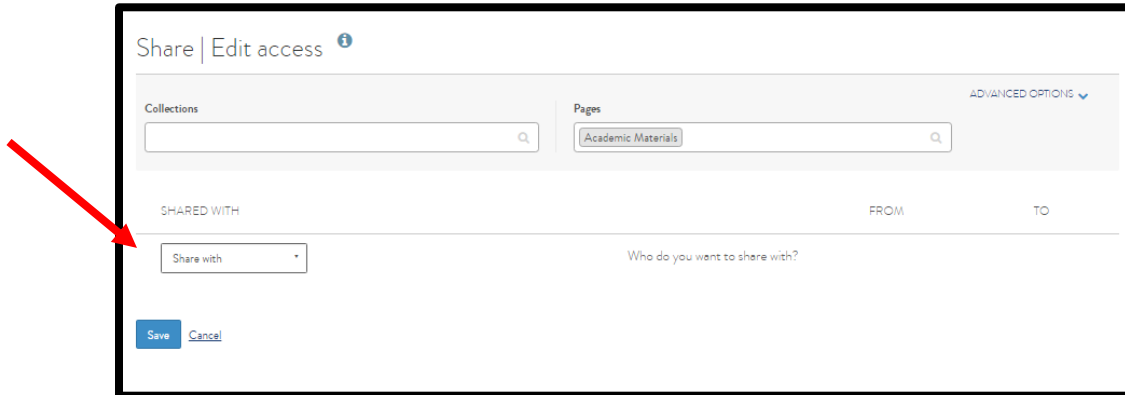


2. **Click Share Page.**



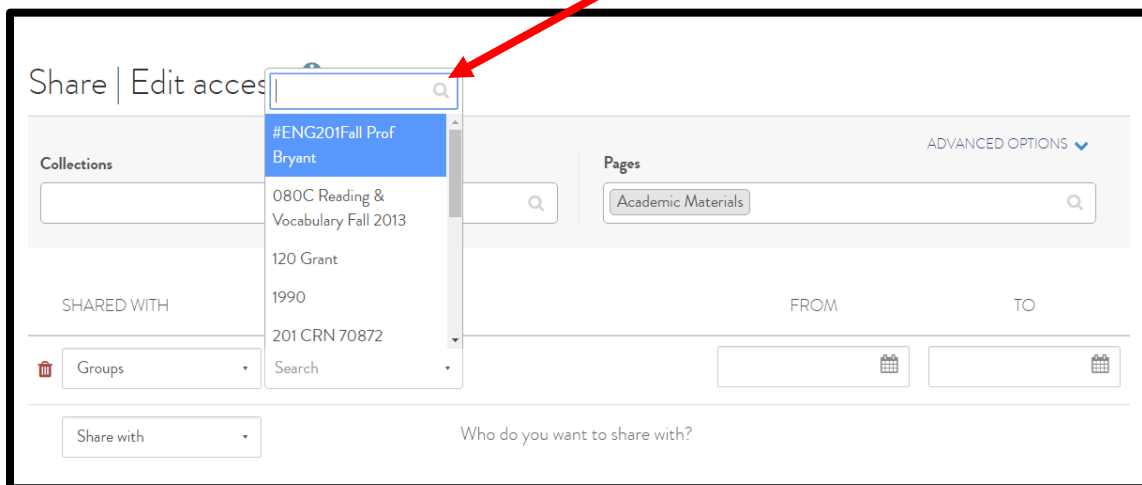
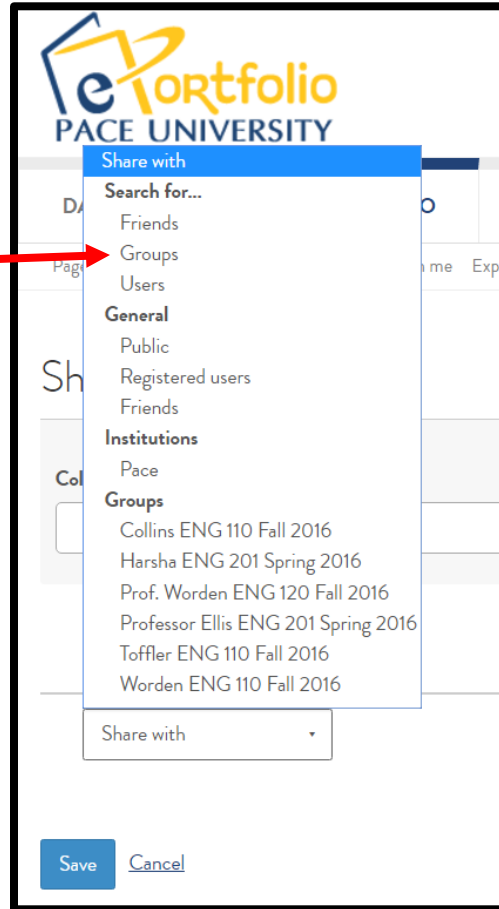
TUTORIAL

- As a group's member, you can share a page by **selecting Share With and select your group from the options.**



TUTORIAL

- If you are not a member of a group, under **Search for...** click **Groups**. A search bar will pop up so you can type in the name of the group you wish to find.



TUTORIAL

5. Scroll down and then **click Save** to save your changes.

Share | Edit access ⓘ

Collections

Pages

ADVANCED OPTIONS ▾

SHARED WITH FROM TO

▾ #ENG201Fall Prof Brya... ▾ Everyone in group ▾

▾ Who do you want to share with?