

Accepting a Shared Folder

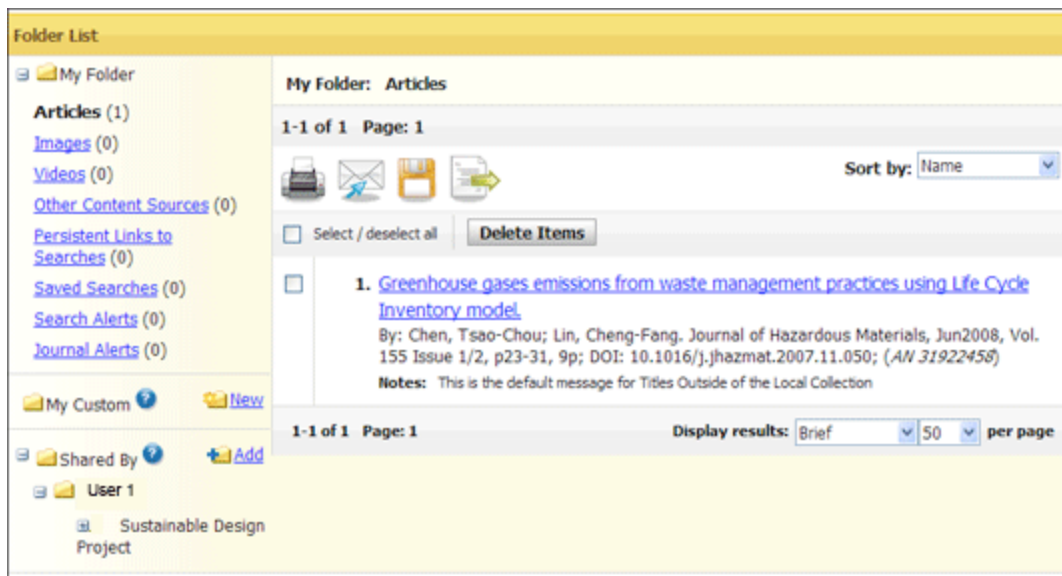
When an EBSCOhost user sends you an e-mail invitation to a folder, he or she wants to share EBSCOhost search results with you. To access the shared folder, you log into EBSCOhost and "accept" that folder. You will need the passcode included in the e-mail invitation.

To accept a shared folder:

1. Sign into My EBSCOhost and click on the **Folder** icon.
2. Scroll down to the **Shared by** area of the folder, and click the **Add** link. The Add Shared Folder Screen displays.

The screenshot shows a web interface for managing folders. On the left, there is a 'Folder List' with a tree view. Under 'My Folder', there are links for 'Articles (6)', 'Images (0)', 'Videos (0)', 'Other Content Sources (0)', 'Persistent Links to Searches (1)', 'Saved Searches (0)', 'Search Alerts (0)', and 'Journal Alerts (0)'. Below this is 'My Custom' with a 'New' button and two project folders: 'Environmental Science Project' (with 'Articles (2)') and 'Sustainable Design Project' (with 'Articles (1)'). At the bottom of the list is a 'Shared By' section with an 'Add' button. On the right, an 'Add Shared Folder' dialog box is open. It has a 'Passcode' label and a text input field containing the alphanumeric string '80577de3-bb9a-4989-b0b2-f24fea693532'. Below the input field is a note explaining that the passcode is provided in email invitations and should be copied and pasted. At the bottom of the dialog are 'Submit' and 'Cancel' buttons.

3. Copy the **passcode** included in the e-mail that invited you to share a folder, and paste it right into the **Passcode** field.
4. Click **Submit**. The shared folder will display in the **Shared by** area.



5. In the **Shared by** area, click on the name of the folder that is being shared (for example, Sustainable Design Project), and the EBSCOhost search results are displayed.

Notes:

- You can copy an item from a Shared Folder to a Custom Folder or My Folder. (You must copy items rather than move them.)
- You can “unsubscribe” from the shared at any time by deleting the folder from your list.
- Since the folder belongs to someone else, you cannot modify a shared folder in any way.