

# Sharing a Folder

EBSCOhost's Shared Folder feature lets you add articles to your custom folders and share them with other EBSCOhost users such as fellow students, professional colleagues, or anyone interested in a specific topic.

There are three folder areas for use:

- **My Folder** – this area holds the items that you have collected during your current session. This folder cannot be shared.
- **My Custom** – custom folders you create, and then move result items into. You can share custom folders with other EBSCOhost users, if desired.
- **Shared by** – custom folders that another user creates and then shares with you.

You must be signed into My EBSCOhost to access custom or shared folders. In order to share a folder, it must be at the “top level” of the folders. If you have multiple levels of folders, the sub-folders cannot be shared.

## To share a custom folder:

1. Run a search on EBSCOhost, and save one or more articles or Persistent Links to Searches to a custom folder that you previously created. (For example, you created an Environmental Science Project folder and added two articles to it.)

The screenshot shows the 'Folder List' interface. On the left, a sidebar lists various folder categories: 'My Folder' (Articles: 4), 'My Custom' (Environmental Science Project), and 'Shared By'. The 'Environmental Science Project' folder is expanded, showing 'Articles (2)'. The main content area displays 'My Folder: Articles' with a list of 4 items (page 1 of 1). The list contains three articles:

1. [classrooms are going green.](#)  
(cover story) By: Cleaver, Samantha. Instructor, Nov/Dec2007, Vol. 117 Issue 3, p20-24, 5p, 4c; (AN 27499881)  
[HTML Full Text](#)
2. [Ski areas catch wind of global warming](#)  
By: Laura Bly. USA Today, 11/16/2007; (AN J0E099954440507)  
[HTML Full Text](#)
3. [States test-drive hybrid school buses](#)  
By: Ron Barnett. USA Today, 11/15/2007; (AN J0E188696816207)  
[HTML Full Text](#)

2. From the Folder Screen, click the **Share** link below the folder name. The Sharing Options Screen displays.

- **E-mail To** – enter the e-mail addresses of the people that you want to share the folder with. (Recipients must have EBSCOhost access to share the folder.)
  - **Subject** – you can accept the default message or enter a new one.
  - **Message** – you can enter a personal message or leave this field blank.
  - **E-mail Format** – you can send your e-mail message in either plain text or HTML format.
  - **Restrict Passcode to Single Use** – included in the e-mail sent to the people you are sharing the folder with, will be a “passcode” that lets the recipient access your folder. By marking the “Restrict Passcode to Single Use” check box, each user will be sent a different passcode that can only be used once. For security reasons, it is a good idea to send each user a different passcode. (The alternative is that all users are sent the same passcode, which might be sent to users you may not want to share with, or who may not have access to EBSCOhost.)
3. Click **Invite**. An e-mail message is sent to each recipient that a shared folder is available.

### "Unsharing" a Folder

Once those you have invited to share a custom folder accept your invitation, they are listed in the Accepted area of the Sharing Options Screen. You may decide that you no longer want to share a folder with one or more users you previously invited to share.

**To “unshare” a personal folder:**

1. Open the custom folder that you shared.

The screenshot shows a web-based sharing options dialog box titled "Sharing Options: Environmental Science Project". The dialog is divided into several sections:

- E-mail to:** A text input field containing "name@address.net". Below it, a note says "Separate each e-mail address with a semicolon."
- Subject:** A text input field containing "Demo user invites you to share Environn".
- Message:** A large text area containing "Please review these EBSCOhost articles." with a scroll bar.
- E-mail format:** Two radio buttons: "Plain Text" (selected) and "HTML".
- Restrict Passcode to Single Use:** A checked checkbox.
- Note:** "Subscribers will not have access to items from databases not provided by their institution."
- Buttons:** "Invite" and "Cancel" at the bottom left; "Delete" and "Clear" on the right side.
- Subscribers:** A section on the right with a "Select / deselect" checkbox and a list containing "User 2" with a checked checkbox.

2. Mark the check boxes to the left of each user that should no longer have access to the folder.
3. Click the **Delete** button. The list of users you share with will be updated, and those users will no longer appear.

**Note:** Another way to “unshare” a folder you are created is simply to delete the folder. It will automatically be removed from the Subscription area of users you share it with.