

## Sharing Custom Folders

EBSCO's Shared Folder feature lets you add articles to your custom folders and share them with other 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 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.

**Note:** Shared folder subscribers are not able to modify the contents of a shared folder. However, subscribers may e-mail, save, export folder items as well as copy them to their own custom folder.

## Sharing a Folder

To share a custom folder:

1. Run a search, 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 displays the EBSCO Connect interface. On the left is a navigation sidebar with categories like 'My Folder', 'My Custom', and 'Shared By'. Under 'My Custom', a folder named 'Science Articles' is highlighted, with a red box around the '[Share]' button. The main content area shows 'My Folder: Articles' with a list of two items:

- 1. **COOL IT. (cover story).**  
By: Battersby, Stephen. New Scientist 9/22/2012, Vol. 215 Issue 2883, p30-35. 6p. . Database: Academic Search Premier  
In this article the author discusses some ideas on stopping global warming and whether any of them could work. He suggests that melting ice, deforestation, and floods are caused by climate change...  
Subjects: CLIMATE change mitigation; GLOBAL warming -- Prevention; GLOBAL temperature changes; GLOBAL warming -- Environmental aspects; SEAWATER -- Fertilization; PLANT biotechnology; ENVIRONMENTAL engineering -- Economic aspects; Research and Development in Biotechnology  
HTML Full Text
- 2. **E.P. Yay.**  
By: Chat, Jonathan. New Republic. 7/8/2010, Vol. 241 Issue 11, p2-2. 1p. . Database: Academic Search Premier  
The article discusses how the U.S. Congress is unable to pass legislation regarding global warming. The author notes how Republican senator Lindsey Graham changed his position regarding climate c...  
Subjects: CLIMATIC changes -- Government policy; EMISSIONS trading; UNITED States; UNITED States. Congress; UNITED States. Environmental Protection Agency; Legislative Bodies; Administration of Air and Water Resource and Solid Waste Management Programs; GRAHAM, Lindsey, 1955-  
HTML Full Text PDF Full Text (92KB)

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

The screenshot shows a web form titled "Sharing Options: global warming". On the left is a vertical sidebar with labels: "E-mail to", "Subject", "Message", and "E-mail format". The "E-mail to" field contains "name@address.net" with a note below it: "Separate each e-mail address with a semicolon." The "Subject" field contains "Demonstration Customer test invites you to share global warming folder". The "Message" field is a large empty text area. Under "E-mail format", there are two radio buttons: "Plain Text" (selected) and "HTML". Below that is a checked checkbox labeled "Restrict Passcode to Single Use". A note at the bottom reads: "Note: Subscribers will not have access to items from databases not provided by their institution." At the bottom of the form are two buttons: "Invite" (highlighted in yellow) and "Cancel".

- **E-mail To** – enter the e-mail addresses of the people that you want to share the folder with. (Recipients must have access to EBSCO interfaces to share the folder.)
- **Subject** – you can accept the default Subject 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 EBSCO interfaces.)

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.

Sharing Options: global warming

E-mail to:   
 Separate each e-mail address with a semicolon.

Subject:

Message:

E-mail format:  Plain Text  HTML

Restrict Passcode to Single Use

Note: Subscribers will not have access to items from databases not provided by their institution.

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Select / deselect Subscribers:

test2

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.

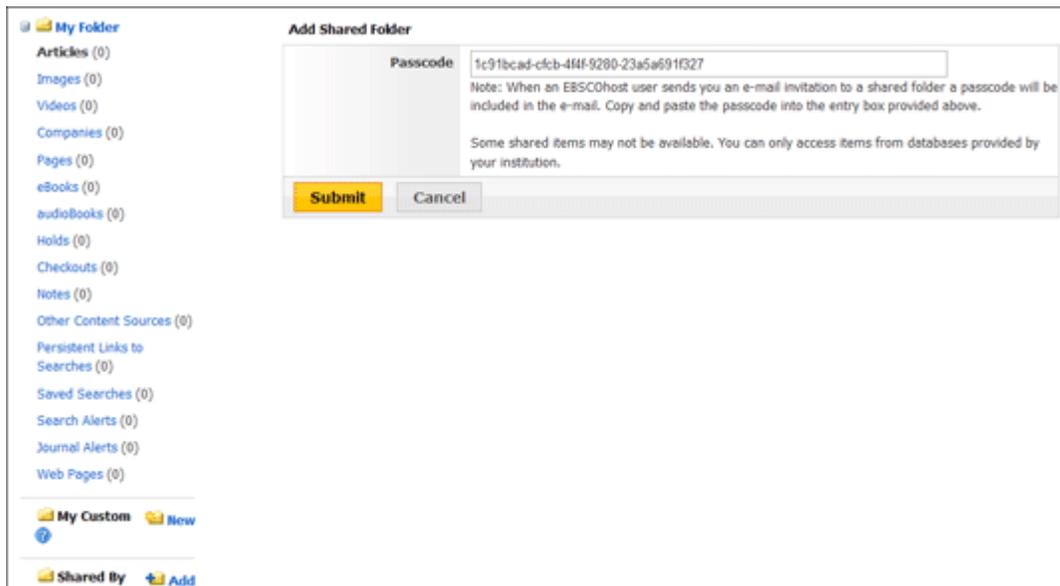
**Note:** Another way to “unshare” a folder you are created is simply to delete the folder. It will automatically be removed from the Subscription area of users you share it with.

## Accepting a Shared Folder

When an EBSCO user sends you an e-mail invitation to a folder, he or she wants to share EBSCO search results with you. To access the shared folder, you log into EBSCO 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.



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.

The screenshot shows the EBSCO search interface. On the left, under 'Shared By', a folder named 'global warming' is highlighted with a red box. The main search results area is titled 'global warming: Articles' and shows two results. The first result is 'COOL IT. (cover story)' by Stephen Battersby, with a 'HTML Full Text' link. The second result is 'Spatio-Temporal Characteristics of Global Warming in the Tibetan Plateau during the Last 50 Years Based on a Generalised Temperature Zone - Elevation Model' by Wei, Yangliang; Fang, Yiping, with a 'PDF Full Text (2.7MB)' link.

5. In the **Shared by** area, click on the name of the folder that is being shared (for example, Sustainable Design Project), and the EBSCO 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.
- Shared folder subscribers are not able to modify the contents of a shared folder. However, subscribers may e-mail, save, export folder items as well as copy them to their own custom folder.