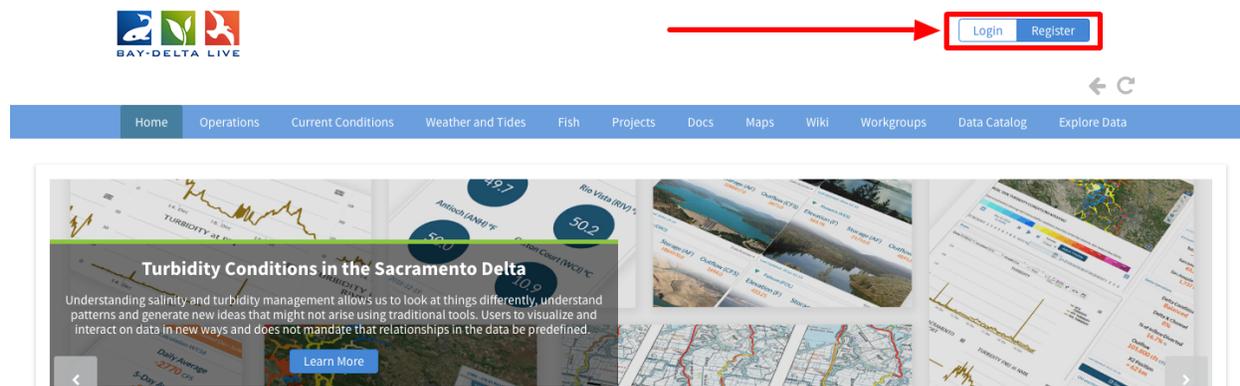




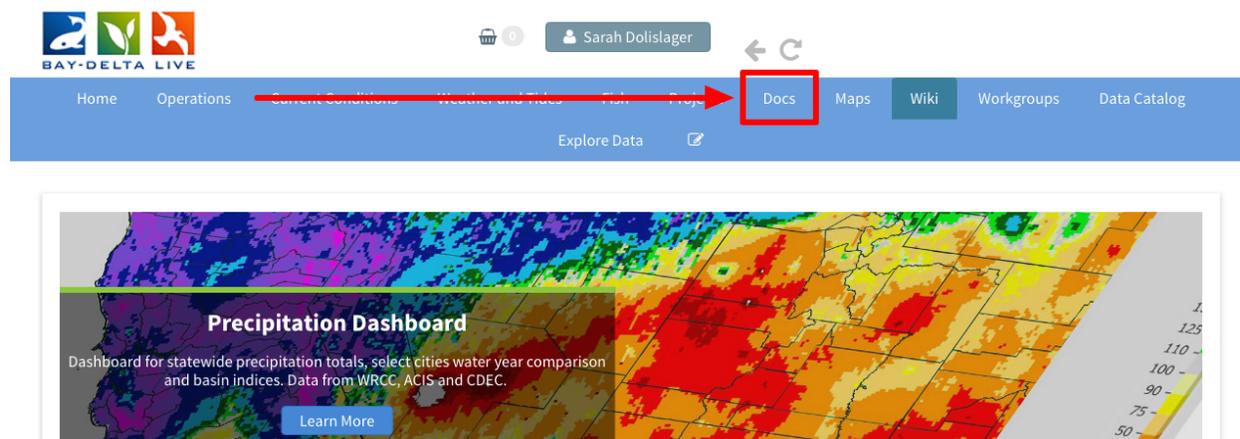
## How to Share Assets on Bay-Delta Live

Welcome to the How to Share an Asset on Bay-Delta Live tutorial

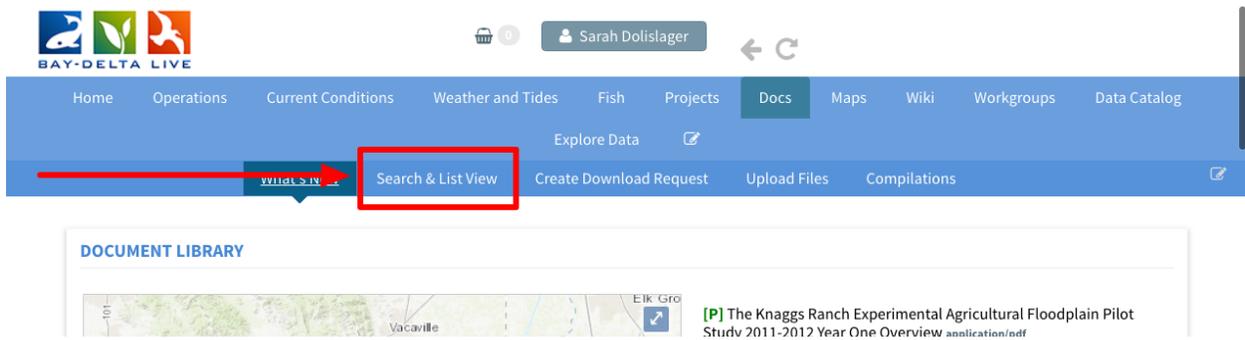
You need to be logged in to share assets on Bay-Delta Live. Assets can be photos, videos, documents, and maps. Use the login button at the top of the homepage to do so.



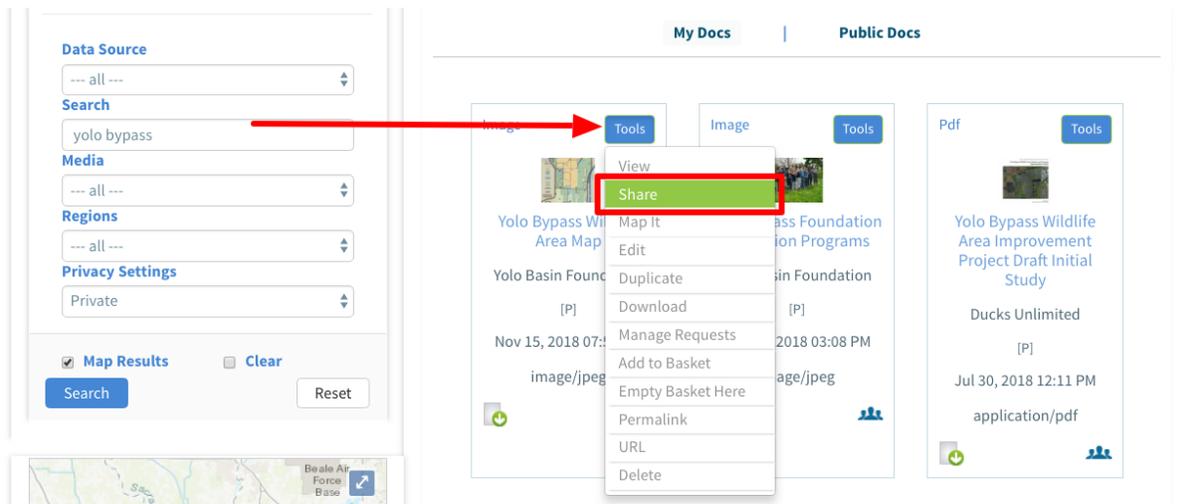
For this example, we'll share an image file. To get to the document library, click on the "Docs" link in the top bar.



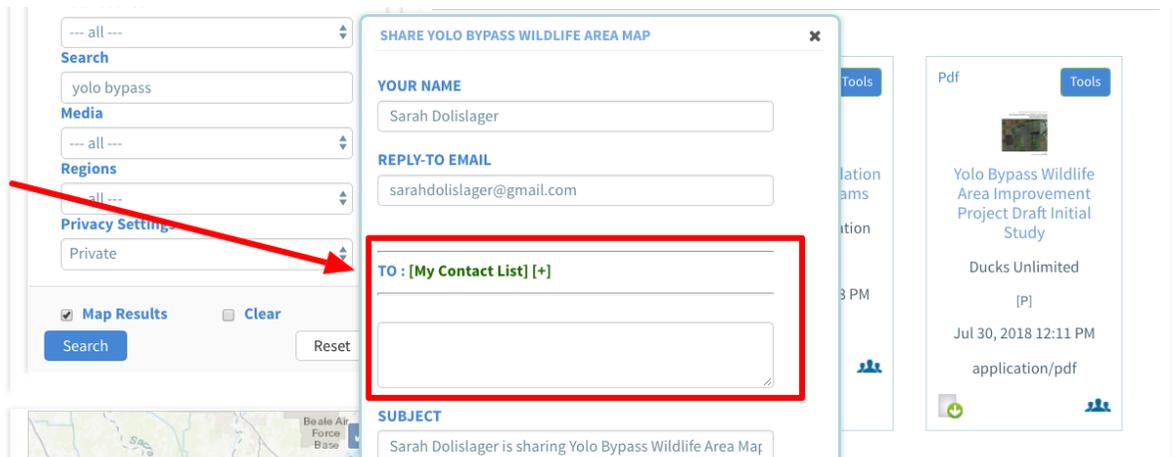
Then click on “Search & List View” in the sub-navigation to go to the full document library.



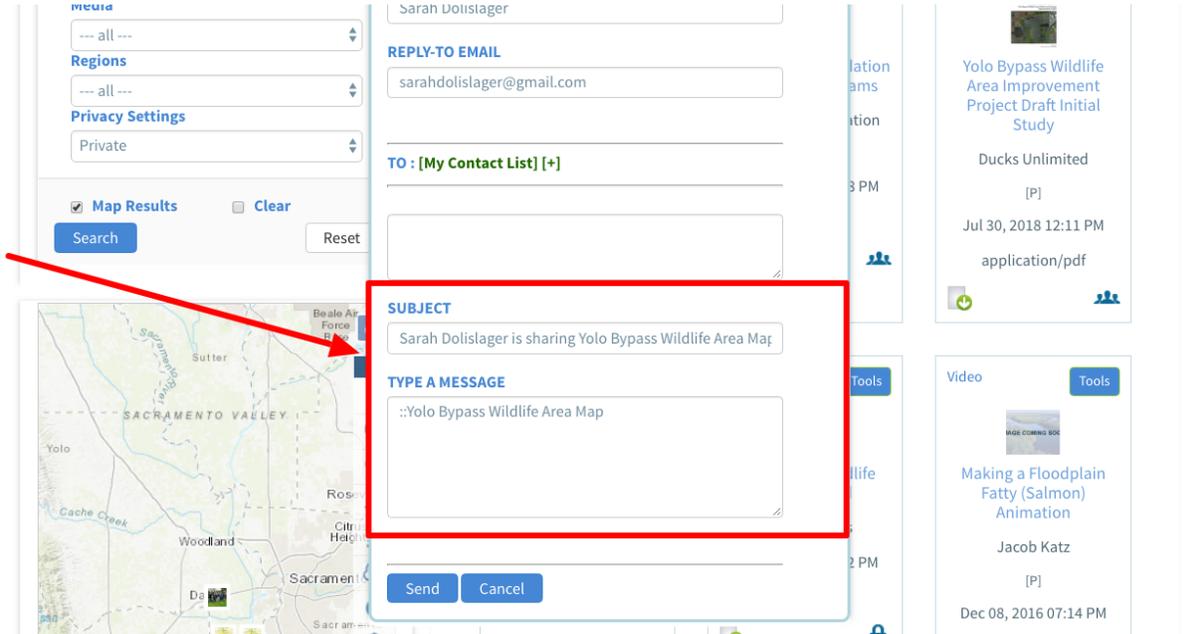
Find the image file you would like to share. Hover over the Tools button until a drop-down menu appears. Click on, “share.”



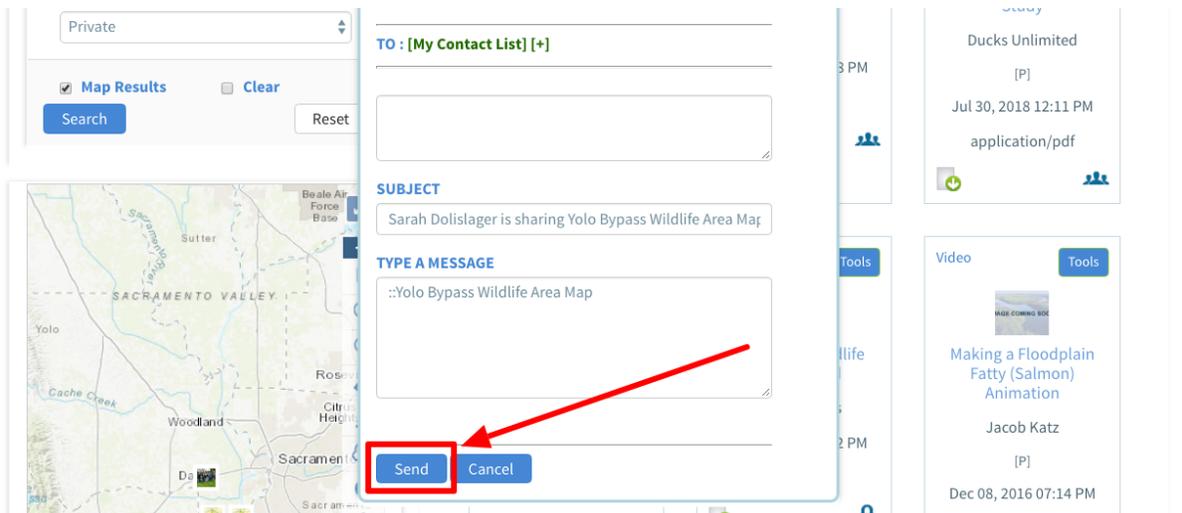
A form will appear. You can type in an email address or browse the BDL contact list.



You can also write a subject and message.



Once you're done filling out the form click, "Send."



You've successfully shared an asset from the Bay-Delta Live document library. This concludes the How to Share an Asset on Bay-Delta Live video tutorial.