

## HOW TO SHARE PHOTOS, VIDEOS, AND DOCUMENTS

You need to be logged in to share photos, videos, and documents. Use the log-in or sign-up buttons at the top of the homepage to do so.



To get to the photos/videos/docs library, click on the icon on the homepage or the link at the top of the screen.



How to Share Photos, Videos, and Documents, 1 August 2016 Find the photo, video, or document you would like to share. Hover over the TOOLS menu for that item and choose, "share."

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A form will appear.

You can type in email addresses or browse the BDL contact list.

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You can write a subject and a message.

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

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You've successfully shared an item.