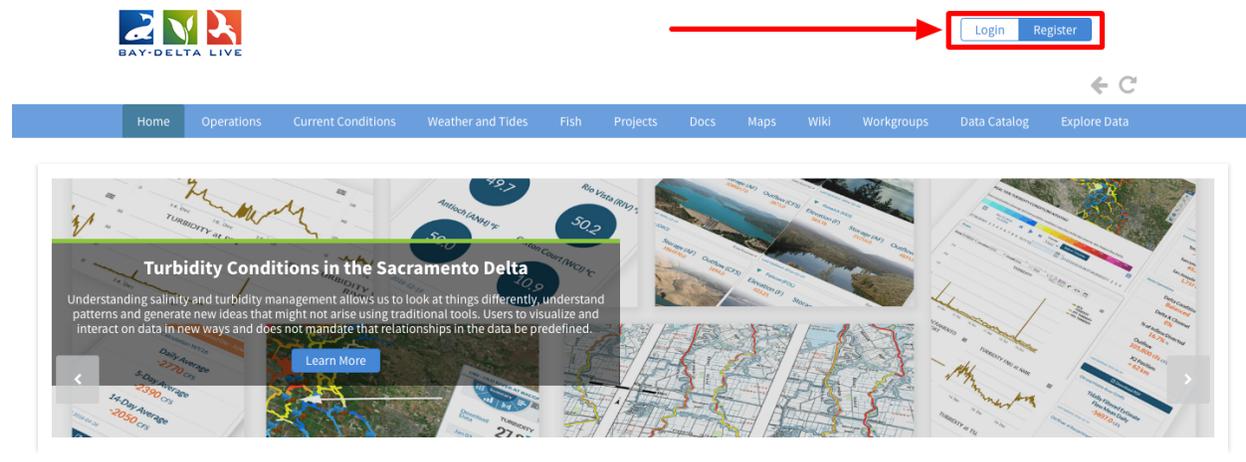




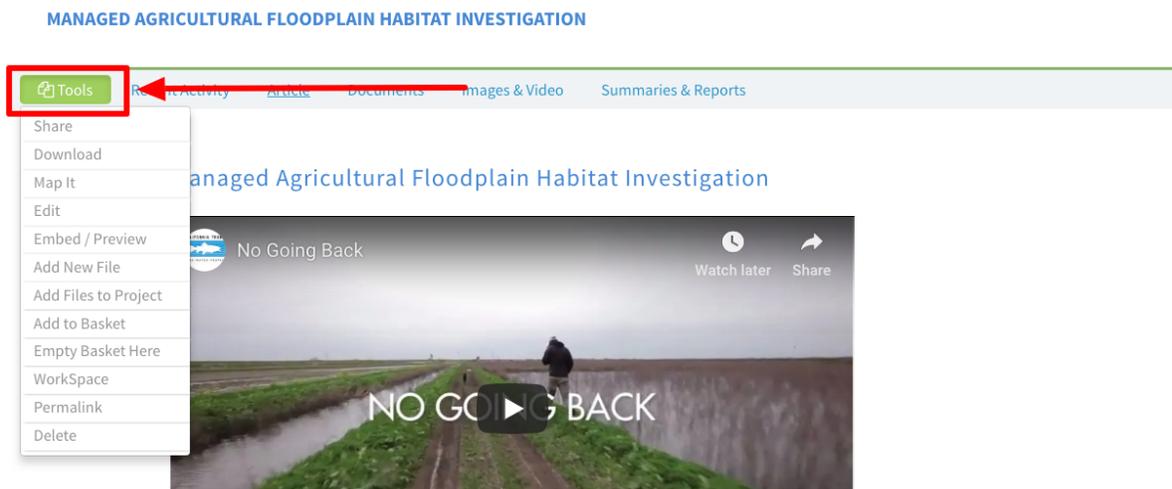
How to Share a Project

Welcome to the How to Share a Project Tutorial

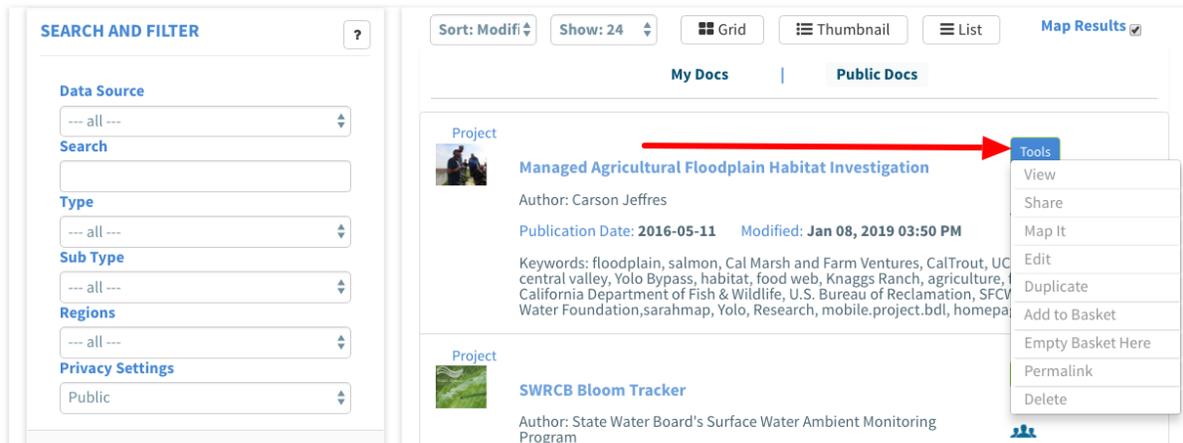
First, always be sure you are logged in by using the Login button at the top of the homepage.



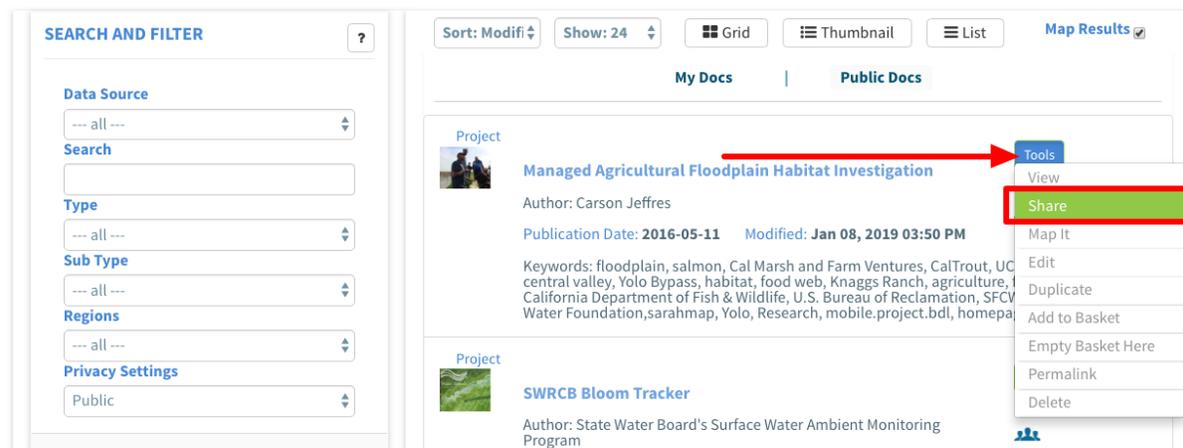
You can share a project via the Tools menu of the project. If you are in the project, the Tools menu is on the left hand side.



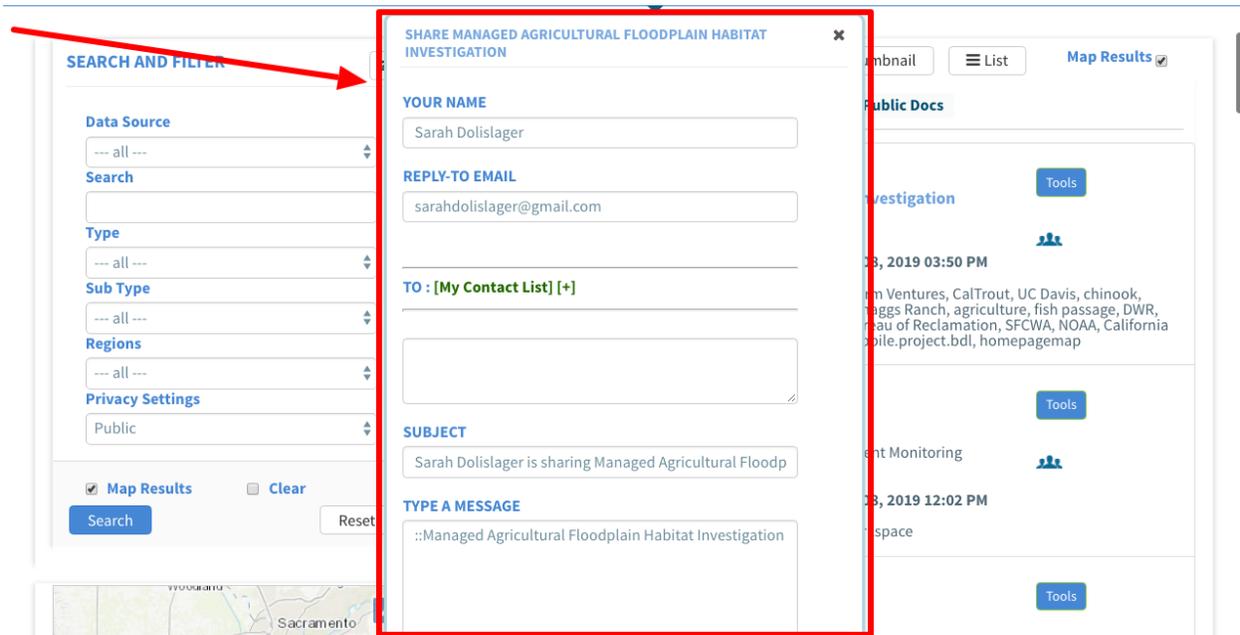
If you are in the project library, the Tools menu is located in the top-right corner of each item.



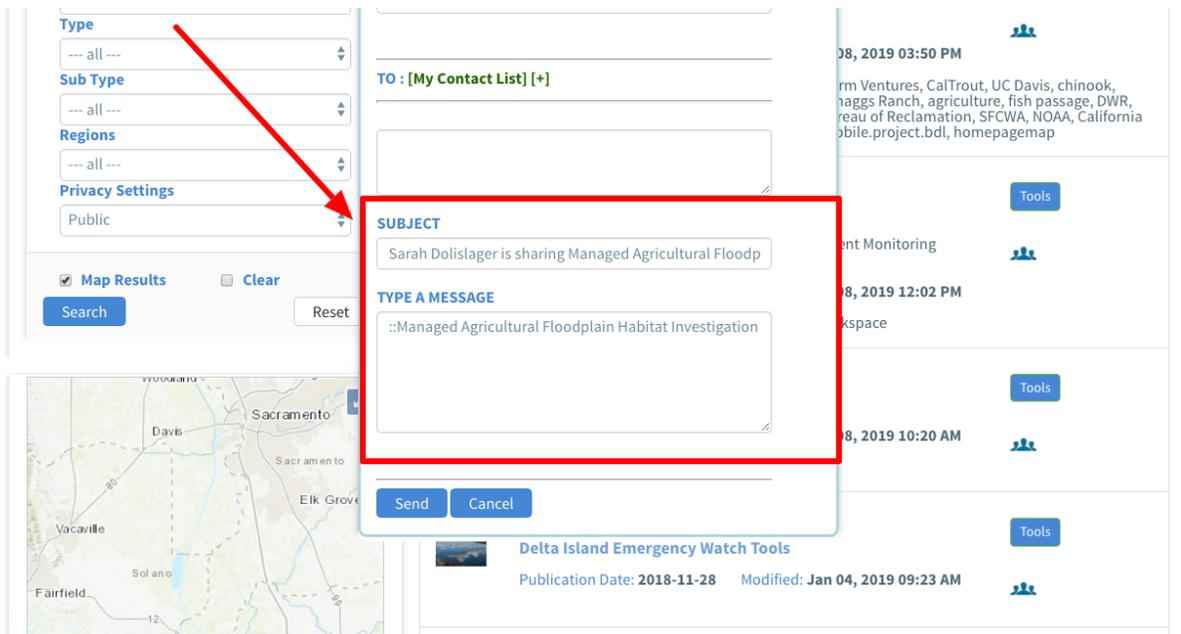
Hover over the Tools menu of the project you'd like to share and choose, "share."



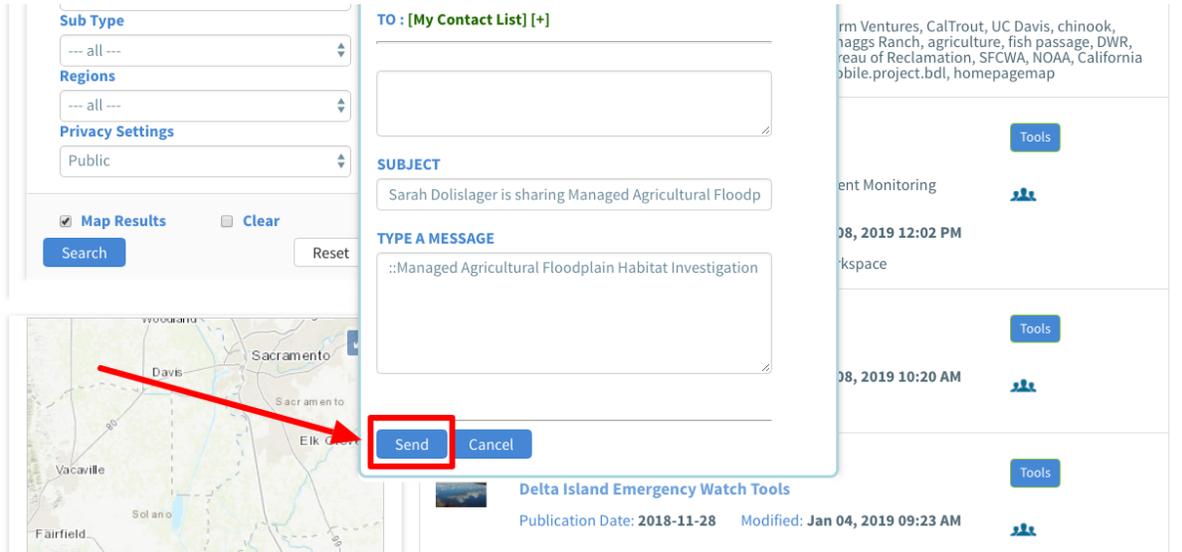
A form will appear where you can input contact information for yourself and who you want to share the project with.



You can include a subject and message.



Once you are done filling out the form, click “send.”



This will send the recipient your message with a link to view the project on baydeltalive.com.