How to Share your Work in Smartsheet

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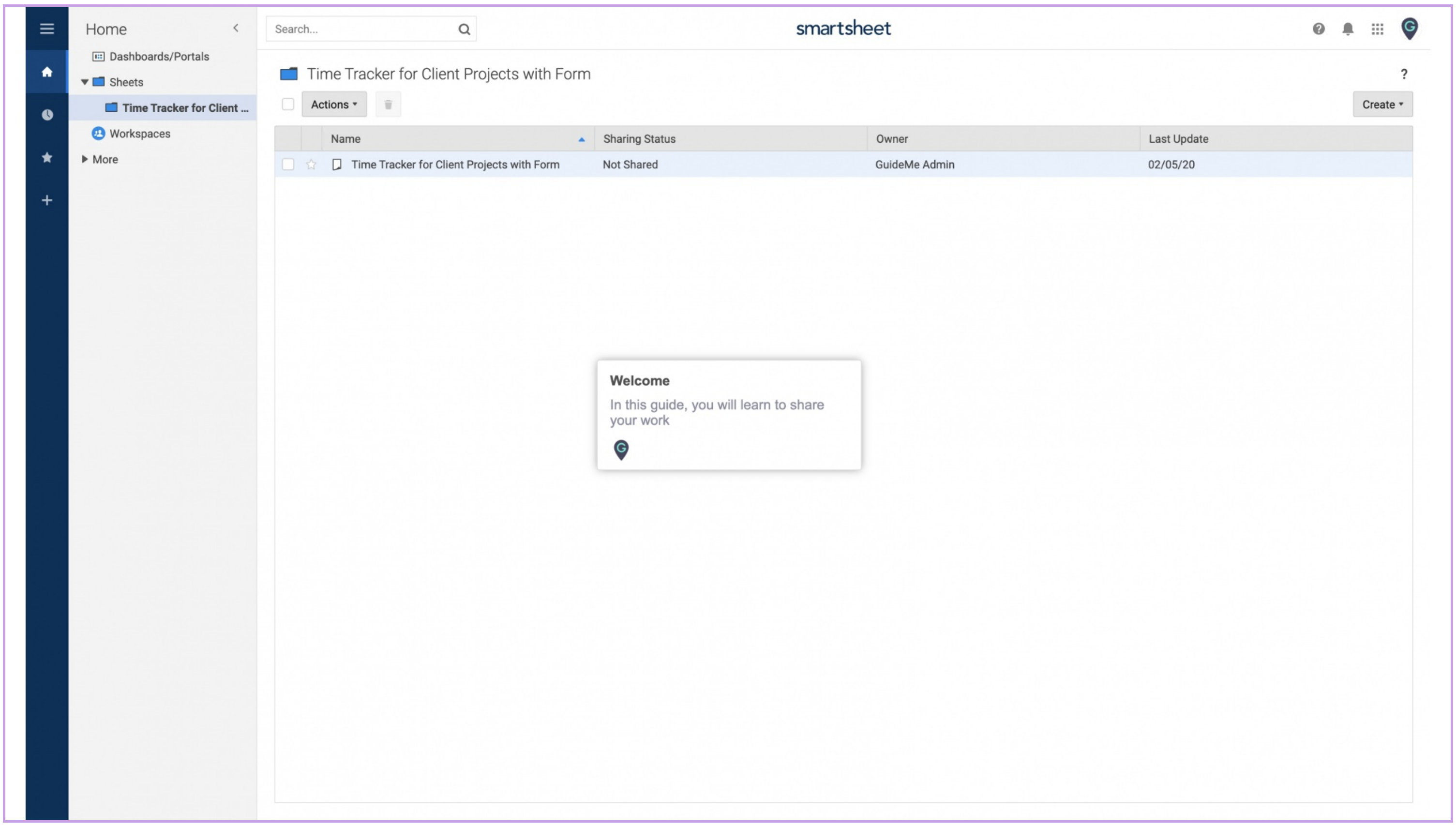
Step: 01

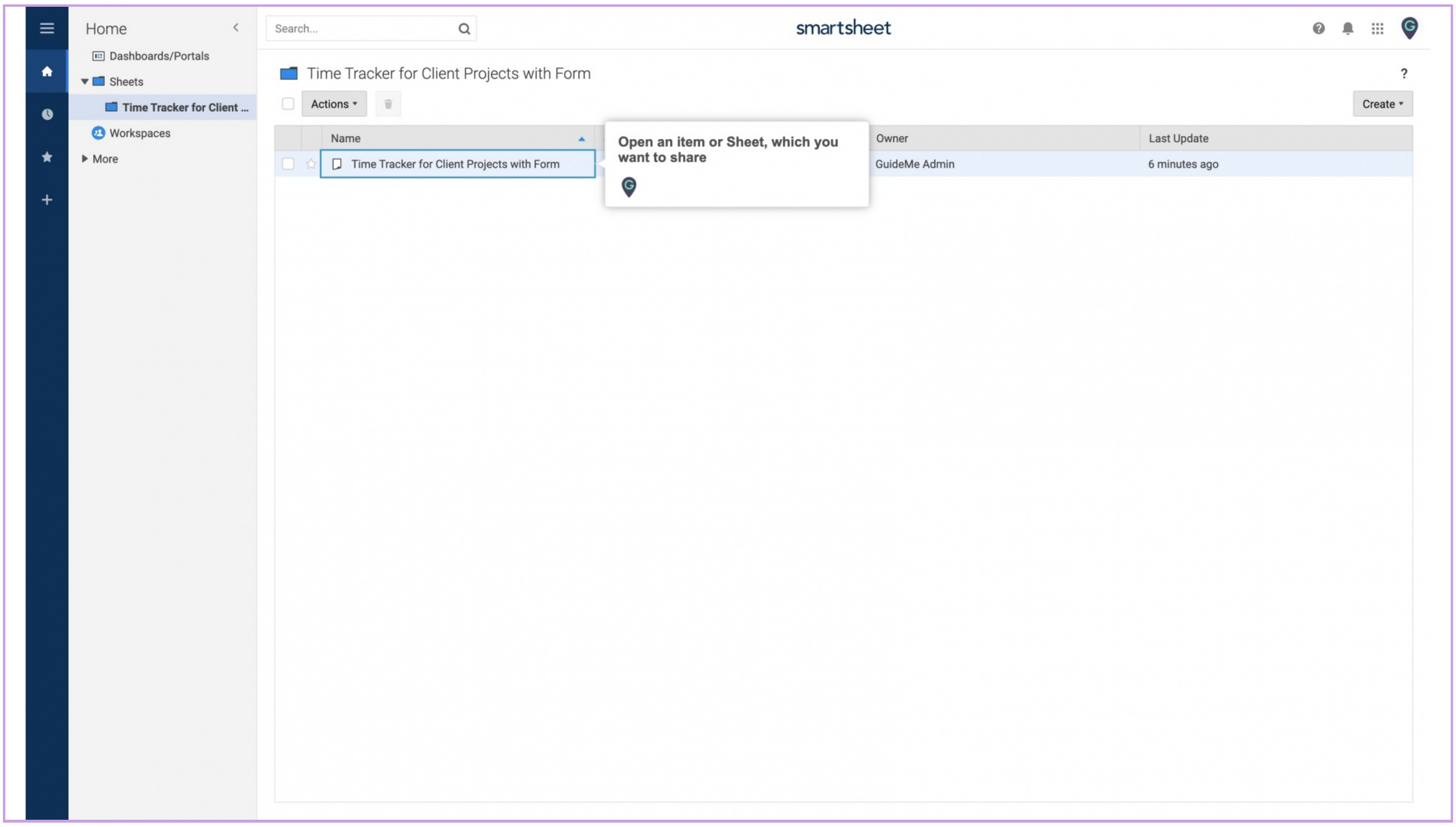
Welcome

In this guide, you will learn to share your work



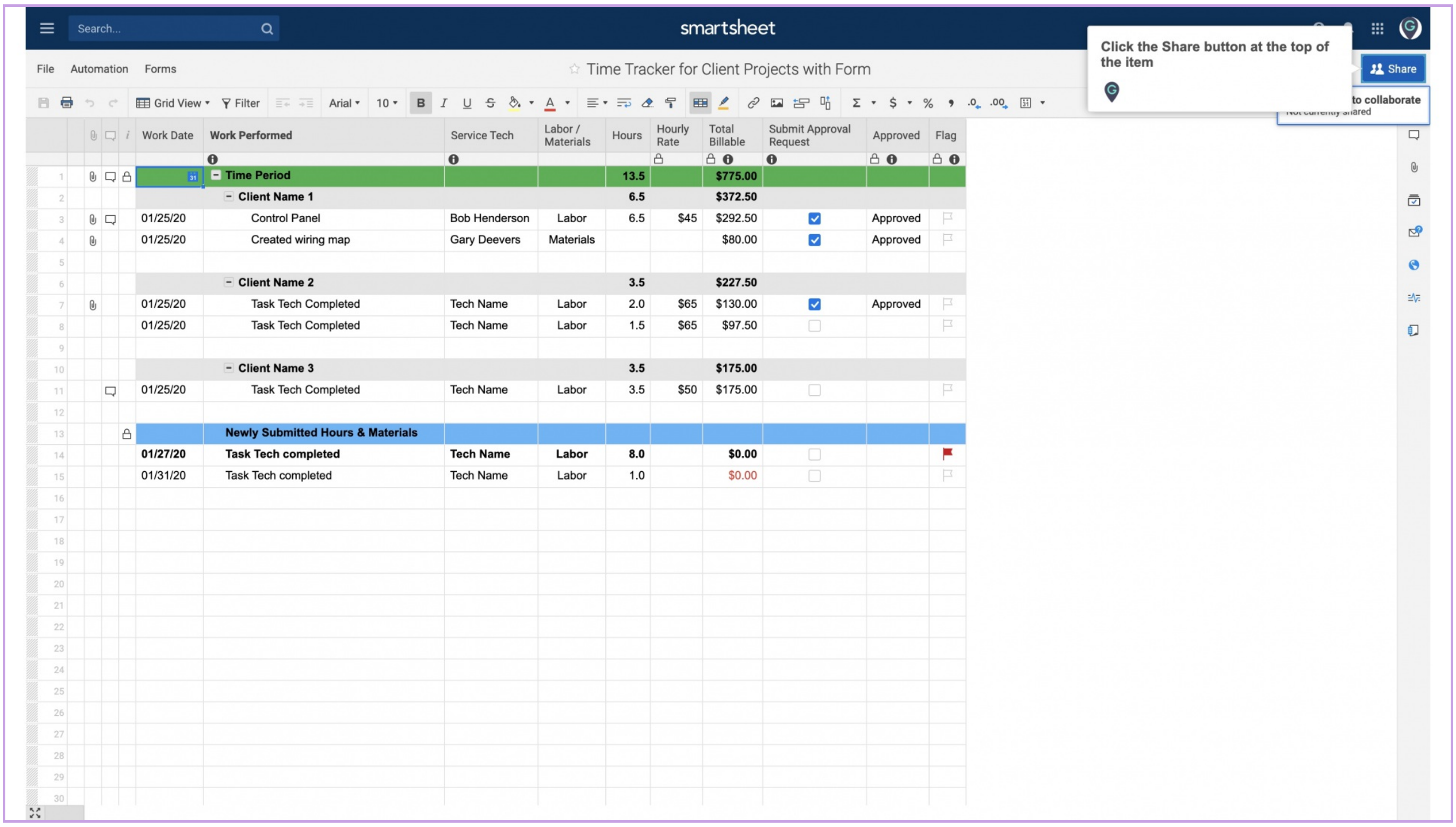
Step: 02

Open an item or Sheet, which you want to share



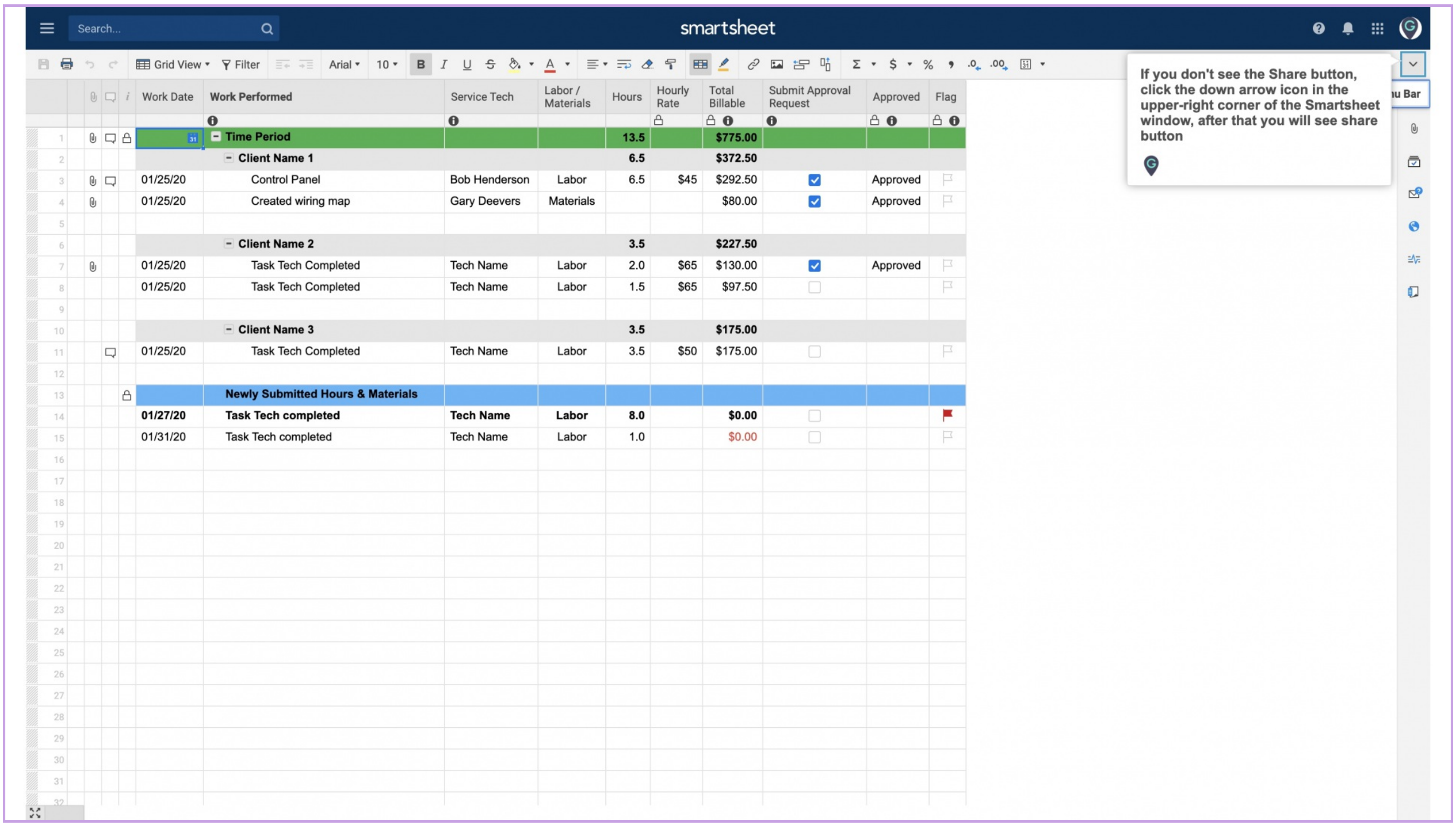
Step: 03

Click the Share button at the top of the item



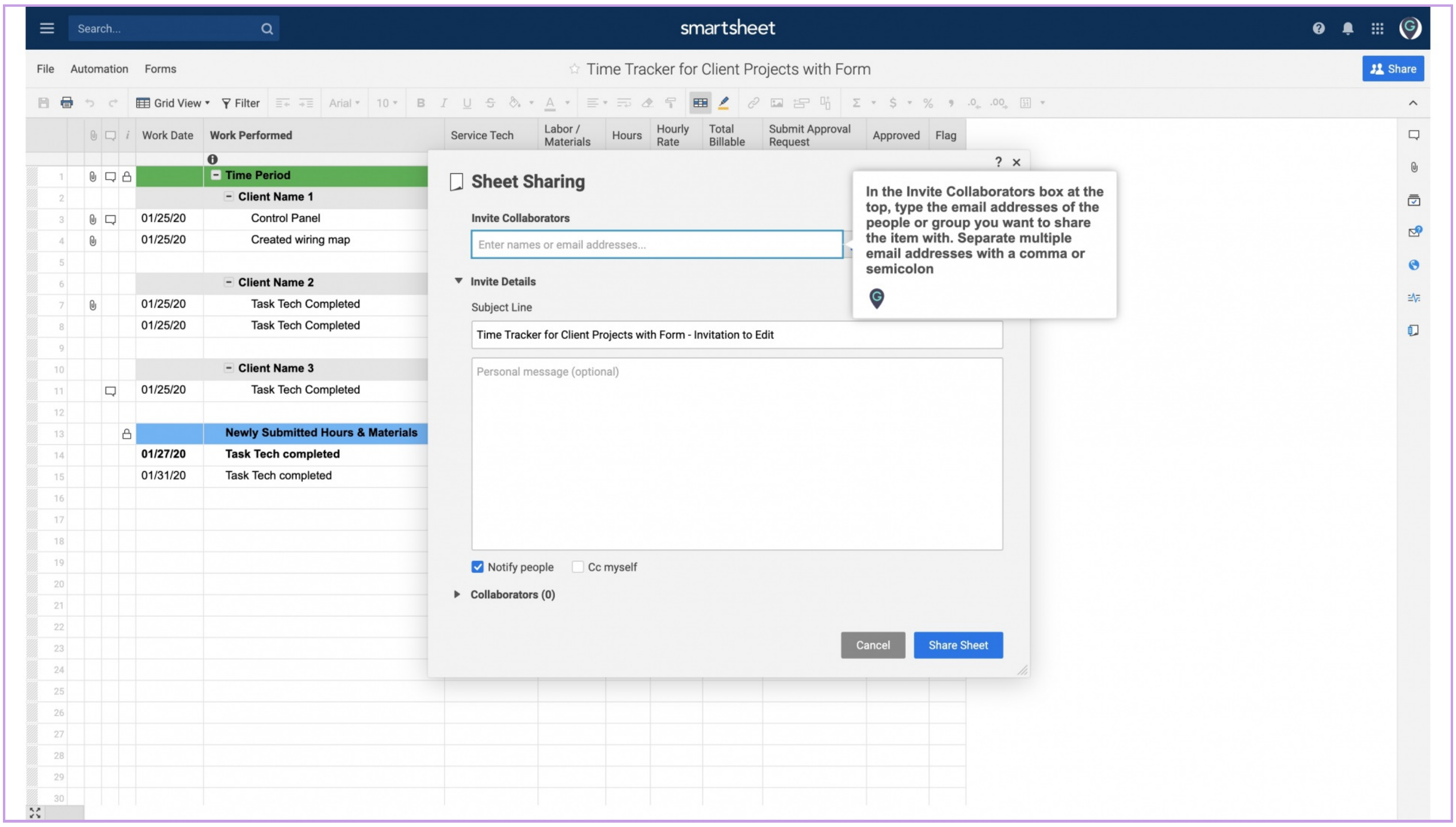
Step: 04

If you don't see the Share button, click the down arrow icon in the upper-right corner of the Smartsheet window, after that you will see share button



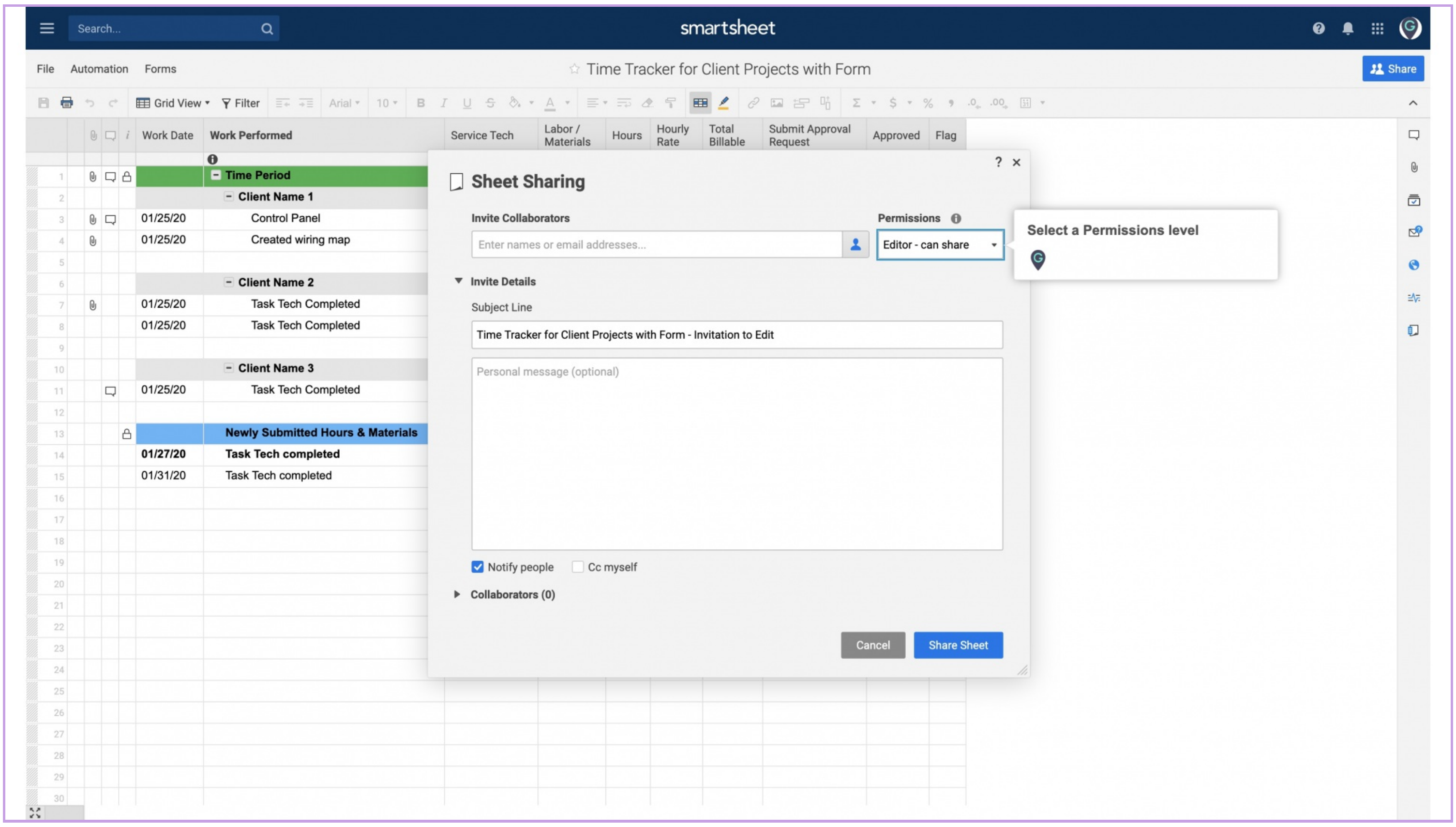
Step: 05

In the Invite Collaborators box at the top, type the email addresses of the people or group you want to share the item with. Separate multiple email addresses with a comma or semicolon



Step: 06

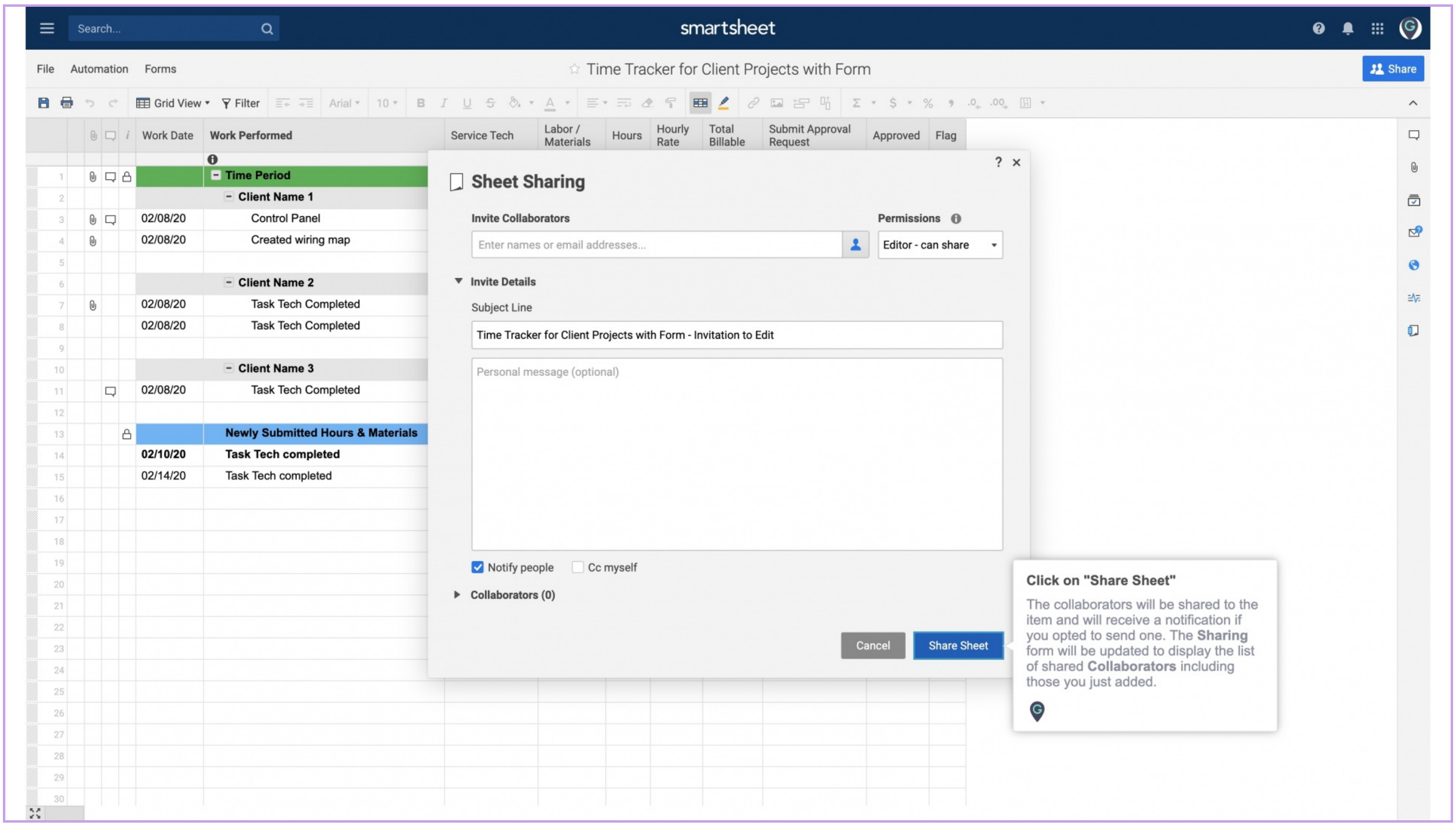
Select a Permissions level



Step: 07

Click on "Share Sheet"

The collaborators will be shared to the item and will receive a notification if you opted to send one. The Sharing form will be updated to display the list of shared Collaborators including those you just added.



Thank You!

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