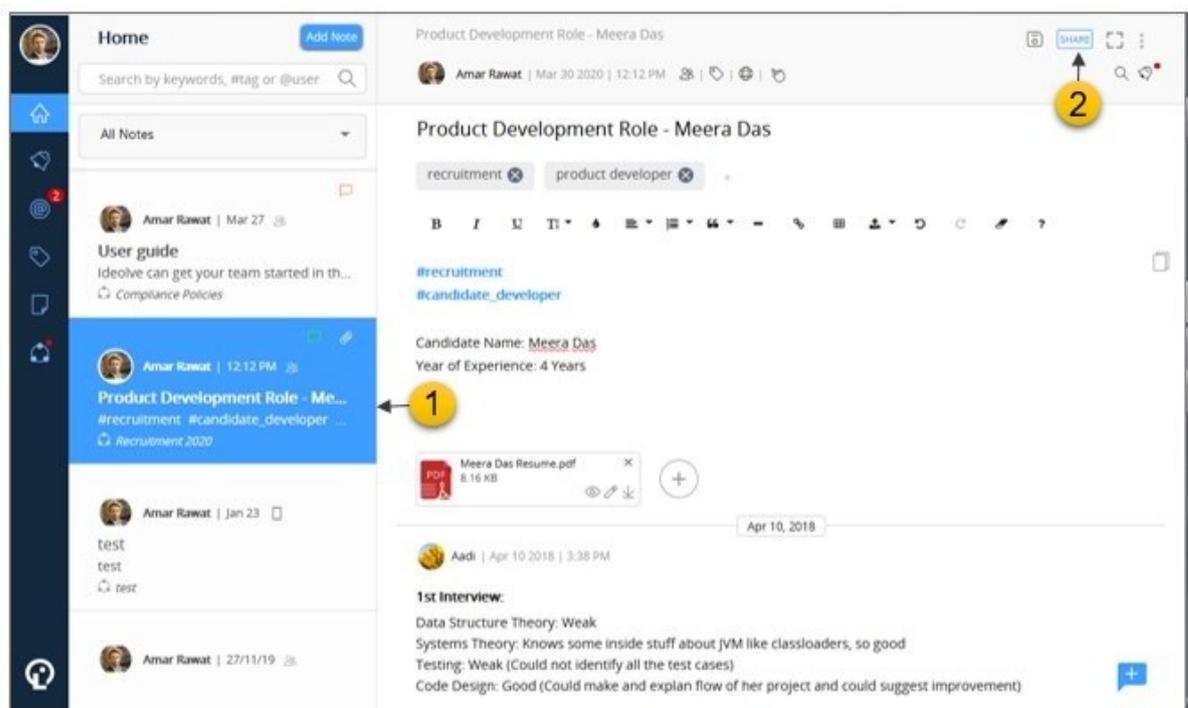


# Ideolve Desktop

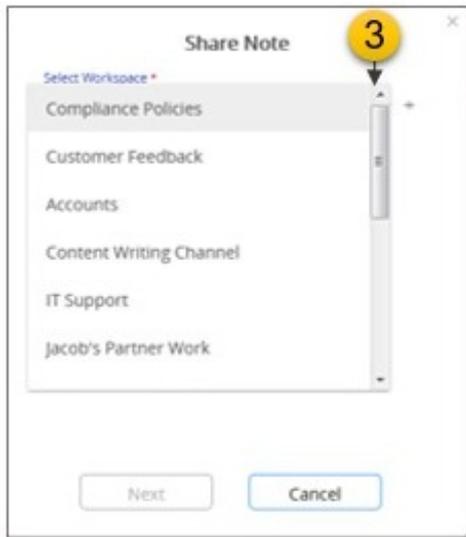
## Share on Ideolve

By default, all the notes that you created are added to your **personal space** on Ideolve. This is called **My Space**. In order to share a note, you first have to move it to a common workspace and then share the note.

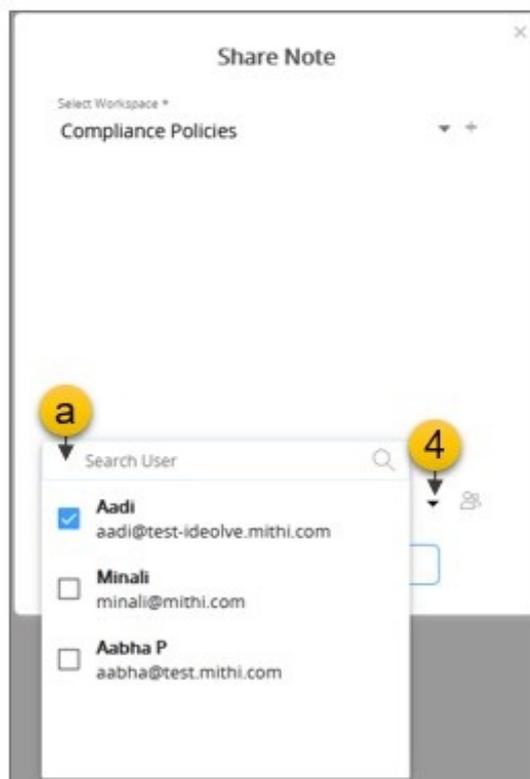
1. Select a note, the note will appear in the Note view.
2. From the drop down menu in the Note header, select **Share**.



3. In the pop-up dialog box, select a **Workspace**. If you are not part of any workspace or want to share the note via a new workspace, click on + to create a new workspace. Enter a name and description for the workspace.

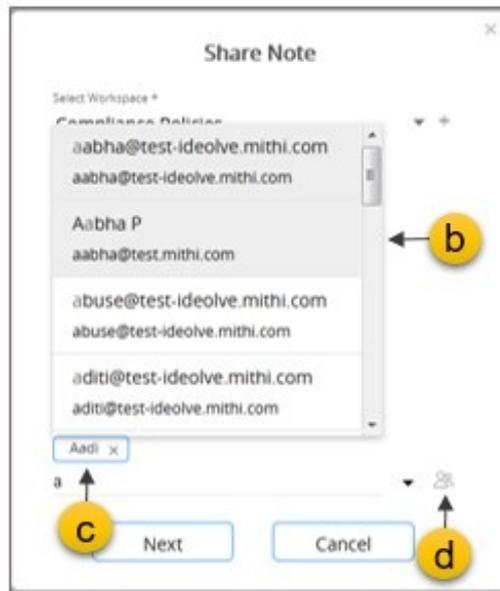


4. Once you have selected the workspace, you can share the note with a single user (identified with a user name or email id) or a group of users.
  - a. Click the down arrow to view the list of members of the selected workspace. Select the users with whom you want to share the note.



- b. If the user with whom you want to share the note is already a part of the workspace, enter the user name. Auto complete feature will suggest you

the matching users.



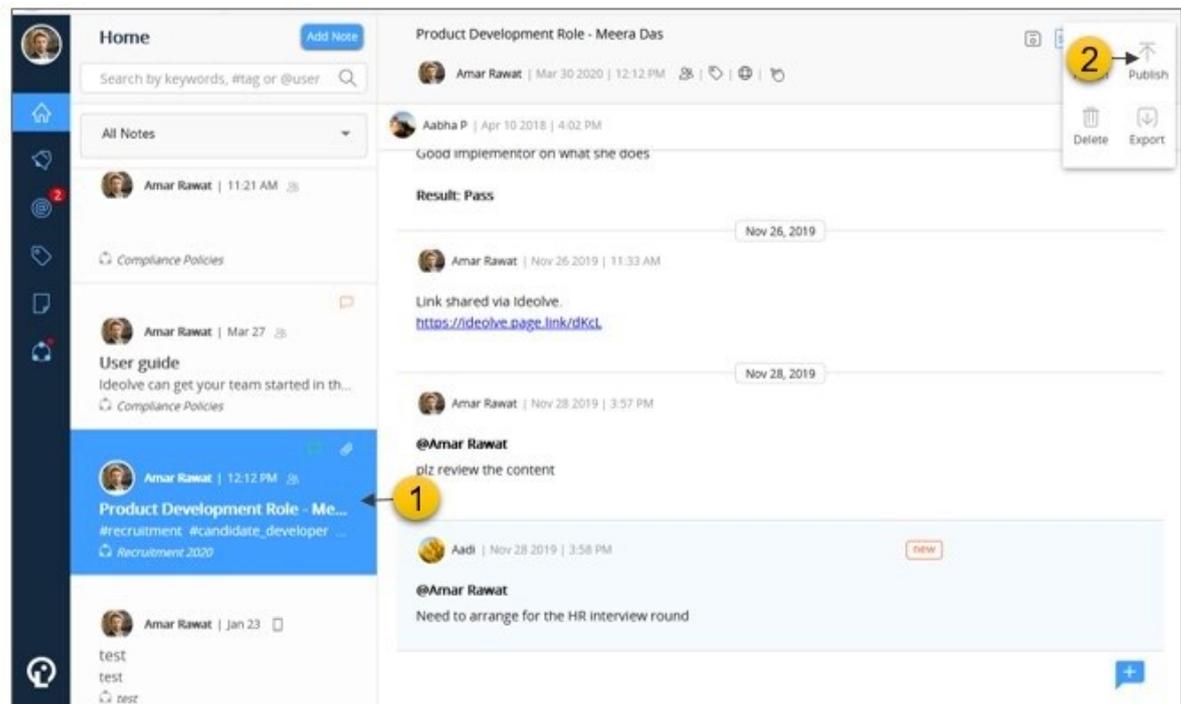
- c. If the user with whom you want to share the note is not part of the workspace, enter the **email id**.
  - d. To share the note with a **group of users**, select an existing group or create a group. For existing groups, enter the **Group id**. For creating a group, click on the group icon and give details.
5. Click on **Next**.
  6. If any user, is not a part of the workspace, then the system will prompt you for a confirmation to invite the user to the workspace.
  7. Click **Done**.



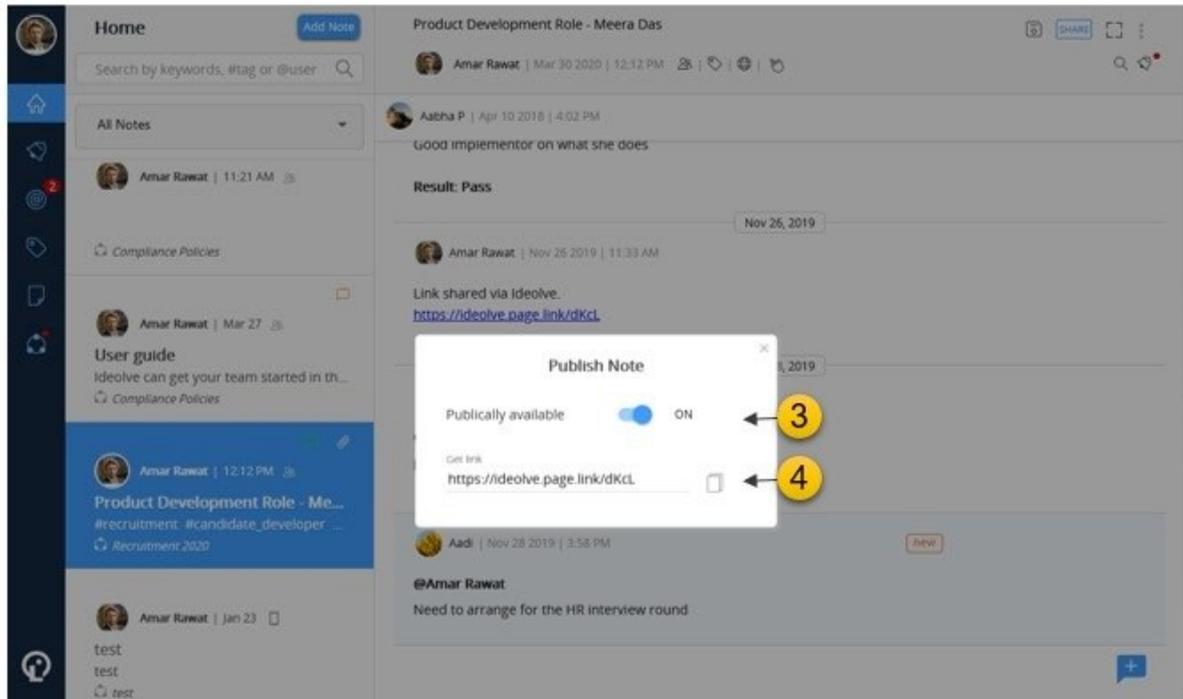
## Share a link

You can also share a link to any note authored by you.

1. Select the note.
2. The note contents will be displayed in the **Note view**. From the drop down menu of the **Note Header**, select **Publish**.



3. In the pop up, turn on the option for **Publicly available**.
4. A link will be generated. Copy the link by clicking on the **Copy** icon next to the link.
5. Share the link via email.



**Note:** The contents of the note are now made public. Anyone with the access to the link has read-only access to the note content can view and download from the note.