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**.



 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.

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- 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.

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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.