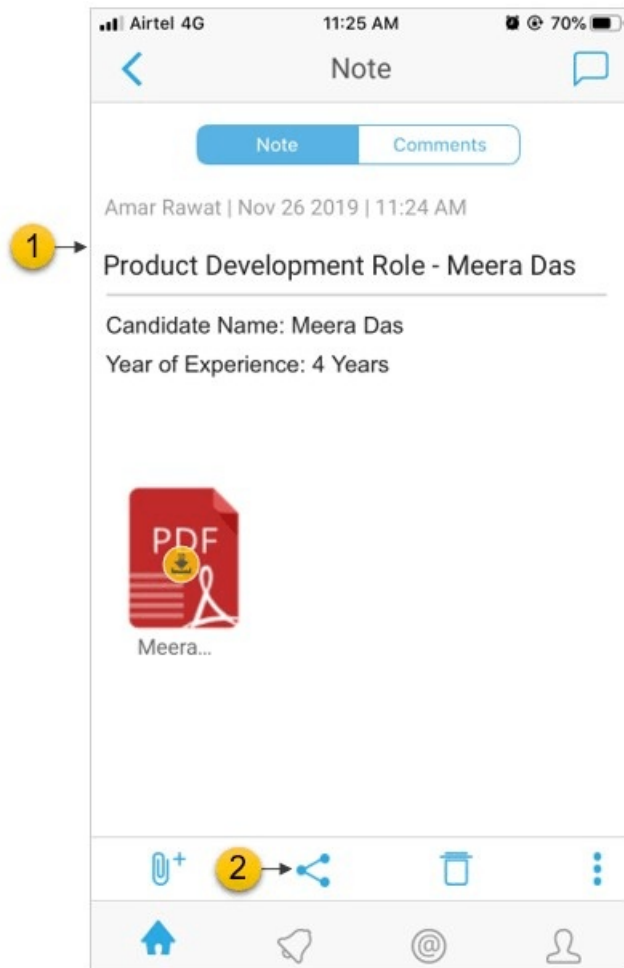


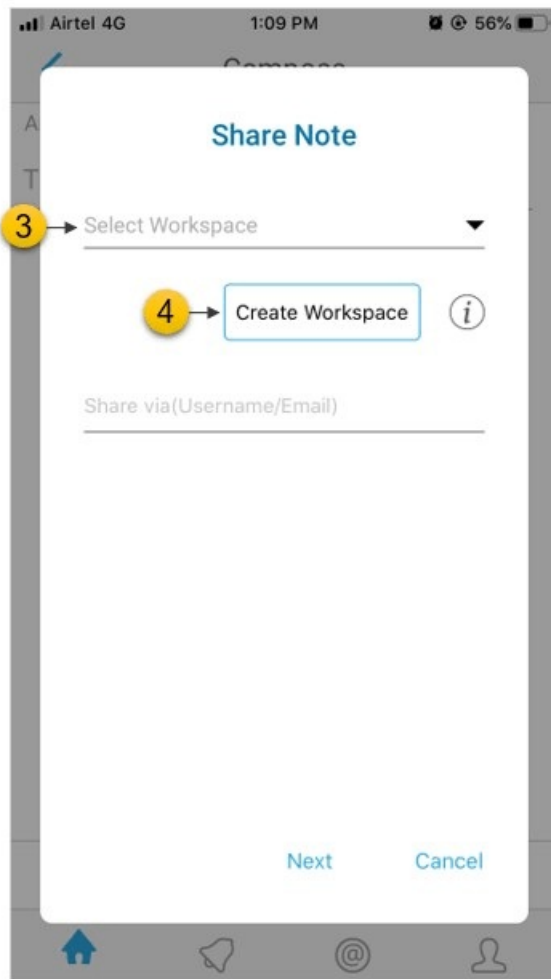
Sharing notes

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.

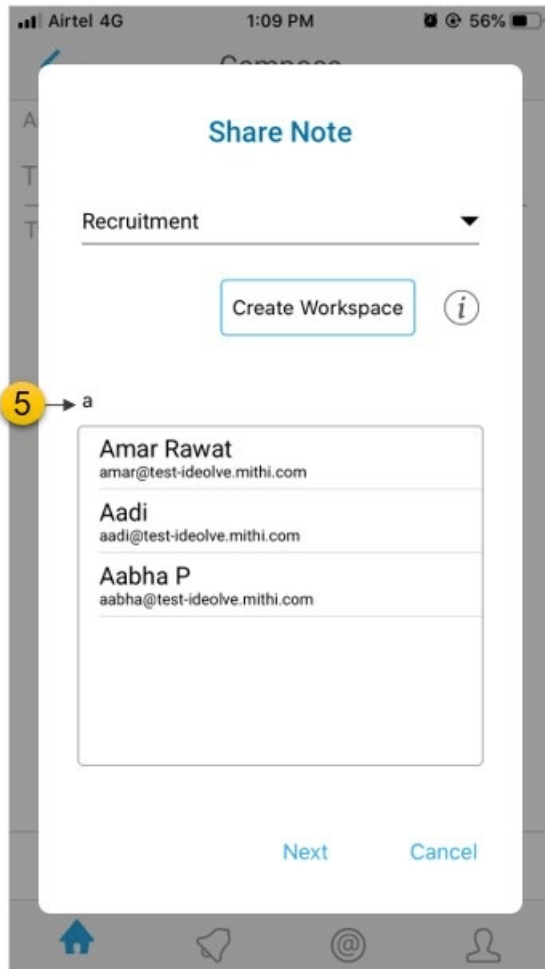
1. Select a note
2. From the tool bar in the Note header, tap **Share**



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

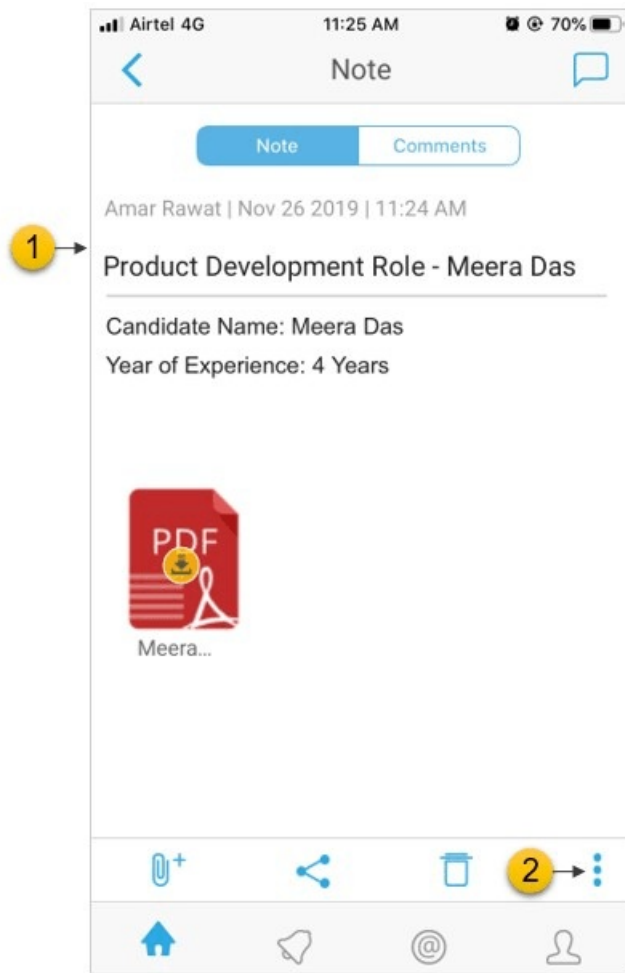


5. Once you have selected the workspace, you can share the note with a single user (identified with a user name or email id) or a group of users.
6. If the user with whom you want to share the note is already a part of the workspace, enter the **user name**.
7. If the user with whom you want to share the note is not part of the workspace, enter the **email id**.
8. To share the note with a group of users, select an existing group by entering the **Group id**.
9. Tap on **Next**.

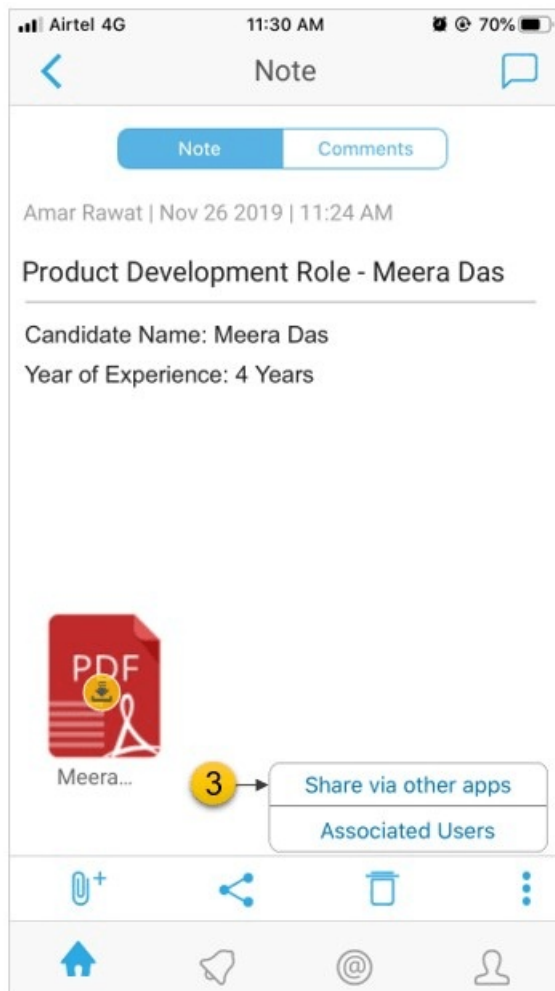


Share with other mobile apps

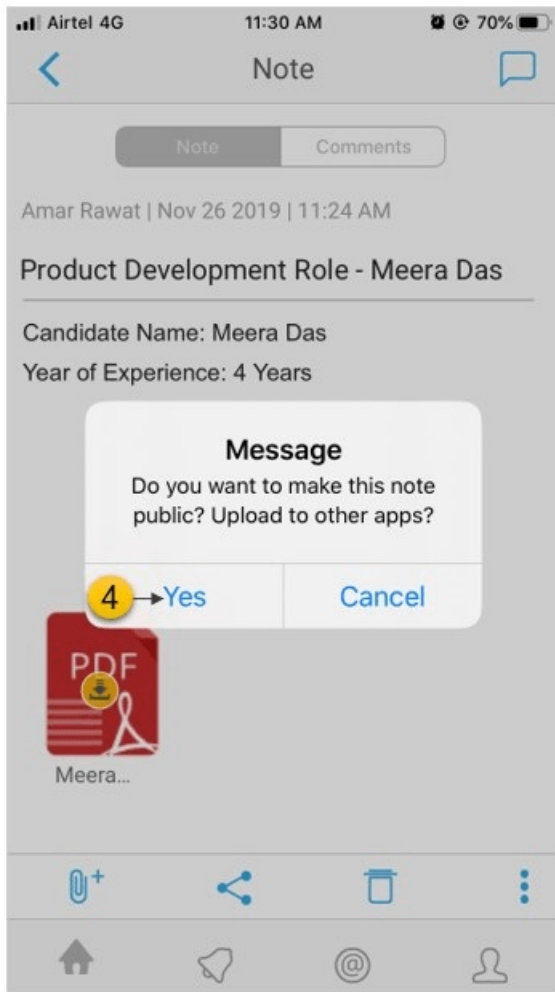
1. Select the note
2. From the action bar at the bottom of the note view, select the **options** menu



3. Select **Share via other apps**



4. You will be prompted to confirm that you want to make the note contents public and upload to other apps.
Tap **Yes**.



5. Select the application for the list

