

## Sharing - introduction

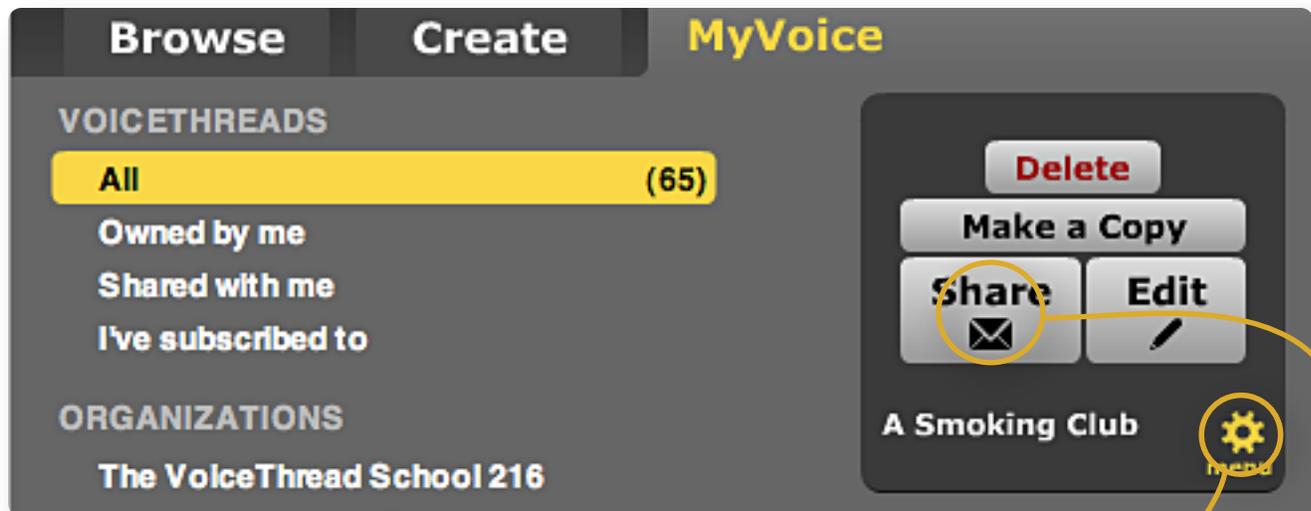
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Every VoiceThread starts off in an absolutely private state, so you'll need to share it before anyone else can view or participate in your VoiceThread. There are many ways to share; some are incredibly simple and others more complex. Always begin with the simplest method, and then later on you can experiment with some of the powerful techniques that allow you to change how people will participate in your VoiceThread over time. Each VoiceThread is a 'live' online collaborative space so you can do some things that just aren't possible when using email, like changing who can do what, and when, and then changing your mind as often as you like.

Begin with the three simplest sharing methods:

-  Get a share link and send it via your own email, blog, or tweet.
-  Drag-n-Drop your VoiceThread on a Group to share it with them
-  Add a contact and send them a secure invitation

### Getting a share link



The screenshot shows the 'MyVoice' interface with a navigation bar containing 'Browse', 'Create', and 'MyVoice'. Below the navigation bar, there are sections for 'VOICETHREADS' and 'ORGANIZATIONS'. The 'VOICETHREADS' section has a list of filters: 'All (65)', 'Owned by me', 'Shared with me', and 'I've subscribed to'. The 'ORGANIZATIONS' section shows 'The VoiceThread School 216'. On the right side, there is a context menu for a VoiceThread titled 'A Smoking Club'. The menu items are 'Delete', 'Make a Copy', 'Share' (with an envelope icon), and 'Edit' (with a pencil icon). A yellow circle highlights the 'Share' button. A yellow line connects this 'Share' button to a larger 'Share' button shown in the diagram below.

Click  on the VoiceThread you want to share and then click 

## Getting the Share Link

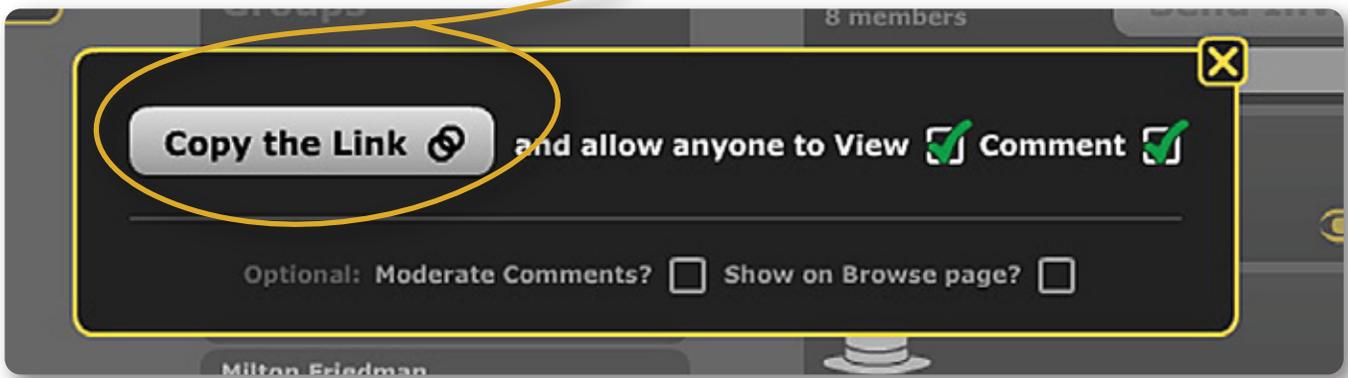
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If you want a link to your VoiceThread that you can copy and paste into an email or put on a blog or printed document, click the **Get a Link**  Button.



**Get a Link**  to Share or Select individual Groups or Contacts below:

That will open the window below. Click **Copy the Link**  and you can then paste the link in an email, or anywhere you like. The default values for your link will allow anyone with that clicks the link to view and comment on your VoiceThread. If you uncheck View and Comment, then only people that have specifically invited via a group or your contacts list will be able to access your VoiceThread.

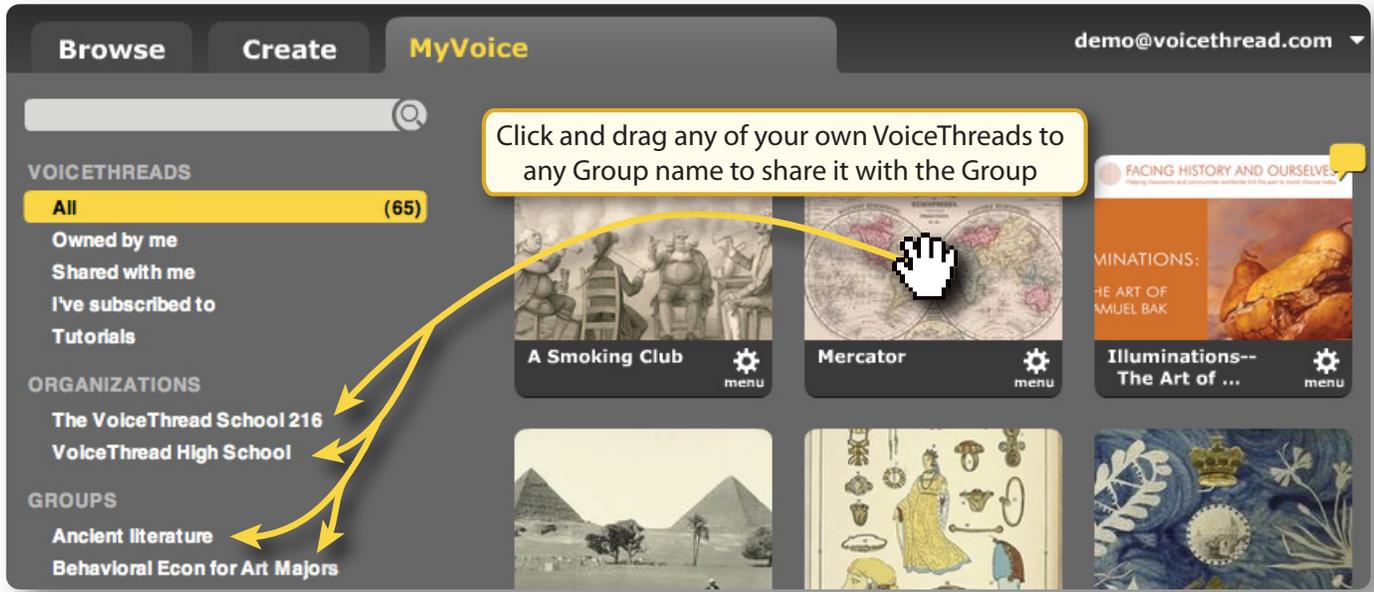


**Copy the Link**  and allow anyone to View  Comment

Optional: Moderate Comments?  Show on Browse page?

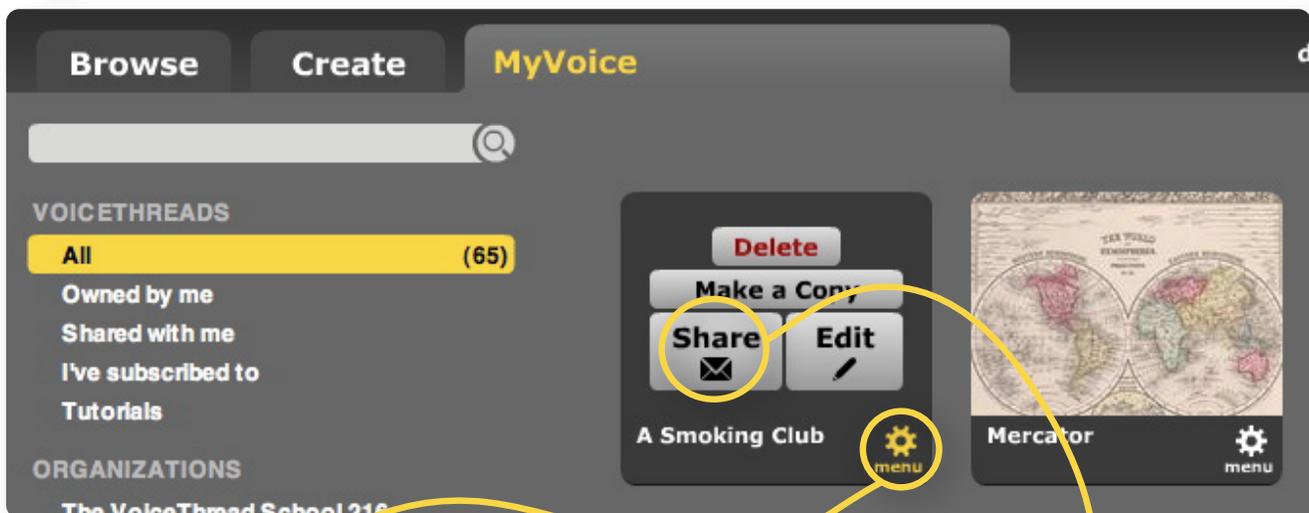
Unless you have a real security need that requires absolute control over who has access, we recommend that you 'copy the link' and share using the default values. This method allows your link to travel outside of your contacts list so extended family, friends, co-workers, and clients can see it, interact, and share it further. If you are concerned about 'strangers' commenting, then just turn on Comment Moderation so that you can preview and approve new comments before others can see them.

## Sharing - drag-n-drop sharing with a group

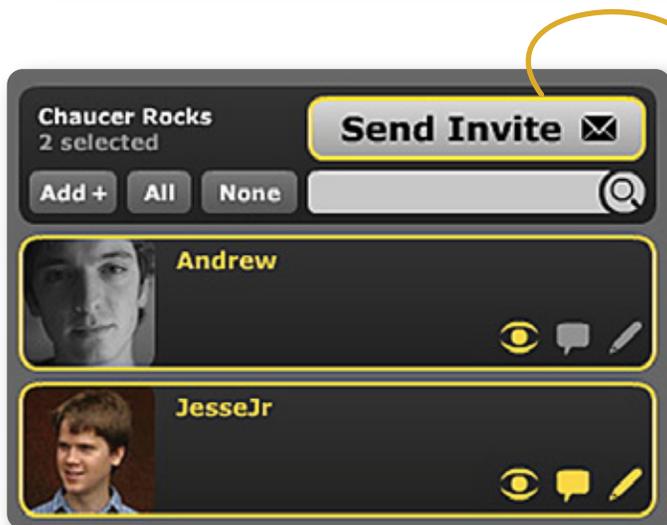
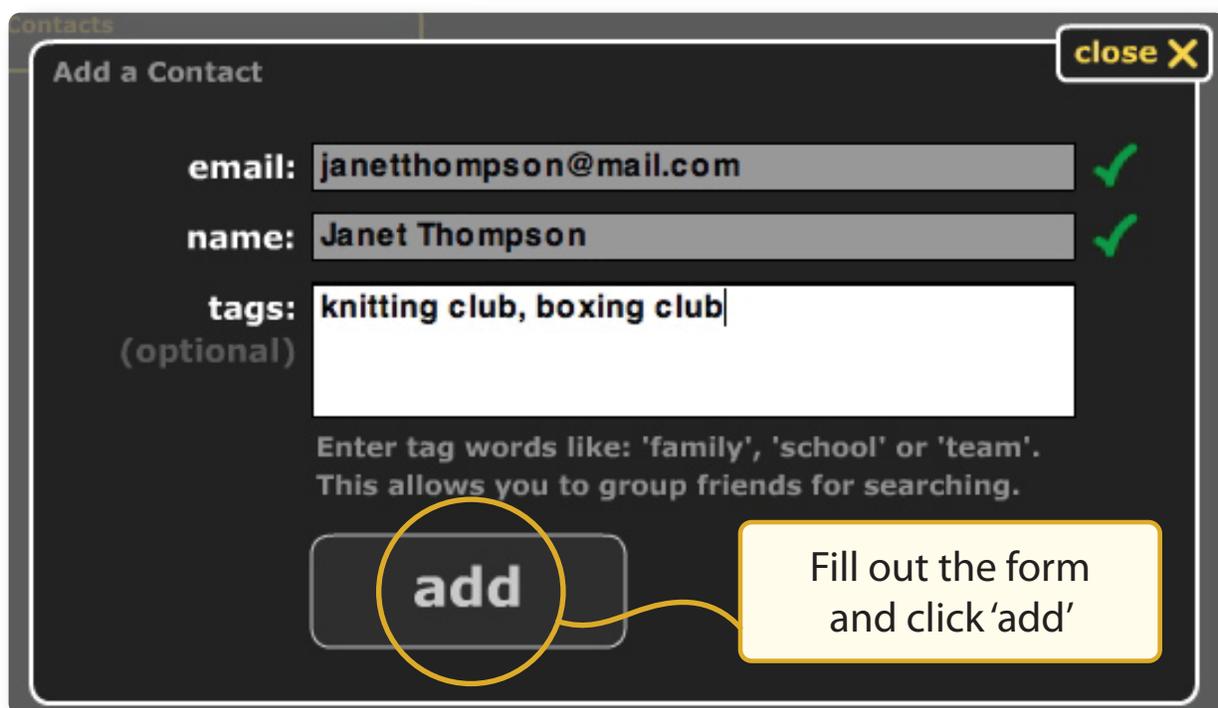
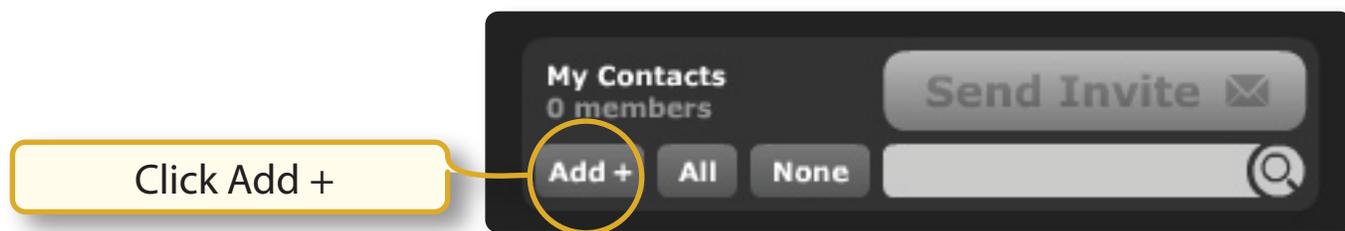


You can click on, and then drag the thumbnail of any of your VoiceThreads to any Group on the left hand side of your MyVoice page. When you do this, the VoiceThread will be instantly shared with all members of that Group. It's also a great way to keep content organized, as all anyone needs to do is click on the name of the Group on the left in order to see all of the content being shared within that Group.

## Adding a Contact and sending them a secure invitation



## Sharing - Adding a contact and sending them a secure invitation

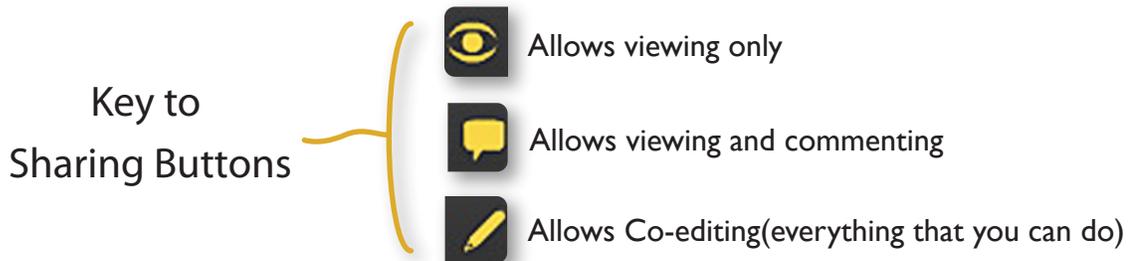
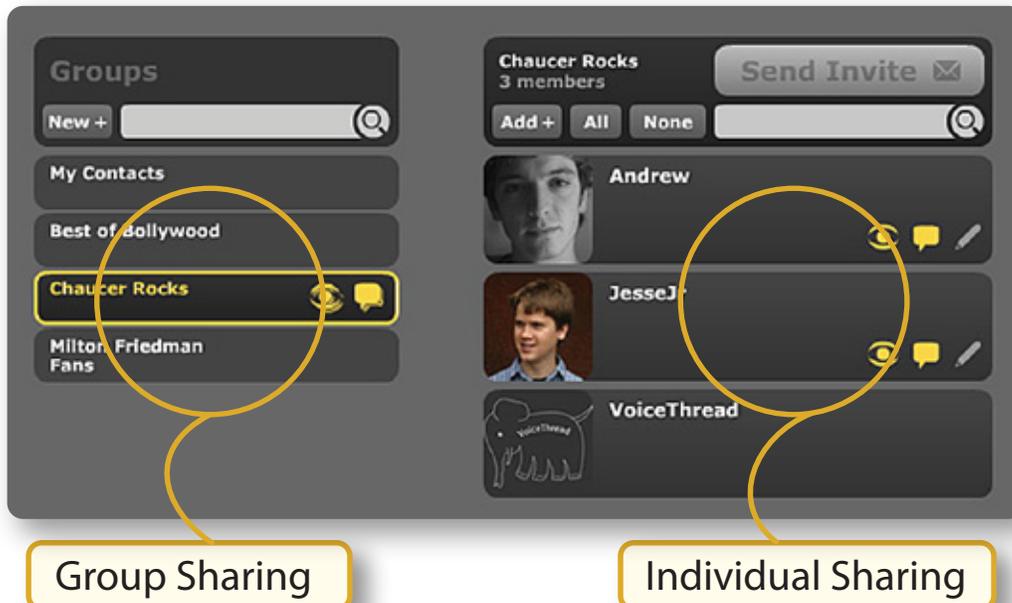


Select one or more contacts and then click 'Send Invite,' which will do two things: allow these people to view and comment on your VoiceThread and send an email to them containing a link that will automatically log them in and allow them to comment.

Even if this email invite never reaches them because it's caught in an spam folder, these people can still log into their accounts and find your VoiceThread on their MyVoice page. The daily limit of email invitations is 50 for free accounts and 500 for Educators and Pros.

## Sharing - Advanced Sharing Options

Each Group that you are a part of and each individual contact can be shared with differently. Sharing buttons work like instant on/off light switches: click them once to turn on a sharing option, click them again to remove that level of access.

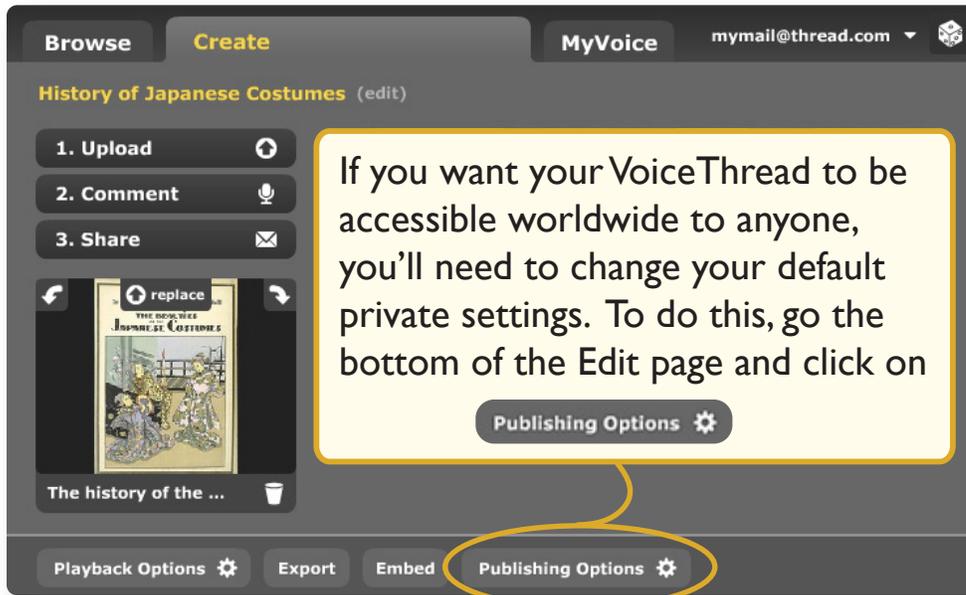


\*Tip - If you select multiple contacts, or select **All** and then click one of the sharing buttons, it will apply the same affect to all of the selected contacts. You can click on 5 people, then click  and all of them will be made co-editors instantly.

All sharing changes are instant but may require reloading the page for a Voicethread to appear or disappear from someone's MyVoice Page.

One of a VoiceThread's most powerful features is this ability to change levels of access over time, allowing you to control very specifically who has what leve of access, and when.

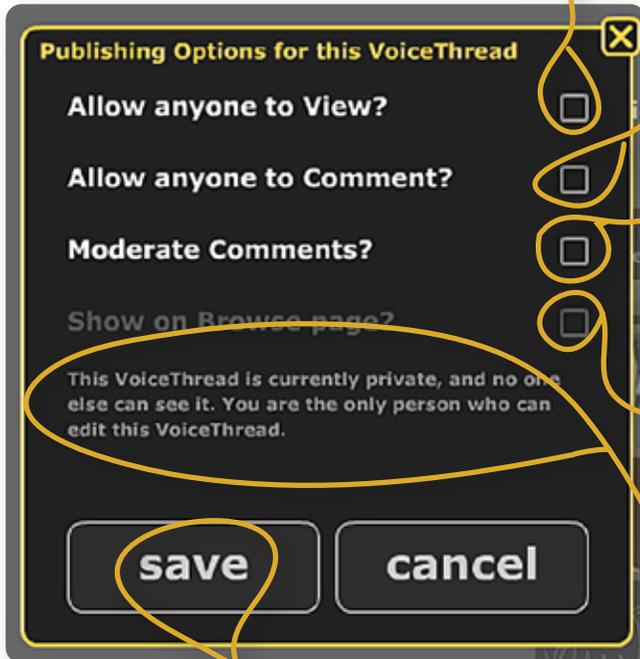
# Sharing - Publishing Online



## Publishing Options

Check here to allow anyone to view only

Check here to allow anyone to both view and comment.



Check here if you want to preview and approve all new comments before others can see them.

Choose whether you want this VoiceThread to be found on our public Browse page.

Whenever you make a change, click 'Save' to keep it.

Here is a summary of your sharing options to date. Whenever you make changes, we'll update it to reflect the current options