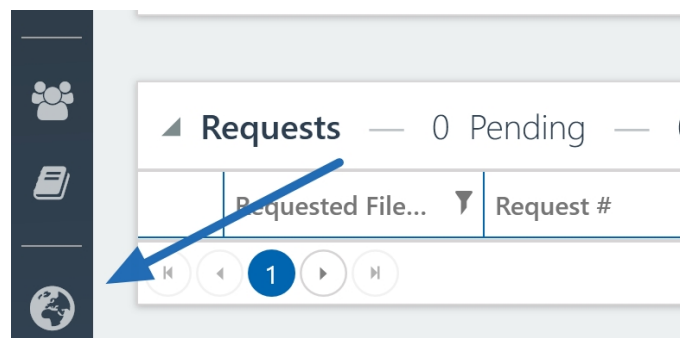


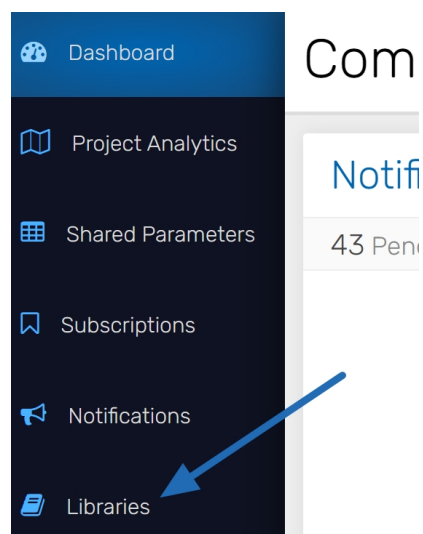
How to Share a Library

Last Modified on 05/03/2021 5:46 pm EDT

In this article, we show you how easy it is to share a library in UNIFI. To get started, simply access the UNIFI Web Portal by clicking on the globe icon on the left side of the screen.



Next, select **Libraries** from the left side of the screen.



Then click on the title of the library that you'd like to share.

Drag a column header and drop it here to group by that column

Name ▲	Owner
AEC - Architecture	UNIFI - Demo AEC
AEC - Civil	UNIFI - Demo AEC
AEC - Structural	UNIFI - Demo AEC
GC - Construction	UNIFI - Demo AEC
GC - Manufacturers	UNIFI - Demo AEC

Next, select **Share** on the upper right corner of the screen.

	Size (MB)	Total files
1	6 MB	31

A screen will then pop up to ensure that you understand and approve of the permissions given. If all looks good, select **Continue**.

Share Library

Library name: AEC - Civil

Owner: UNIFI - Demo AEC

Shared by: UNIFI Admin (taraporterphd@gmail.com)

Select the library sharing permissions

☒ Collaborative

Read	Write	Request content	Request update	Upload	Delete
✓	✓	✓	✓	✓	✓

☐ Patron/Client (coming soon)

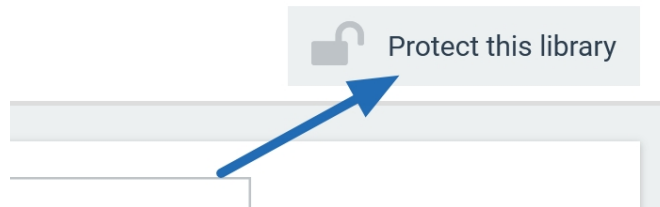
Read	Write	Request content	Request update	Upload	Delete
✓		✓	✓	✓	

CANCEL

CONTINUE

Then simply enter the email addresses of any Company Administrator in the company that you'd like to share the library with. Keep in mind that all Company Admins of the target company will be notified to accept the library share given. Once accepted, all Company Administrators in that company will have full rights to the library in question, as well as the ability to manage their own library admins and granting users access for that library.

Once you share your library, take note that they will become a Library Admin of the shared library. If you'd like to limit Library Admin rights of a Shared Library, you can Protect the Library. Protecting a Library will restrict Library Admin rights of the Library and only Company Admins of the Company sharing the Library will be able to add or update content. To protect a library, you'll want to right-click to edit the Library, within the Library management tab, within the Unifi App, in the upper right corner, you select **Protect this Library**.



You can add a custom message that will appear in the invitation email. Take a moment to review the terms of service and, if accepted, check the box. Then select **Send**.

×

Library name: AEC - Civil
Owner: UNIFI - Demo AEC
Shared by: UNIFI Admin (taraporterphd@gmail.com)

Send invitation to

Enter recipient's email address

Enter custom message

Your custom message will appear in the invitation email

☐ I have read and agree to the [terms of service](#).

CANCEL

SEND

The recipient will receive an email invitation to the library. Once the invitation is accepted, the individual will have full rights to the library in question, as well as the ability to manage their own library admins and granting users access to that library.

This process will need to be repeated for each library that you would like to share.