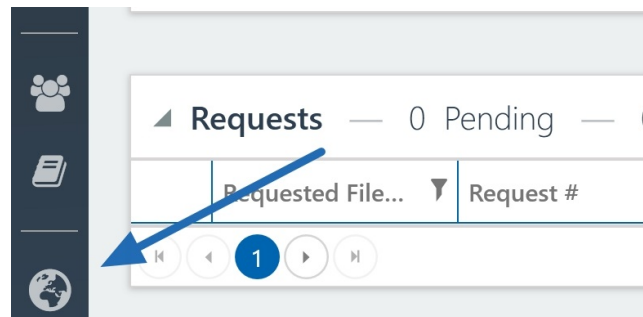


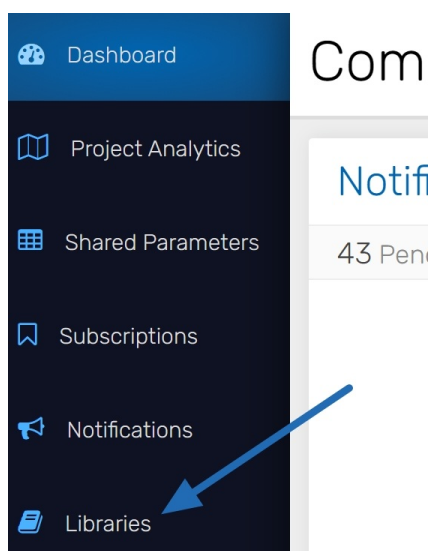
How to Accept a Shared Library Invitation

Last Modified on 08/26/2022 12:24 pm EDT

To accept a [Shared Library Invitation](#), visit the Web Portal in UNIFI by clicking on the globe icon on the left side of the screen in the UNIFI app.

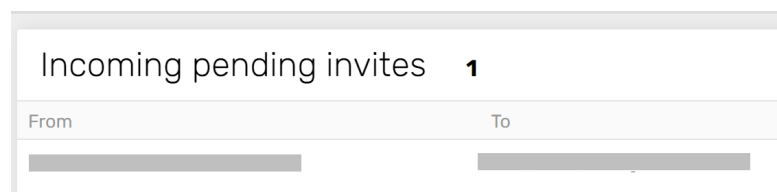


Next, select **Libraries** from the left side of the screen.

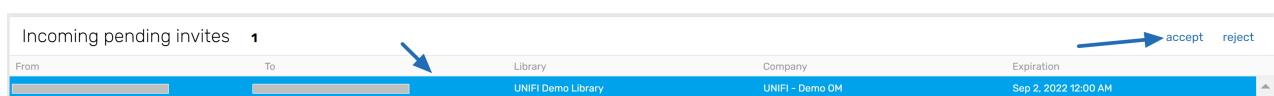


You'll see that pending invite at the top of the page.

Libraries



Click on the library to select and then hit **Accept** on the right side of the screen.



A screen will now appear that allows you to accept the invitation. You can even send a custom message back to the account that sent you the library invitation. Next, read and agree to the terms of service and select **Accept Invitation**.

Accept Incoming Invitation

Library name	UNIFI Demo Library
Sharing permissions	Collaborative
Owner	UNIFI - Demo OM
Shared by	
Shared with	

Send message to

Enter custom message

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

ACCEPT INVITATION

CANCEL

Then select **Finished** in the bottom right corner of that window.

Owner
UNIFI - Demo OM

Shared by

Shared with

Send message to

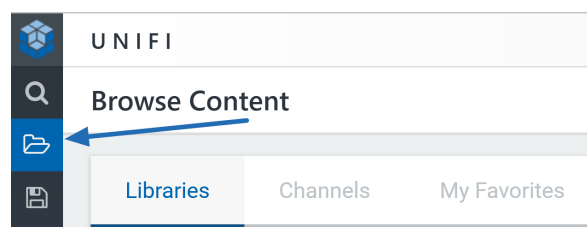
Enter custom message

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

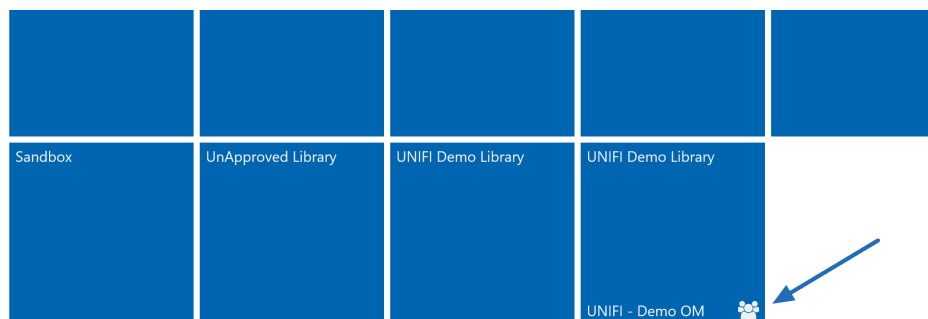
✓ Acceptance notification sent to

FINISHED

You'll now be able to view the library by going back to the UNIFI app and clicking on the folder icon on the left side of the screen.



That library is now listed among your libraries. You'll see a people icon and the name of the account that shared the library with you.



Now all you need to do is click on that library and you have access to all of that shared content.

