How to Accept a Shared Library Invitation

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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.

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Notifications	
Libraries	

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

Libraries Incoming pending invites 1 From To

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

Incoming pending invites	S 1	<u>\</u>			accept	eject
From	То	× .	Library	Company	Expiration	
			UNIFI Demo Library	UNIFL - Demo OM	Sep 2, 2022 12:00 AM	

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	e to the <u>terms of service.</u>	
		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 <u>terms of service</u> Accentance polification sent to	<u>e.</u>
	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.

	UNIFI			
Q	Browse Content			
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Ð	Libraries	Channels	My Favorites	

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.

Sandbox	UnApproved Library	UNIFI Demo Library	UNIFI Demo Library UNIFI - Demo OM 🛛 😤	

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