

Share a Link

A quick guide to using the Share collaboration feature

Books24x7 promotes collaboration among users by providing a **share** feature that enables them to share the URL of a content page with a colleague. Note: A valid username and password is required to open the link and view the content.

How to share with colleagues

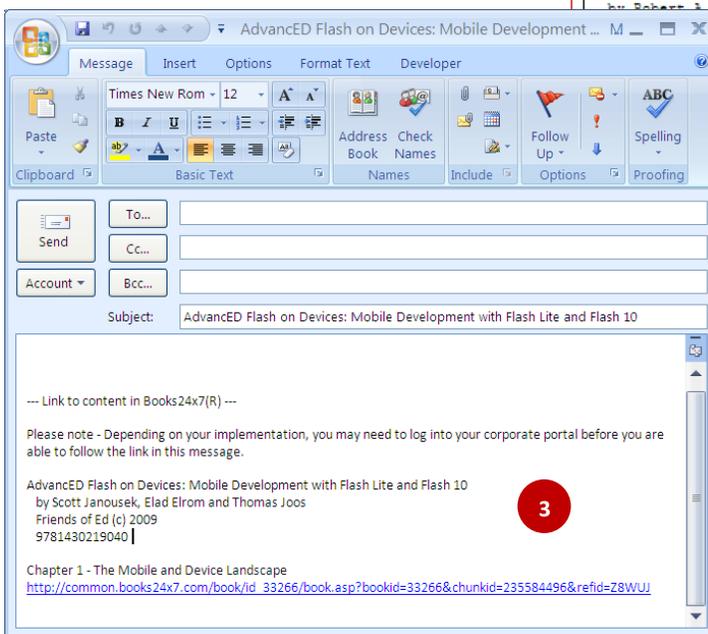
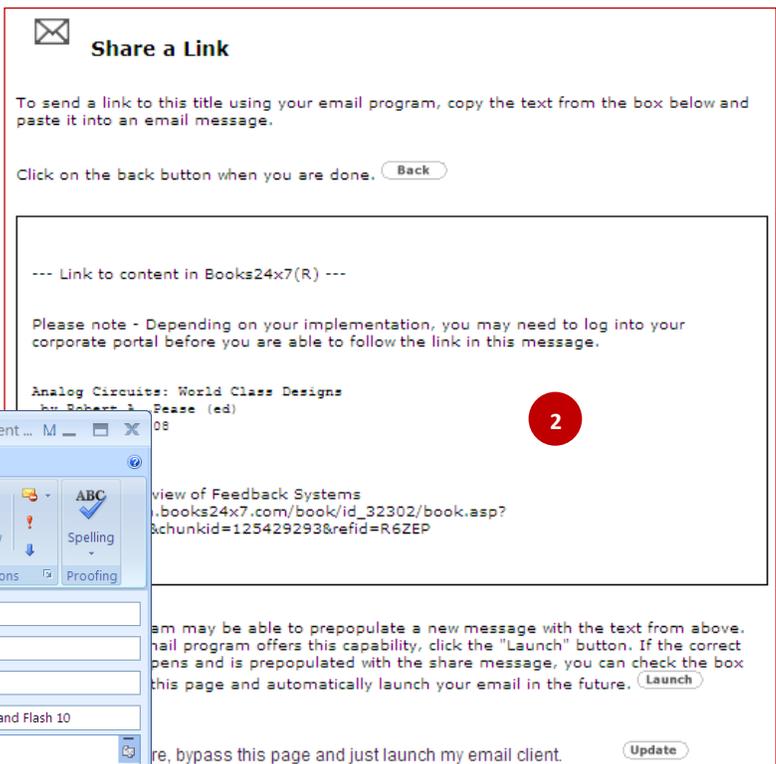
1. Every viewer page of a title carries a

Share  Tool located on the toolbar.



2. Clicking on the **share** tool for the first time will open a **Share a Link** page containing a reference to the title and a page link corresponding to the page on which the share tool was clicked.

- You can copy and paste the information within the box to any document or email message for easy and convenient distribution and collaboration.



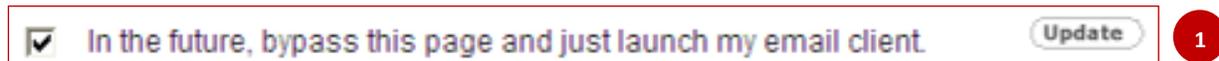
3. Books24x7 also makes it possible to configure your settings so that a message in your native email client will automatically launch when the **share** tool is clicked. The email message will have the reference and referring information for the title embedded in the body of the message.

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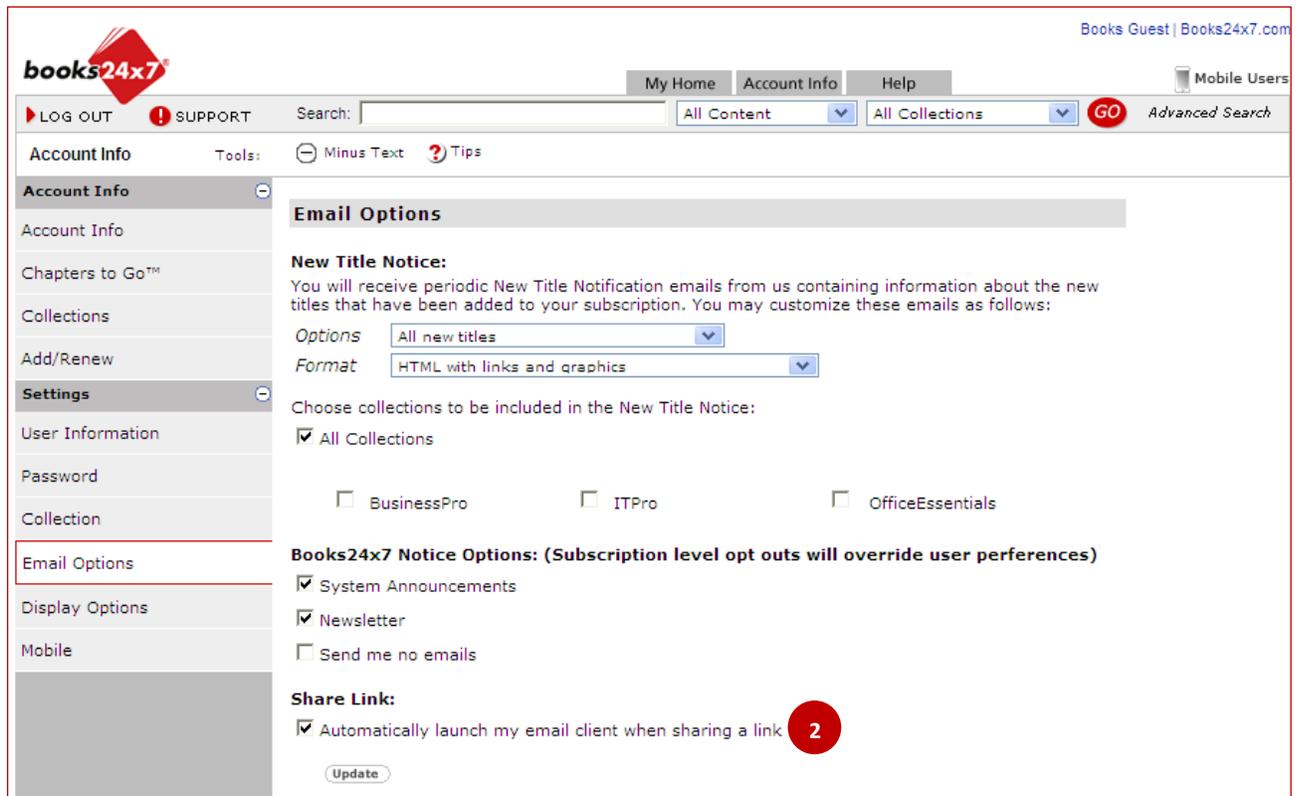
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Configuring your account is accomplished in two ways:

1. By checking the box at the bottom of the **Share a Link** page and clicking Update



2. By checking the box under **Share Link:** in the Email Options tab under Settings on your Account Info page and clicking Update



Configuring your account to bypass the **Share a Link** page and automatically launch your email client streamlines collaboration activities and makes use of the unique features provided by your email system.

Note that the automatic launch option is not compatible with Lotus systems.