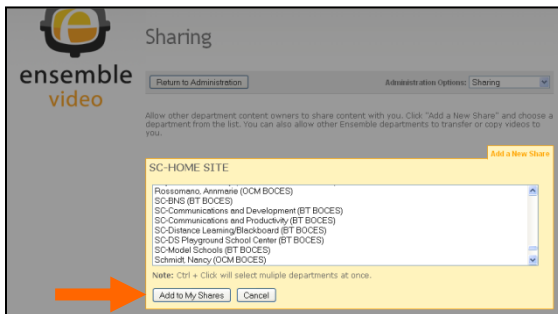


**Note:** You must be an Organization Administrator or Content Contributor to set up a Share

## Sharing Overview

Sharing means your department will accept video from another department library. You give them permission to share their content with you.

1. Click on the Administration Tab
2. Choose Sharing
3. Click Add a New Share



1. Choose a Department from the list (*whom you will permit to share their videos with you*)
2. Control + click to select multiple Departments
3. Click Add to My Shares

## Copy Privileges

Click the Copy box so that a Source Department can copy a video file from their Media Library to yours with

all meta data included.

## Transfer Privileges

Click the Transfer box so that a Source Department can transfer a *new* video entry that is not included in their Media Library.

