**Sharing Portfolio with TTU Blackboard Users**

This option allow you to share the portfolio with people who are faculty, staff, or other students in your institution.

1. To share your portfolio, when you are in *My Portfolio* tab, click *More* and *Share* in order.
2. Click *Share a Snapshot with* menu, and select *Users* option.

3. Type eRaider username (you can also click **Browse** to search the users, i.e. janedoe).
4. You can click send e-mail, send copy of message, or use blind carbon copy options. And submit it.