PORTFOLIOS

Share a Portfolio with your Instructor or External Users

1. From the **My Portfolios** page, on your Portfolio, click the **More** link and then **Share**.

2. On the **Share Portfolio** page, click the **Share a Snapshot with** drop-down menu.

3. Select **External Users**.
4. On the **Share with External Users** page, enter the email address in the **Email Recipients** field. For multiple email addresses separate with commas.

5. Under **Email Information**, you can edit the subject and message body of the email. You can also send a copy of the message to yourself or send a blind carbon copy. **Note: Do not edit or remove the <PORTFOLIO_URL> because the system will automatically replace it with the actual URL for the Portfolio.**

6. **Optional:** Under **Portfolio Password**, enter a password that will be required to access your portfolio. Remember to provide the user with the password to your portfolio.
7. **Optional**: Under **Expiration**, determine the amount of time the Portfolio snapshot will be available such as **No expiration** or **Lifetime of Pass** with specific details (e.g. number of days, weeks, months etc.). *Note: At the end of the expiration period the portfolio snapshot will no longer be available.*

8. Click **Submit** to email your portfolio.