Share a Portfolio with Instructor or External Users

1. On the My Portfolios page, click the More link for the portfolio you want to share, then click Share.

2. On the Share Portfolio page, click the Share a Snapshot with drop-down menu and select External Users.
3. On the **Share with External Users** page, enter the email address in the **Email Recipients** textbox. Separate multiple email addresses with commas.

![Share with External Users: Professional Portfolio](image)

4. Under **Email Information**, you can edit the subject and message body of the email.

   **NOTE**  Do not edit or remove `<PORTFOLIO_URL>` because the system will automatically replace it with the actual URL for the portfolio.

![Email Information](image)

5. **Optional:** under **Portfolio Password**, select **Use password** and enter a password in the textbox that will be required to access your portfolio. (Remember to provide the user with the password to your portfolio.)

![Portfolio Password](image)
6. Under **Expiration**, determine the amount of time the snapshot will be valid: **No expiration** or **Lifetime of Pass** with specific details (number of days, weeks, months, etc.).

   **NOTE**  At the end of the expiration period, the snapshot will no longer be available.

   ![Expiration Input Field](image)

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

   **Blackboard Portfolio Resources**