Sharing Folders

Click the **Share & Export** icon or the **Sharing** menu item to start. Select **Share Folder**.

Select the folder you would like to share and who you would like to share it with. Note: if you select the second option – “Anyone within your organization may join this folder” – the folder will become available to anyone from your organization with a ProQuest Refwork account. Click **Done** with finished.
Once you’ve selected Done, a Sharing Settings window will appear. Type the email address of the person you would like to share the folder with and select the level of access for the person you’re inviting:

- Read – view items and read documents
- Annotate – view items, read documents, and annotate documents
- Modify – view/read/annotate documents, edit existing annotations, add documents, remove documents, and add a note to an item

You will need to add the e-mail addresses one at a time. Optionally, you may add a personal message.

Once these fields are completed, click Share Folder. Note: once you share a folder, all of the subfolders attached to it will also become public.
To view the folders you have shared, look for the sharing icon 👥 next to the folder name.

To view the settings for your shared folder, click the three vertical dots next to the folder and select **Sharing Settings** from the menu.

In **Sharing Settings**, you can modify your settings, including:

- change the sharing from "private" to "institution" (which gives everyone in your institution access to your collection)
- change individual access levels at any time after inviting someone
- remove individuals from your collection by clicking the 'x' to the right of each address in the list
- create a public URL so that anyone can view the contents of the folder
Note: When sharing folders with another ProQuest RefWorks user, make sure that you specify the email that the user used to sign up for their RefWorks account. This is especially important to be mindful of when sharing with a user who has an alias UAlberta email address.

Credit to above information: https://knowledge.exlibrisgroup.com/RefWorks/Product_Documentation/RefWorks_User_Guide/0400_Managing_References#Sharing_References_and_Working_with_Shared_References