

## Sharing a Folio as A Web Link: Outside of TaskStream

Steps for sharing folio with others without TaskStream accounts e.g. principals, etc.

Note: Once you share the link to your folio every time you make a change to your folio the link automatically updates to reflect those changes. You do not need to resend the link.

Click Folios & Webpages



> Select the folio you want to share



> Click the Publish/Share tab



> Select Email this Web Folio

### **Publishing and Sharing Options**



> Copy/Paste or type email address of external recipients

**Enter external recipients:**

Sent via regular email Separate multiple addresses with a comma. Example: john@twa.com, sara@twa.com, lisa@twa.com

> Scroll to the bottom page > Choose whether the recipient needs a password to view the folio or not  
> Click Send Message

### **Message Properties** (Only complete if sending to external email addresses)

<b>Your email address:</b>	<input type="text" value="naliza.sadik@lehman.cuny.edu"/> <small>Must be a valid e-mail address if sending to external recipients</small> <input checked="" type="checkbox"/> Send a copy to this e-mail address
<b>Customize web address (URL):</b>	<input type="text" value="https://www.taskstream.com/ts/sadik1/DEMOGraduateChildhoodEdL"/> <small>(Only numbers, letters, and dashes "-" are allowed; no spaces or slashes.)</small>
<b>Create password:</b> <small>(Optional)</small>	<input type="radio"/> No password needed <input type="radio"/> Require password: <input type="text"/> <small>(Use a minimum of 4 numbers and letters, no spaces.)</small>

