How to Email a Folio through the TaskStream Message Center for Copying

Click on Folios & Web Pages in the top navigation bar.

TaskStream Advancing Educational Excellence					
Home Folios & Web Pages	Lessons, Units & Rubrics	Standards	Communications	Resources	TS Coordinator

Click the name of the folio you wish to email.

ļ	Educational Leadership Folio Template	
L	Based on original work by: Chris Faculty	Demo

Click the **Publish/Share** tab.

	Elizabeth Jett	Go to AMS	🦞 <u>Mγ Account</u>	X Loqout 🤇) <u>Help</u>
		Univer	sity Colle	ge (DEI	MO)
🔑 TS Coordinator			R) Instant Mes:	senger
All Folios 8	• Web Pages Style Date Conter	nt (⁴), Comm	nents 😼 Pu	blish/Share	

Click Email this Web Folio.

All Folios & Web Pages Style Style Edit Content Schwarz Bublish/Share		
	Portfolio Style	
Create a Printable PDF Email this Web Folio	Your work may be customized with your own colors and themes by clicking 'Change Visual Style'.	
	Change visual style	

Click **Select Recipients** and search for the individual(s) to whom you would like to send the folio. Select the individual and click **Save and Close**.

Select TaskStream subscribers: Sent via internal Message Center	ुः Any future changes will be automatically reflected in your e-mailed work.		
	Click Select Recipients	Select Recipients	

Member Locator TaskStream Direct		
Search by Member Name: Frances	o Dibartolo	Search
Advanced Search Select criteria and click 'Search' Basic Search	Search results Check all that apply	Selected Member(s) Uncheck to remove from list
Expand - Collapse Clear Search Include inactive (expired) subscribers	 Francesco DiBartolo University College (DEMO) 	Cancel Save and Close
🏘 Select Categories/Local Areas 👯 Select TaskStream Programs		
Image: Filter by Demographics Image: Expand Image: Clear Search		

After selecting your recipient(s), be sure to select the second radio button to allow recipients to make an editable copy of the work.

Select TaskStream subscribers: Sent via internal Message Center	;; Any future changes will be automatically reflected in your e-mailed work.	
	Click Select Recipients Select Recipients	
	O not allow recipient(s) to make an editable copy; send 'web view' only.	
	 Allow recipient(s) to make an editable copy of this presentation folio. All associated TaskStream work will be copied, editable copies as well. 	
	 Allow recipient(s) to make an editable copy of any of the TaskStream work contained within the presentation folio (e.g. lessons, units, etc.) 	

At the bottom of the screen, click **Send Message**.

Your email address:	bjett@taskstream.com Must be a valid e-mail address if sending to external recipients ✔ Send a copy to this e-mail address	
Customize web address (URL):	https://www.taskstream.com/ts/jett4/EducationalLeadershipFoli.html (Use only numbers and letters, no spaces.)	
	 No password needed Require password: (Use a minimum of 4 numbers and letters, no spaces.) 	
Cancel Send Message		