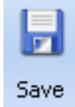# Directions for Sharing and Joining a Project in Share

You can share a project you are working on so other people can work on it at the same time.
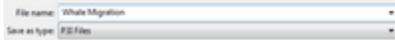
You must save a project before you can Share it.

1. Click the **Save** button on the toolbar if your project is not saved.

You will see the Save Project As dialog.
Type a name for the picture in the File Name field.
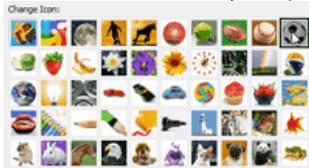

Click the **Save** button.

2. On the toolbar, at the top, click the **Share** button.


4. You will see the Share Project dialog.

5. Click an icon for your project. When trying to join your project, other people will use this icon to select your project.

Click the **OK** button. Other people on your network can now join your project and collaborate on editing.

Each time someone joins your project, you will see a Request to Join. If you want to allow the person to collaborate, click the Approve button. Otherwise, click the Deny button.
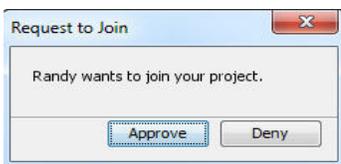
If you have trouble seeing projects on your network, see the Collaboration Preferences topic.
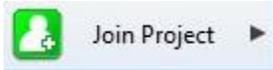
Joining a Project in Share

Students will need to join a project, once you share it.

1. To join and work on a project that someone else is sharing, click the Project button on the toolbar.

2. Click Join Project.

3. You will see a list of shared projects in the sub-panel. Click the project you want to join.

4. The project owner will have to approve your request to join the project.

5. The project will open when they have approved your request.

6. To leave a shared project, click the Save button on the toolbar to save changes that you have made.

7. Go to the File menu and choose Leave Project. The project will close.

If you have trouble seeing projects on your network, see the Collaboration Preferences topic.