Shared Folders Quick Reference Guide

Purpose

Shared folders create online spaces where internal and external team members can access and share project files.

Audience

Architects, engineers, construction professionals, and owners.

Key Features

- Share project files in a single space.
- Track project team member access of project files.

To publish a project folder to Info Exchange

1. Select the folder you want to share in the **Project Files** activity center.
2. Select **Info Exchange > Create Shared Folder** from the **Folder Tasks** panel to open the **Create Shared Folder dialog box**.
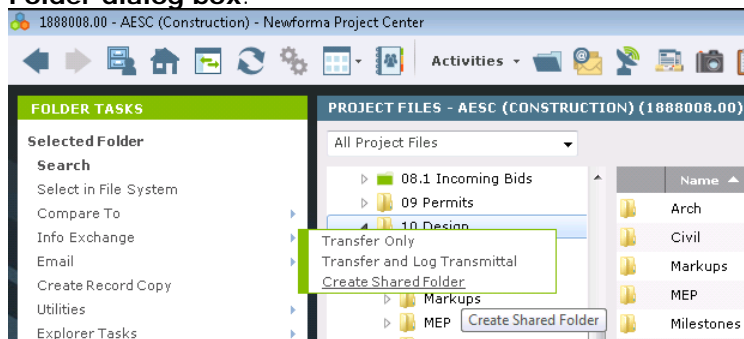
3. Select the project team members you want to share the folder with in the **To:** field.
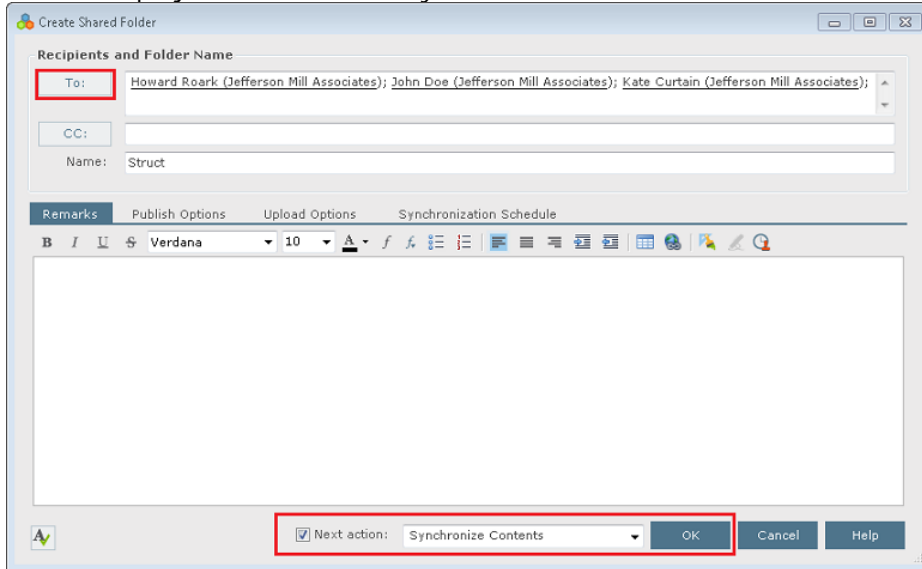
4. Make sure **Synchronize Contents** appears in the **Next Action** field and select **OK**.

5. Select **OK** in the **Transfer to Info Exchange Options dialog box** to share the folder.

6. The folder icon updates to show that it is being shared.
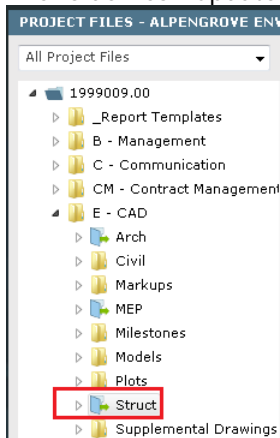
For additional details, please see ***Publish Project Folders and Document Sets to Info Exchange Workflow Example (Shared Folders)*** *in Project Center help.*