

How to Share Documents in MySite & TeamSite

Now, you can share your documents in TeamSite and MySite to your colleagues, friends or even working partners from outside of NTU. Only people you specify will be able to access the documents, and not the whole world, as with the previous version of TeamSite and MySite.

It works like this:

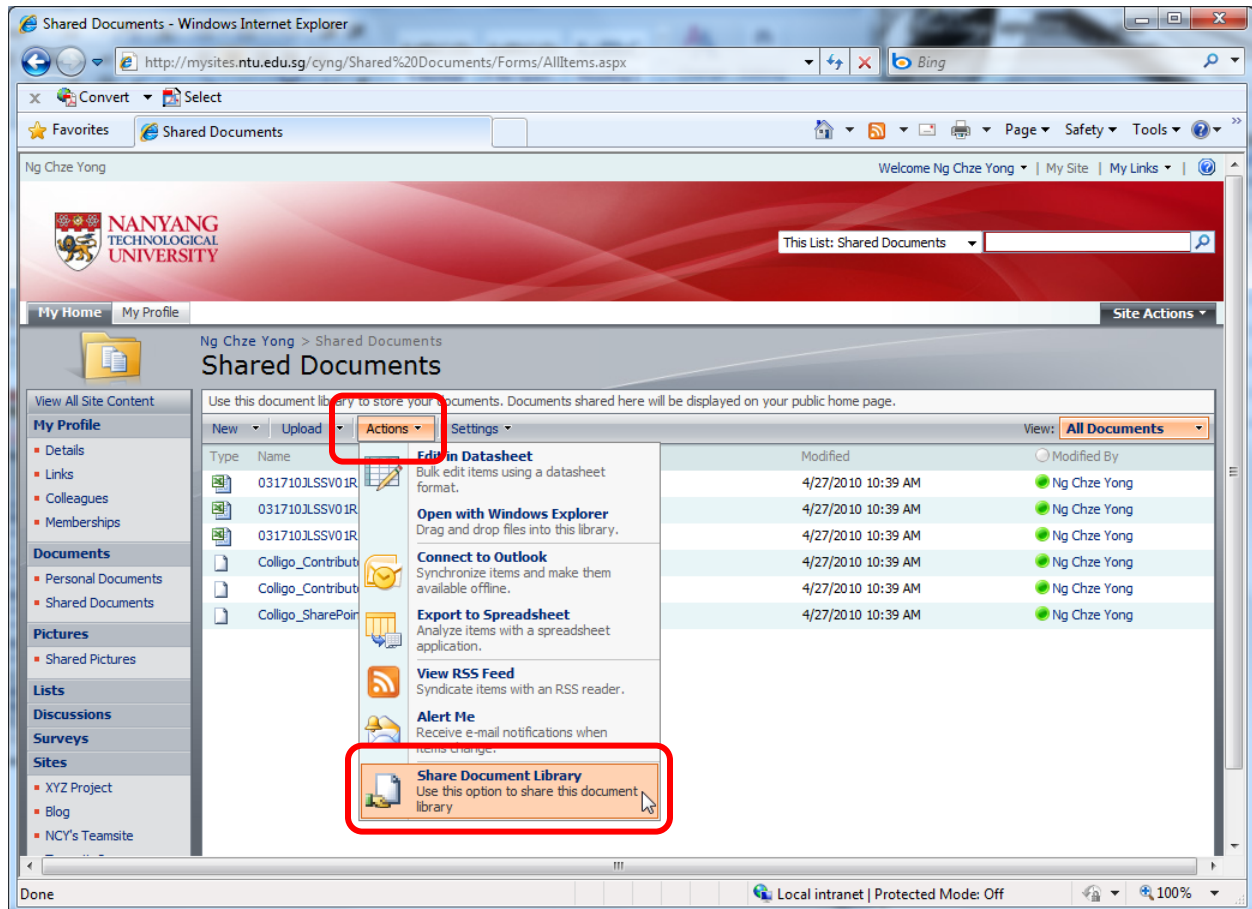
1. Share a document or document library to your friend using his or her email address.
2. TeamSite/MySite will send a notification email to the email address. The email contains the link to the document, as well as the logon credentials to access the document.
3. Your friend clicks on the link to access the document using the credentials provided.
4. The access expires at a date specified by you.

The following guide is applicable for the sharing of a Document Library, a folder or even an individual document.

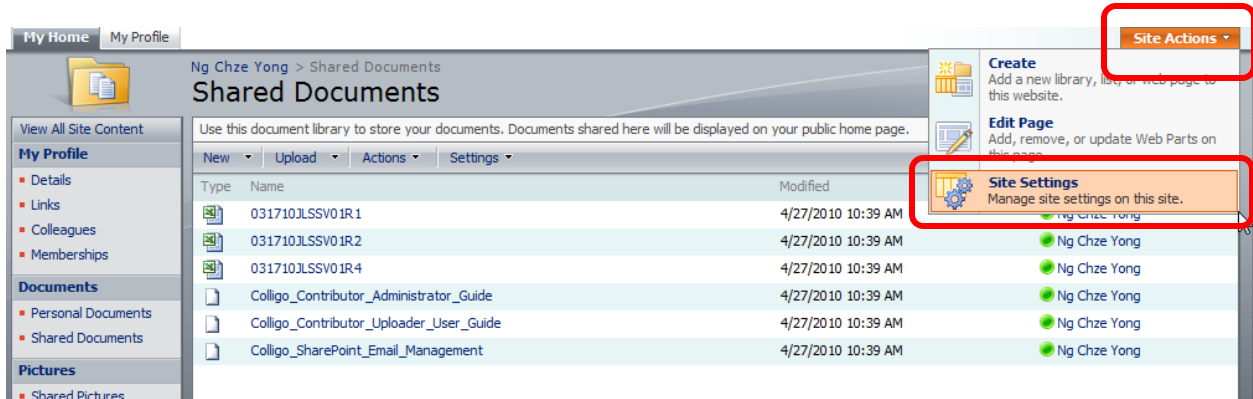
For further clarifications on this procedure, please kindly contact CITS Helpdesk (helpdesk@ntu.edu.sg).

1. Go to the document library which you wish to share. In this example, the 'Shared Documents' document library is chosen. Click on "Actions", and select "Share Document Library".

If you do not see the "Share Document Library" option, please proceed to [step 2](#). Otherwise, go to [step 5](#).



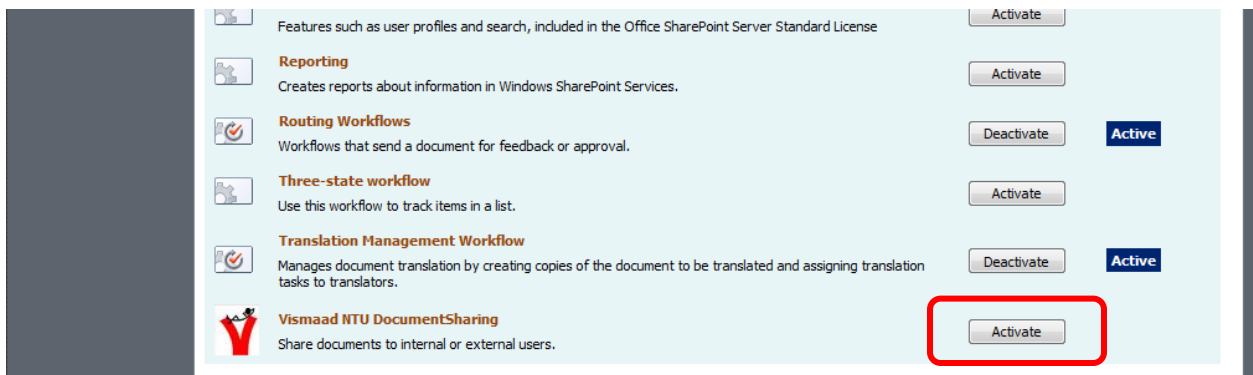
2. Click on “Site Actions”, and select “Site Settings”.



3. Under “Site Collection Administration”, click on “Site collection features”.



4. Activate “Vismaad NTU Document Sharing”. Go back to Step 1.



5. In the “Add Users” section, enter the email address of your friend or working partner. You may also enter usernames or email addresses of NTU users if you wish to share to them at the same time.

In the “Give Permission” section, select the appropriate permissions level. We recommend that:

- If you wish to give your friend the permission to view documents only, select “Read”.
- If you wish to allow your friend to edit and upload documents, select “Contribute”.

In the “Expiry Date” section, enter the date you want this access to expire. After this date, your friend will not be able to access the document. *Note that if you are sharing to a non-NTU user, you must set an expiry date.*

Click “OK” after you made your choices.

My Home My Profile Site Actions

Add Users: Shared Documents

Use this page to give new permissions.

Add Users
You can enter user names, group names, or e-mail addresses. Separate them with semicolons. Use email addresses if you are sharing to non NTU users.
Example: cyng;kpngern@ntu.edu.sg;abc@yahoo.com

Add all authenticated users

E-Mails/Usernames:
lithiumix@gmail.com

Give Permission
Choose the permissions you want these users to have.

Give Permissions

- Give users permissions directly
- Full Control - Has full control. (For NTU users only)
- Design - Can view, add, update, delete, approve, and customize. (For NTU users only)
- Contribute - Can view, add, update, and delete.
- Read - Can view only.
- View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

Expiry Date
The permissions will expire after this date.

- No Expiry
- Expiry On

05/05/2010

(DD/MM/YYYY)

OK Cancel

- Your friend will receive an email notification from the system, informing him or her of the link to access the document, as well as the logon credentials.

New document shared to you from NTU : Shared Documents Inbox | X

☆ libadmin@ntu.edu.sg to me [show details](#) 7:35 AM (6 hours ago) [Reply](#) | ▾

Hi lithiumix@gmail.com

You have been given access to shared document(s) from NTU, 'Ng Chze Yong'. To access the document(s), please logon with the following credentials:

Logon Link : <http://partners.mysites.ntu.edu.sg/Mysite>
[If clicking the link does not work, please copy and paste the URL in a new browser window]

Username : lithiumix@gmail.com
Password : xxxxxxxx

Please note that access to this document will expire on 13 Sep 2008 23:59

If you feel this message has been sent to you in error, please kindly inform our Helpdesk (helpdesk@ntu.edu.sg).

Thank you,
Administrator

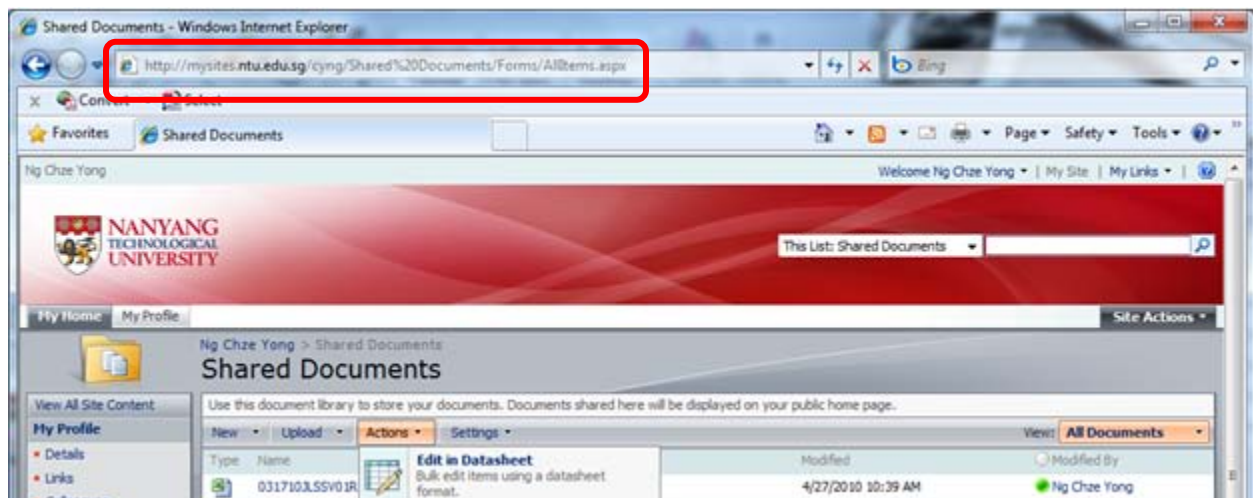
[This is an automated email, please do not reply]

Important: This email is intended for the recipient(s) addressed above only and may contain privileged and confidential information. If you are not the intended recipient or have received this communication by error, you are hereby notified to delete it and notify us immediately. Any personal websites provided in/linked to this email, are provided by the faculty/staff members themselves and any views expressed therein are solely the views of the author and not necessarily the views of NTU or any entity associated with it. The University disclaims and will have no liability related to the contents expressed in these websites whether or not arising under the laws of copyright, libel, privacy, obscenity or otherwise.

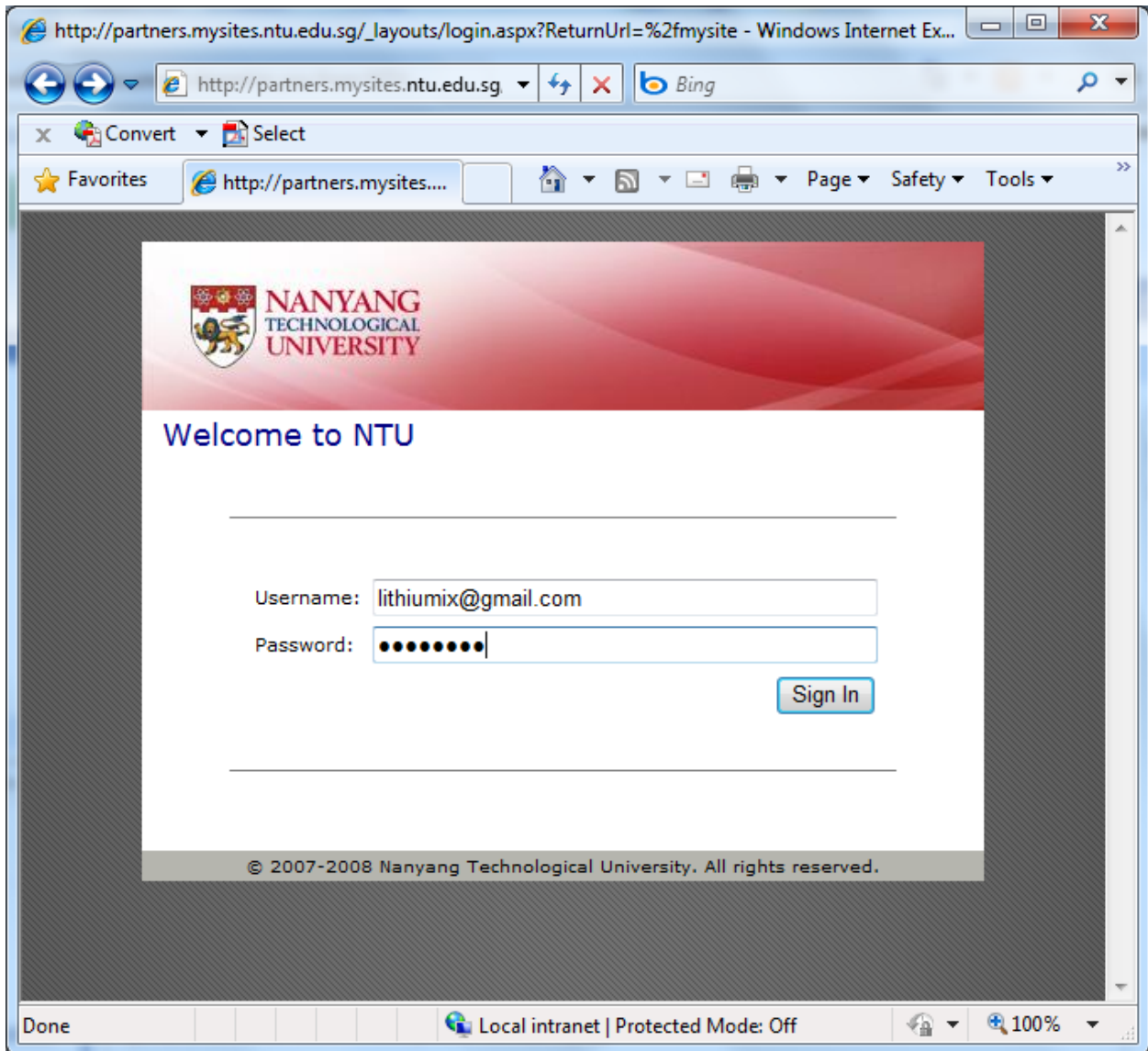
[Reply](#) [Forward](#)

Note that NTU users will not receive this notification.

To notify NTU users that you have shared a document, simply copy the link in the URL bar of your browser and send it to them in an email using Microsoft Outlook.



7. Your friend may click on the link to go to the logon page.



8. Your friend will be able to see all the documents that have been shared to him or her.

