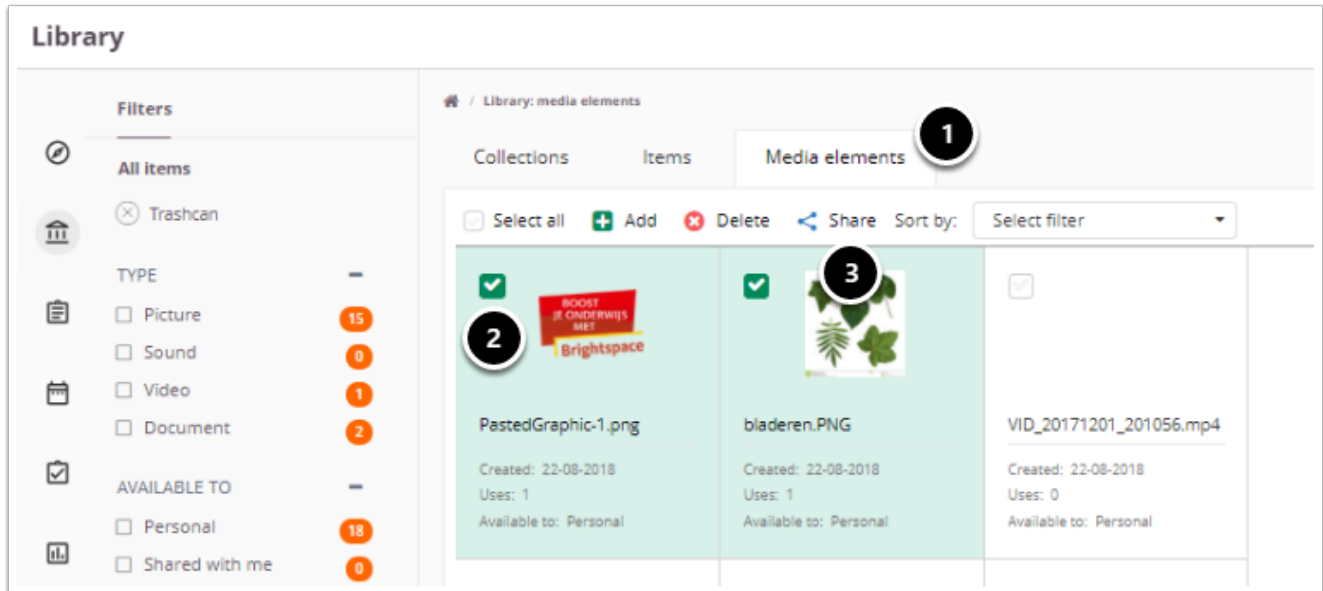
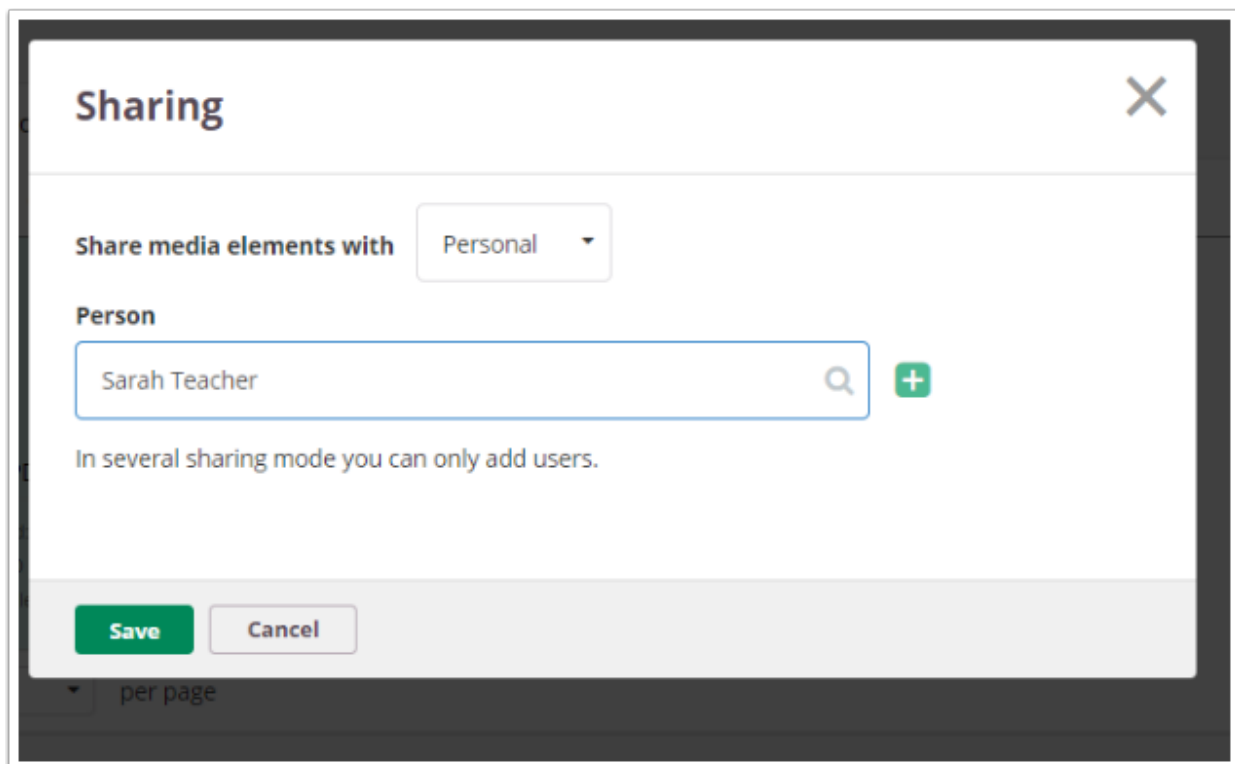


How do I share a media element?

- Use the navigation bar on the left to navigate to the **Library**.



1. Navigate to the **Media elements** tab.
2. Select the file(s) you wish to share.
3. Click **Share**.



Werkinstructies

1. Go to **User** and type the name of the person you want to share the file(s) with. Then select the right person.
2. Click the plus icon.
3. Click the trashcan icon to remove users.
4. Click **Save**.