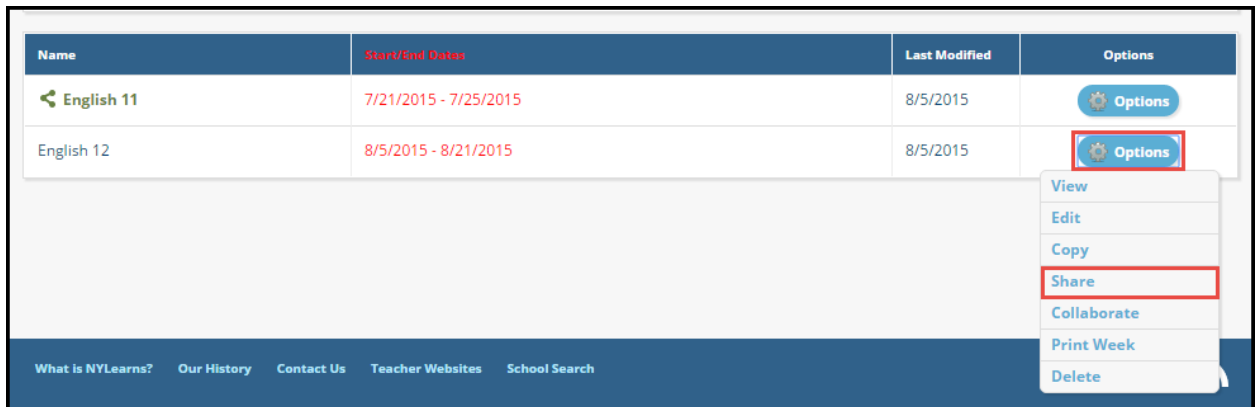


Sharing Your Planbook

Sharing your Planbook lets others view it, but does not give people the ability to make changes or additions to your Planbook.

1. Click **Options** and then select **Share**.

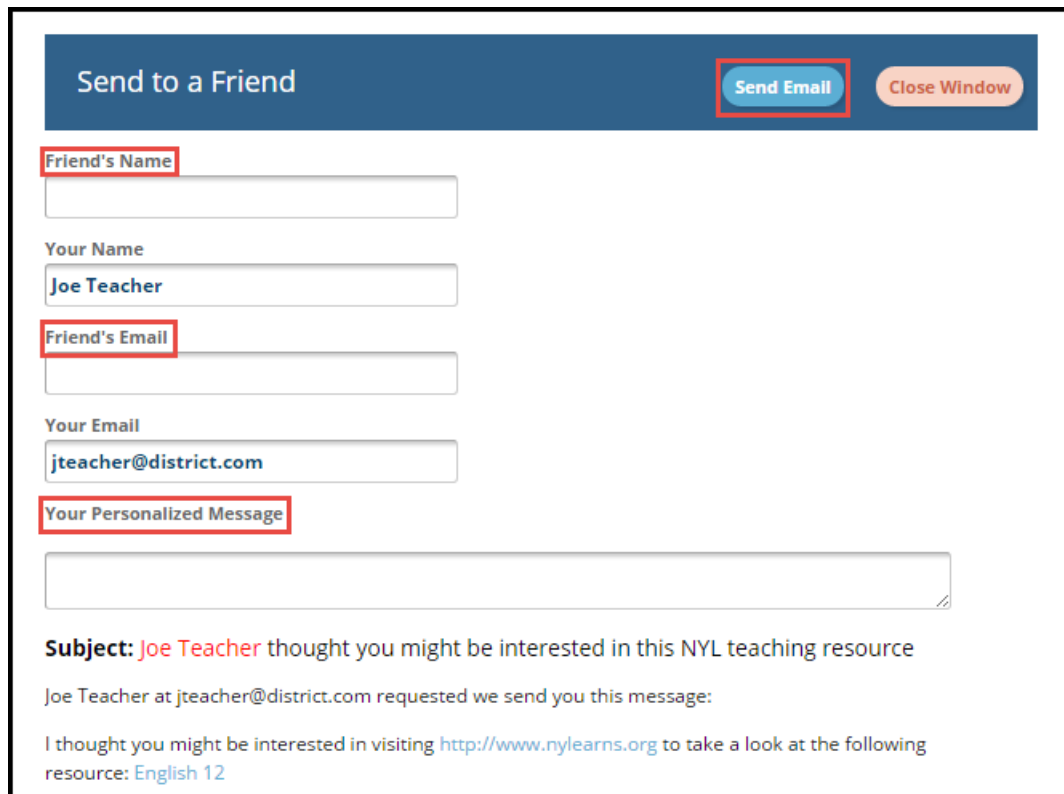


The screenshot shows a table with the following data:

Name	Start/End Dates	Last Modified	Options
English 11	7/21/2015 - 7/25/2015	8/5/2015	Options
English 12	8/5/2015 - 8/21/2015	8/5/2015	Options

The 'Options' menu for the second row is open, showing the following items: View, Edit, Copy, Share, Collaborate, Print Week, and Delete. The 'Share' option is highlighted with a red box.

2. Enter the name of the person you wish to send your Planbook, their email address, and a personalized message. Then click **Send Email**. This will send an email containing a link to the address specified.



The 'Send to a Friend' form contains the following fields and buttons:

- Send Email** button (highlighted with a red box)
- Close Window** button
- Friend's Name** (input field)
- Your Name** (input field with value: Joe Teacher)
- Friend's Email** (input field)
- Your Email** (input field with value: jteacher@district.com)
- Your Personalized Message** (text area)

Subject: Joe Teacher thought you might be interested in this NYL teaching resource

Joe Teacher at jteacher@district.com requested we send you this message:

I thought you might be interested in visiting <http://www.nylearns.org> to take a look at the following resource: English 12