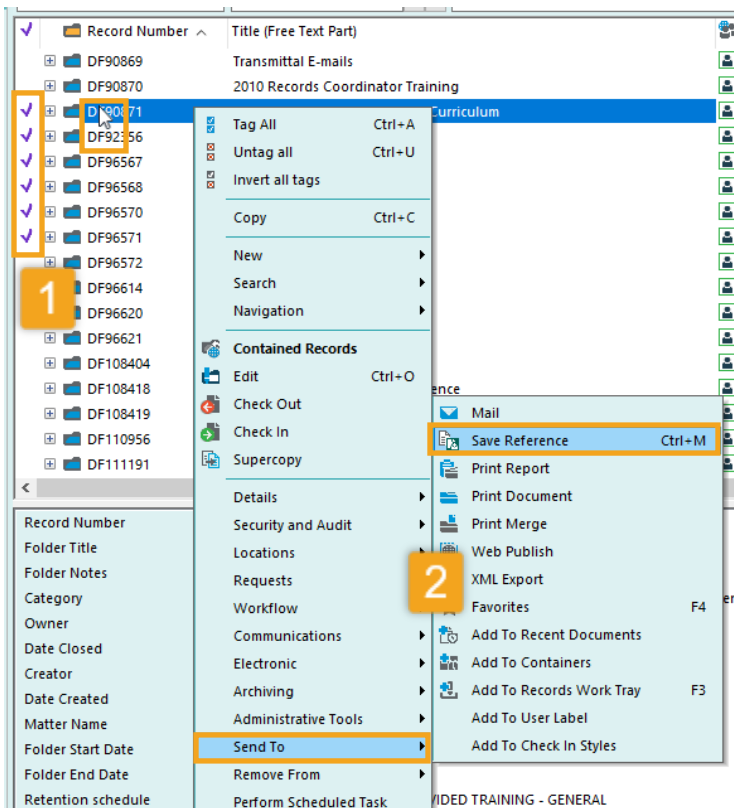


Content Manager Guidance

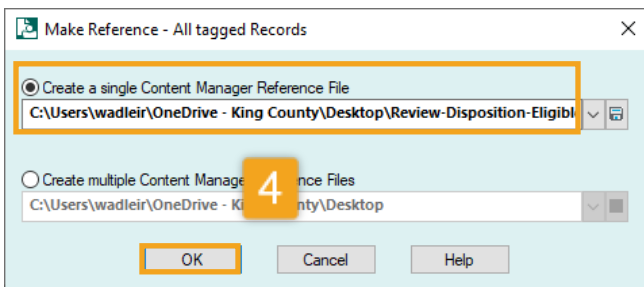
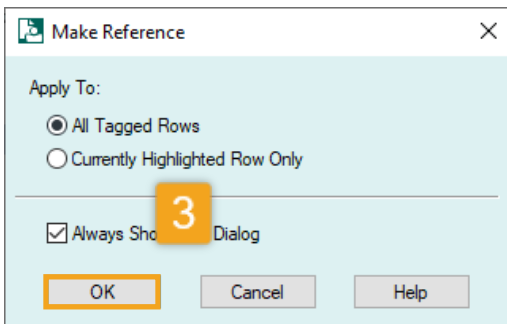
Share Records with Others

This is guidance for how to share a group of records with other users in Content Manager.



1. Tag all the records you want to share.
2. Right click on any of the tagged records and select **Send To** and **Save Reference**
3. Click **OK**
4. Choose **Create a single Content Manager Reference File** and choose a file name and location and click **OK**

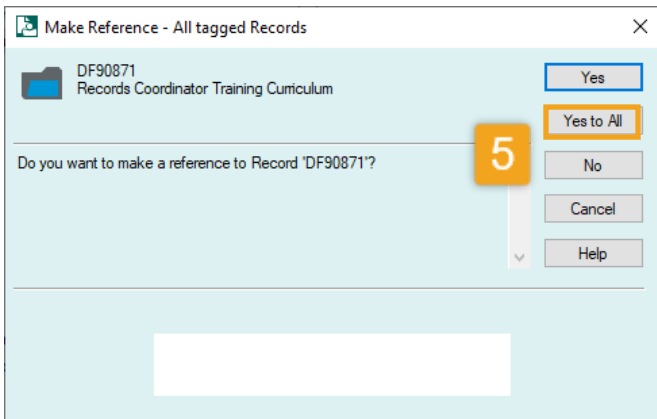
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Share Records with Others



5. Click **Yes to All**

6. **Send an email** in Outlook to the person you need to share with and include the **CM Reference file** as an **attachment**.

7. When that user receives the email, they just need to **double-click on the attachment** for the records to open in Content Manager.

Note: other users will only be able to view the records if they have access to Content Manager and proper security/access to view the records.

