



Sharing a VoiceThread

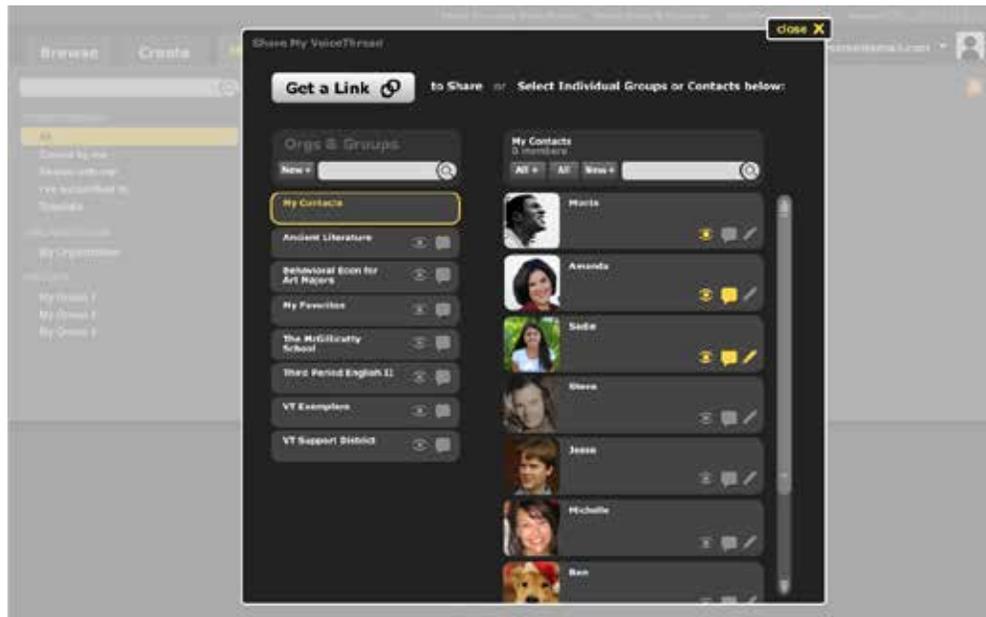
Every VoiceThread is completely private by default, so you'll need to share it before anyone else can view it or comment on it. You can share your VoiceThread with one person, with a Group of people, or even with the whole world. Each VoiceThread is a "living" online collaborative space, so you can change the sharing settings at any time, either opening it up to more people or making it more private. This guide details all the ways in which you can share a VoiceThread you have created.

SHARING A VOICETHREAD AT A GLANCE:

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Accessing the sharing area

The sharing area is where you'll share your VoiceThread securely with your contacts. It lists all of your contacts and any Groups or Organizations of which you are a member.



You can access the sharing area for any VoiceThread you have created or can edit. There are two ways to access the sharing area.

MYVOICE PAGE

From your MyVoice page, locate the VoiceThread you want to share, click the gear menu icon in the bottom-right corner of the thumbnail, and select *Share*.



CREATE PAGE

After you've created your VoiceThread, while you're still in the Create page, click the button that says 3. *Share* on the left side of the page.

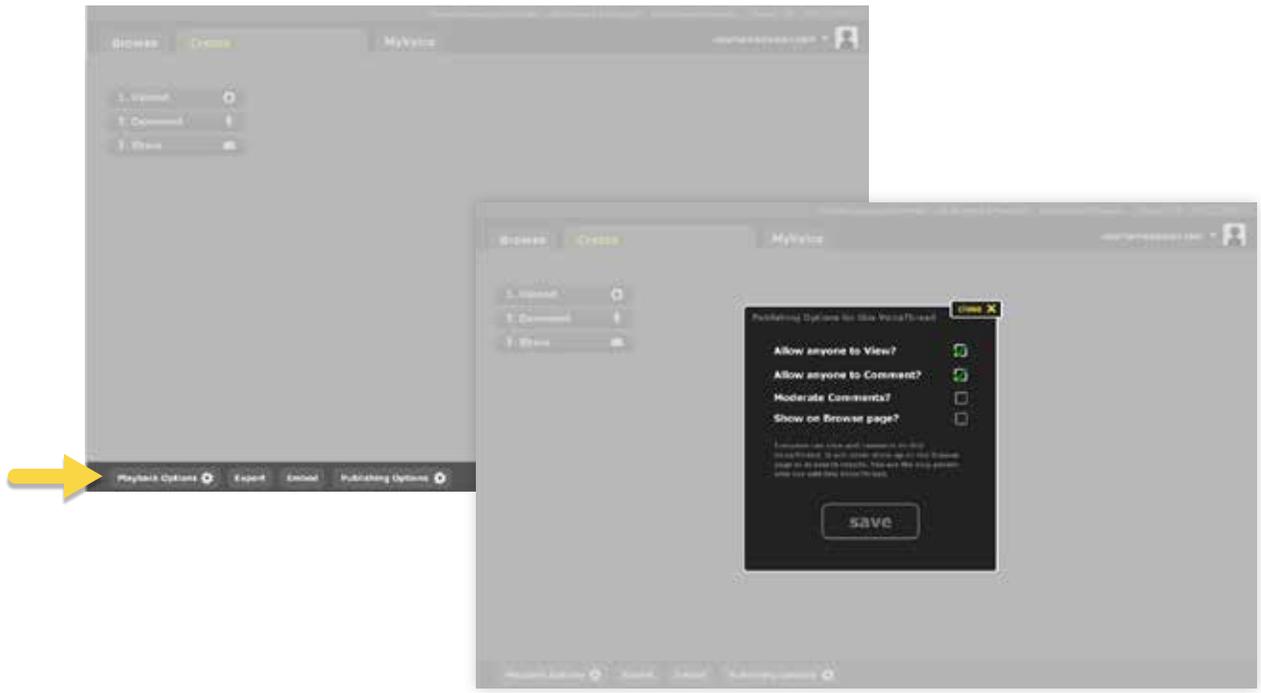


You can always get back to the Create page for a VoiceThread by clicking the gear menu icon in the corner of the VoiceThread and selecting *Edit*.

Making a VoiceThread public

Each VoiceThread has its own Publishing Options that allow you to control whether your VoiceThread is public or private. All VoiceThreads are private by default, and you can then make them open to everyone. To access the Publishing Options:

1. Go to your MyVoice page.
2. Click the gear menu icon in the corner of the VoiceThread.
3. Select *Edit*.
4. Click the *Publishing Options* button at the bottom of the page.



This opens the Publishing Options window, where you can check the boxes next to any options you wish to enable.

Allow anyone to view?

This option makes the VoiceThread “public.” Anyone who has a link to this VoiceThread can view it. Checking this option does not make your VoiceThread searchable, so participants must still have the direct link in order to find it.

Allow anyone to comment?

This option allows anyone signed into a VoiceThread account to make comments on the VoiceThread. Anyone who has a link to this VoiceThread can view it and make comments on it. Keep in mind that everyone who leaves a comment must be signed into a VoiceThread account.

Moderate comments?

This option turns Comment Moderation on and off. Comment Moderation allows you to control which comments are shown to all participants. With Comment Moderation on, comments left on your VoiceThread are only visible to you and to the person who left them until you decide to reveal them. Editors can see all comments and decide which are shown. [Click here for details about Comment Moderation.](#)

Show on Browse page?

This option specifies whether or not the VoiceThread appears on the Browse page. If you check this option, your VoiceThread can be found by searching by keyword or by looking through the [VoiceThread Browse page](#). If you don't have this option enabled, your VoiceThread is not searchable. People can only find it if they have the direct link to it.

Getting the share link

The share link is a direct link to your VoiceThread. You can send this link to other people or even post it on a website or blog. When someone clicks it, he is taken directly to your VoiceThread. You can obtain the share link in two places.

FINAL SHARE SLIDE

The final share slide is the very last slide in your VoiceThread. It displays additional information about the VoiceThread.



Click *Copy link and Share* to copy the link to your clipboard. You can then paste it wherever you'd like.

*** Tip: To paste the share link after you've copied it, follow these steps:**

1. Navigate to the page on which you'd like to paste the link.
2. Select *Edit* from your computer's menu bar at the top of the screen.
3. Select *Paste*.

SHARING AREA

Go to the sharing area for your VoiceThread (see **Accessing the sharing area**). From here, click the button that says *Get a Link*. This will open a window that allows you to copy the link and adjust the Publishing Options so that you can review your current settings and make any changes. See **Making a VoiceThread public** for details about the Publishing Options.



Click *Copy the Link* to copy the link to your clipboard. You can then paste it wherever you'd like.

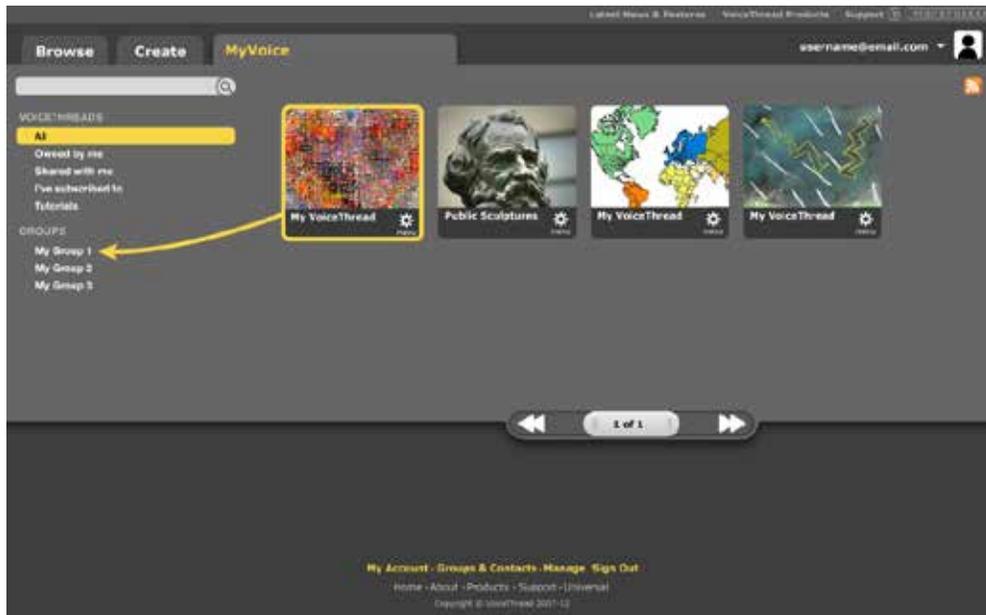
Keep in mind that the privacy settings still apply when a VoiceThread is accessed by a link. If you have not shared the VoiceThread with anyone and you have not made your VoiceThread public, no one will be able to view it when they click the link.

Secure sharing

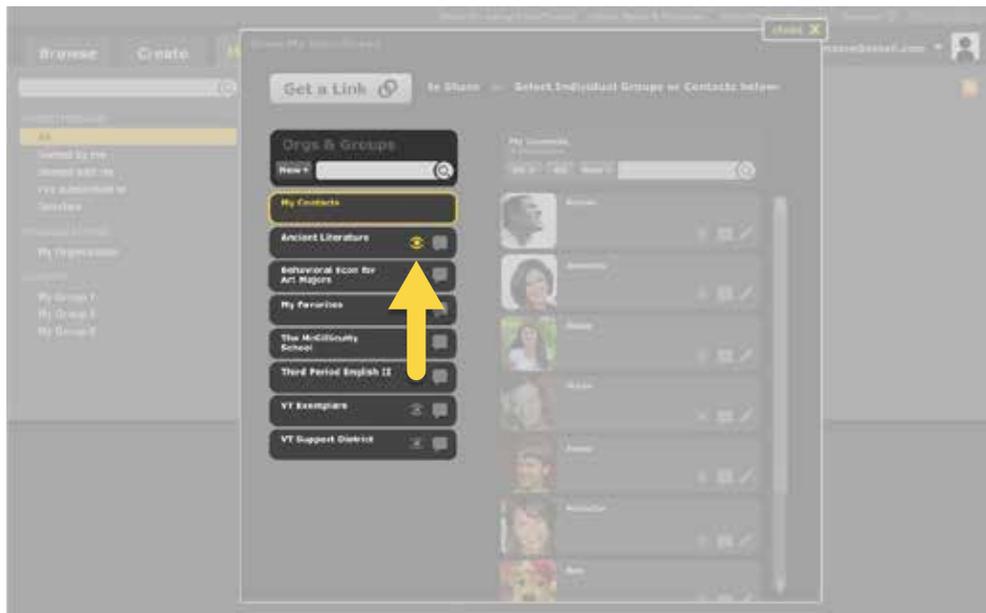
A VoiceThread can be shared securely so that only specific people are able to view and comment on it. This enables you to have online conversations that controlled and private. You can share with individual contacts or with a group of people.

SHARING WITH A GROUP

Sharing with a Group is quick and easy. Just click and drag any of your own VoiceThreads or a VoiceThread that you can edit to the name of the Group on the left side of your MyVoice page. The VoiceThread will instantly be shared with that Group so that all members can view it and comment on it.



You can also share with a Group right from the sharing area.



1. Go to the sharing area (see **Accessing the sharing area**).
2. Locate the Group in the list on the left.
3. Click the two sharing icons next to the Group name so they become highlighted yellow.

If you would prefer to only allow Group members to view the VoiceThread without giving them the ability to comment on it, highlight only the eye icon and not the speech-bubble icon.

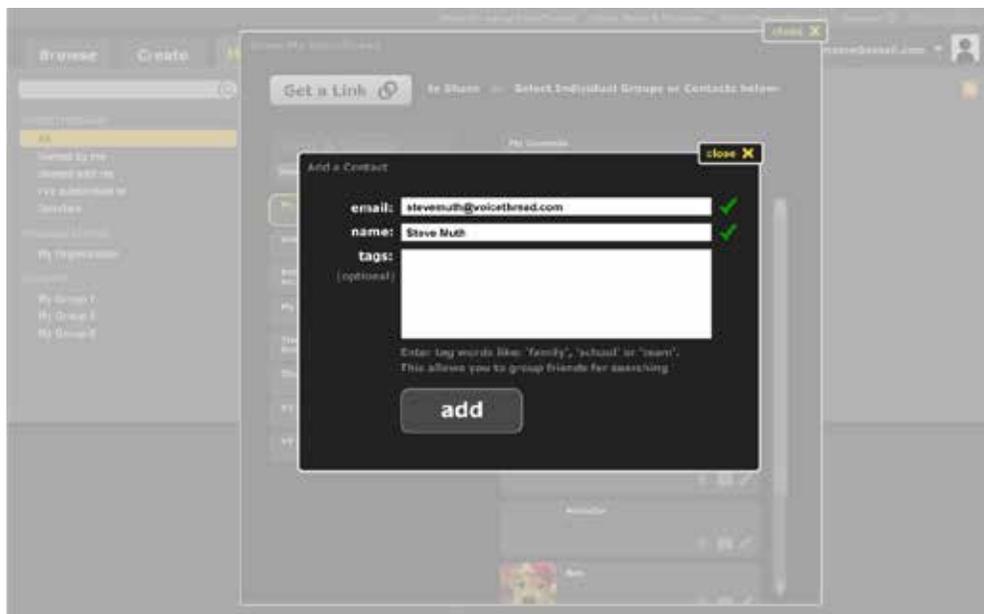
For more details about Group sharing, please see the [Group Creation Guide](#).

SHARING WITH AN INDIVIDUAL

ADDING A CONTACT

In order to share with an individual, you must first add that person as a VoiceThread contact. To do this, follow the steps below.

1. Go to the sharing area (see **Accessing the sharing area**).
2. Click *My Contacts* on the left.
3. Click *Add+* at the top of the list of Contacts on the right.
4. Enter the person's email address and name.
5. Click *Add*.



Please note: It is important that the person you're adding as a contact already has a VoiceThread account, and that the email address you enter in this window matches the address he used to open his own account.

SHARING WITHOUT SENDING AN EMAIL

You can share your VoiceThread securely with individuals without sending them an invitation email.

1. Go to the sharing area (see **Accessing the sharing area**).
2. Click on one or more contacts on the right so their names become highlighted in yellow.
3. Click the sharing icons next to a person's name, giving him the appropriate level of access.
If you have clicked on more than one name, the settings will apply to all highlighted contacts.



Allow this contact to view
your VoiceThread.



Allow this contact to comment
on your VoiceThread.



Allow this contact to edit your
VoiceThread.

Please note: Allowing someone to edit your VoiceThread means you give that person the ability to add to, alter, and delete content in your VoiceThread. It is important to only give editing access to people you trust with your work. Editing rights cannot be given to an entire Group at once.

SENDING AN EMAIL INVITATION

After you have added a contact, you can share your VoiceThread with that person by sending an email invitation. When you share via email, the recipient will be able to view and comment on your VoiceThread when he or she is signed into the account with which you shared it.

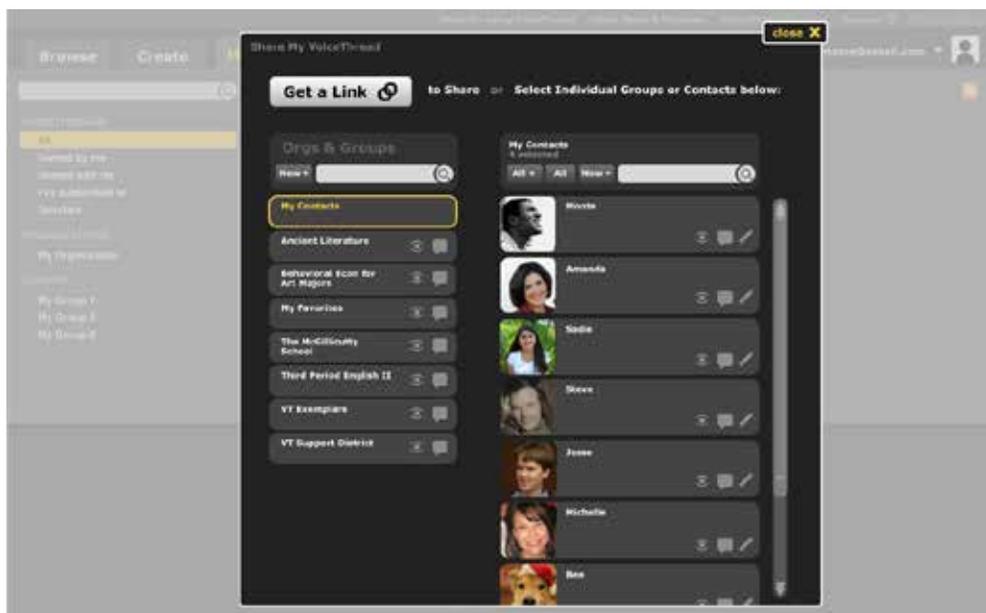
1. Go to the sharing area (see [Accessing the sharing area](#)).
2. Click on one or more contacts on the right so their names become highlighted in yellow.
3. Click *Send Invite* at the top of the list of contacts.



You will see a confirmation message on your screen, and the sharing icons next to those people's names will become highlighted yellow. See [Sharing without sending an email](#) for details about what these icons mean.

UNSHARING A VOICETHREAD

The sharing options you have set for your VoiceThread can be changed at any time. To unshare a VoiceThread, go to the sharing area and click on the yellow sharing icons so that they turn gray again. That contact will immediately be unable to access your VoiceThread. Similarly you can unshare a VoiceThread with a Group by deselecting the sharing icons next to the Group name.



A VoiceThread can also be unshared with a Group directly from the MyVoice page.

1. Go to your MyVoice page.
2. Click on the name of the Group to display the VoiceThreads shared with it.
3. Click on the gear menu icon in the bottom-right corner of the VoiceThread's thumbnail.
4. Click *Remove*.

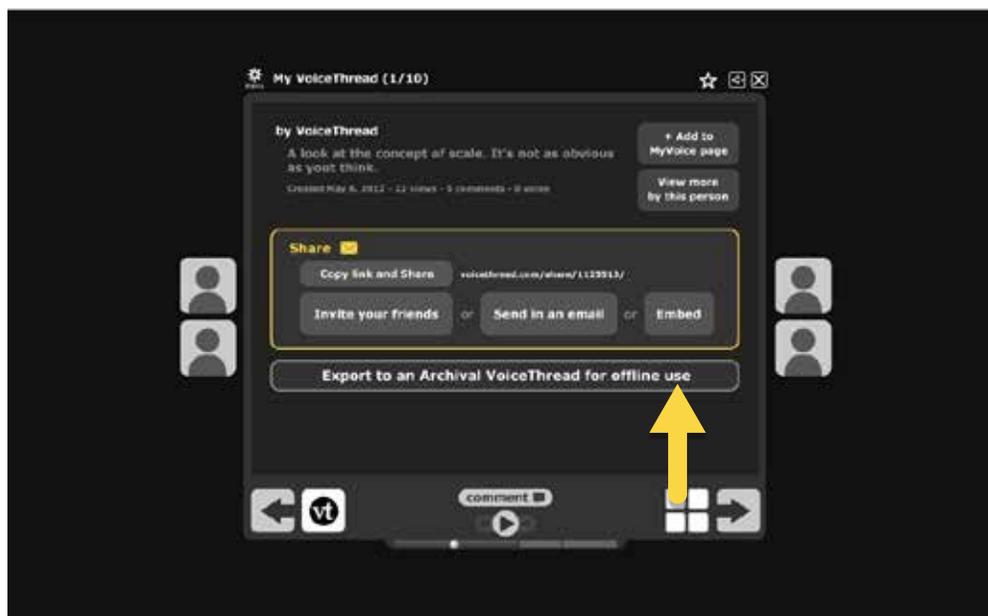


Once you've unshared the VoiceThread with a Group or with certain individuals, it will go back to being private unless you have also shared it with other people or Groups.

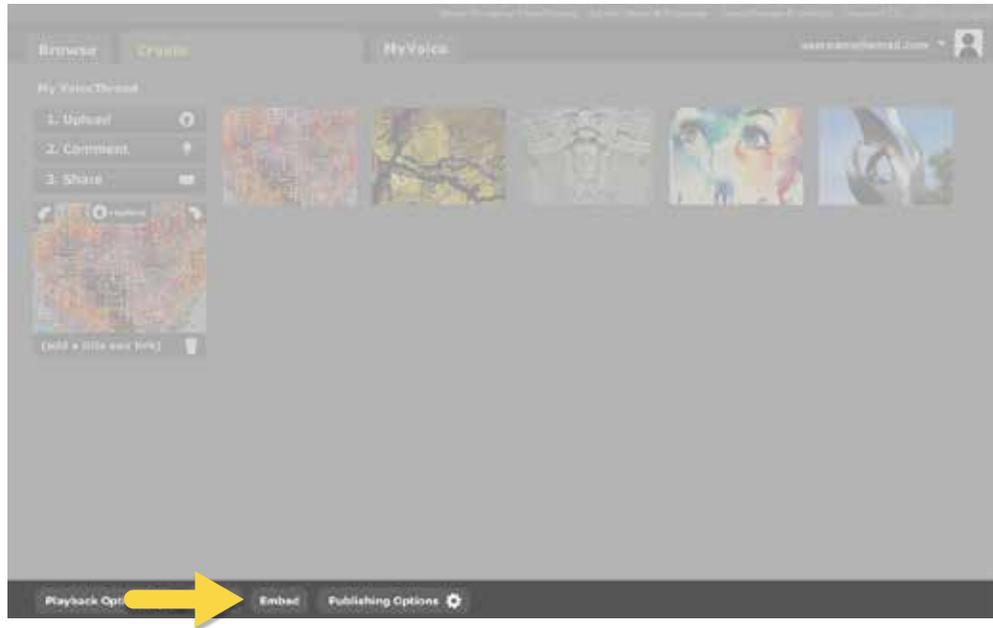
Embedding

Embed in a website or blog so other people can participate in your VoiceThread without needing to leave the page. The *Embed* button is available in two places:

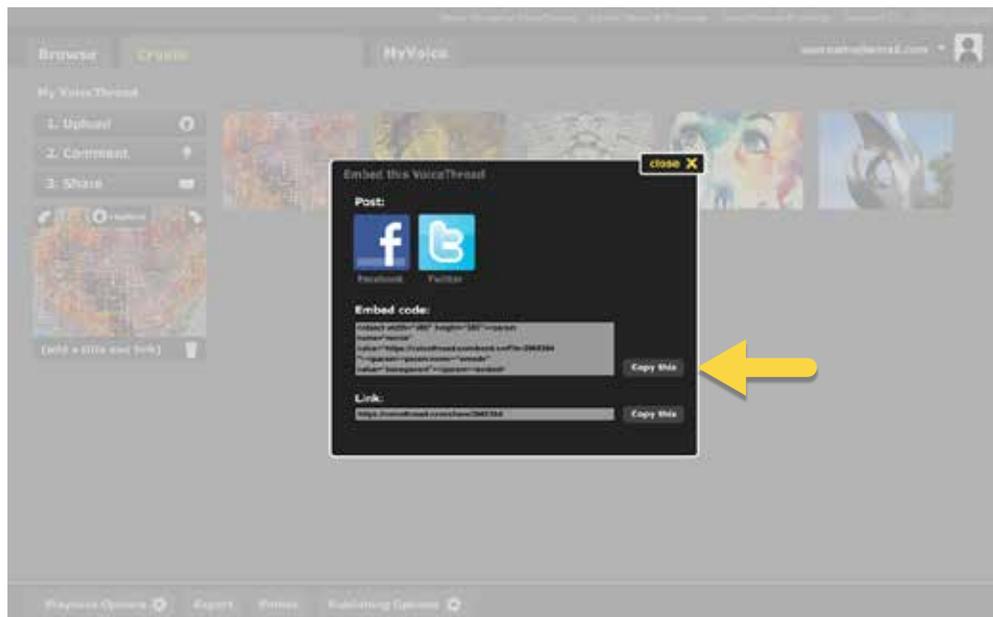
1. On the final share slide of the VoiceThread.



2. On the Create page for the VoiceThread.



After clicking the *Embed* button, either choose to embed quickly in Facebook or Twitter or click *Copy this* to the right of the HTML embed code.



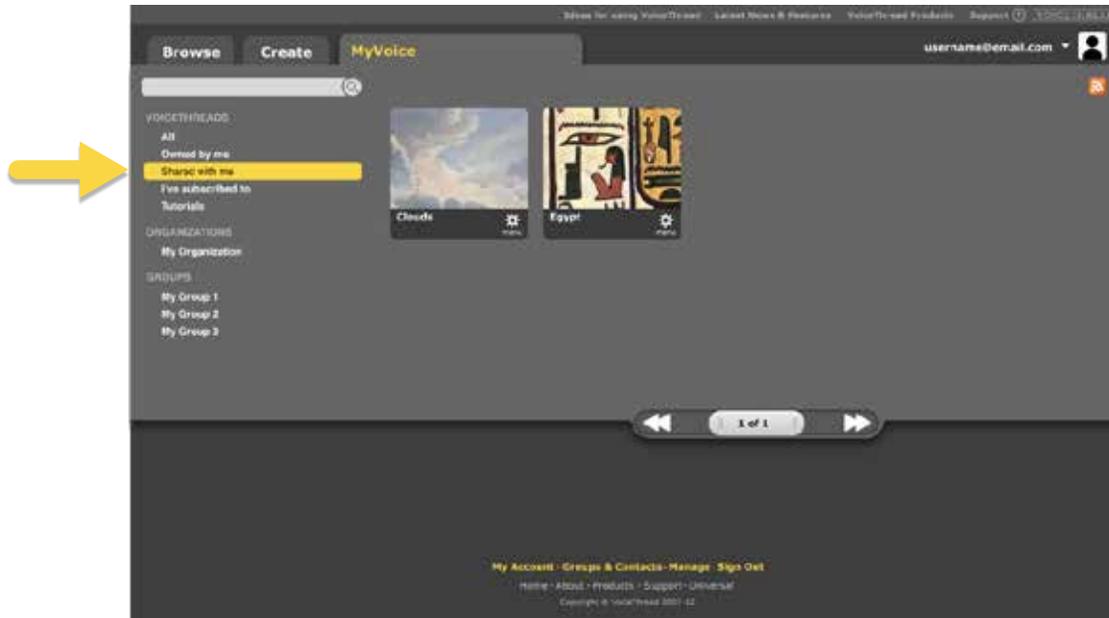
This copies the code to your clipboard so you can paste it. Use this embed code anywhere you can use HTML code.

Keep in mind that the privacy settings still apply when a VoiceThread is embedded. If you have not shared it with anyone and you have not made it public, no one will be able to view it when they find your embedded VoiceThread.

Finding VoiceThreads shared with you

VoiceThreads shared with you will appear automatically on your MyVoice page.

- To see VoiceThreads shared specifically with you, click the *Shared with me* filter on the left side of the page.
- To see VoiceThreads shared with your Groups, click on the name of the Group on the left side of the page.



Additional support

If there is any information you did not find in this guide, please visit the [VT Support Center](#) to take advantage of the many resources available.

You can also [contact us](#) with any specific questions.