How to share a Lightbox with UQ colleagues

**Please note:** You will be able to share only the images to which the other staff member has access. That is, if an image can be viewed only by staff in your area, it will not be available in the Shared Lightbox by staff in other areas.

1. Use the dropdown menu to create and name a new Lightbox with an appropriate name.
2. Select the newly created Lightbox from the dropdown Lightbox menu, locate and add to it the images you wish to share.

3. Click on the Lightbox name, or ‘View contents’ in the Lightbox section on left-hand side.
Remove any images you do not wish to share, or select ‘All’ if you wish to include all the images, or select just those you wish to share.
4. Select ‘Manage Lightboxes’ from the top menu:

5. In your list of Lightboxes, locate the Lightbox you wish to share and click on “share” on the far right of the Actions menu:
6. Click on ‘Add users’:

7. From this page, you can search for the UQ staff member with whom you wish to share the Lightbox, using any or all of the attribute fields:

Click on ‘Find’ to locate the user.
8. On this screen, click in the ‘Select’ square to share the Lightbox with that person.

You can generate an email to the person/s with whom you are sharing.

By clicking in the ‘Added users can edit the Lightbox,’ you are enabling that person to add or delete images from the Lightbox. Leaving that box ‘un-ticked’ means your Lightbox will remain unchanged.

Click on ‘Add selected users’.
9. From this screen, you can:

- edit the permissions of existing users for this lightbox – this will toggle between yes and no, regarding being able to add/subtract images in the lightbox
- remove existing users
- remove all users, or
- add more users