Share Overview

You can set the access permissions on the *Edit access* page. It is accessible via *Portfolio → Shared by me* or directly from the page editor when you edit a portfolio page.

The *Share* overview page shows you the following.

Share overview page
Image not available type unknown

Share overview page

1. Decide whether you want to change sharing permissions for a collection or a page.
2. **Collection name** (or **Page title**): Your collections / pages are sorted alphabetically.
3. **Access list**: The list of users, groups or institutions who have access to a particular collection or page.
4. **Edit access**: The *Edit access* icon next to each collection or page allows you to change the permission of who can view a page or collection.
5. **Secret URLs**: The *Secret URL* edit icon next to each collection or page allows you to set up one or more secret URLs for a page or collection. The number of secret URLs that you have generated is displayed next to the icon.

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