Sharing a Folio as A Web Link: Outside of TaskStream

Steps for sharing folio with others without TaskStream accounts e.g. principals, etc.

Note: Once you share the link to your folio every time you make a change to your folio the link automatically updates to reflect those changes. You do not need to resend the link.

Click Folios & Webpages

> Select the folio you want to share

> Click the Publish/Share tab

> Select Email this Web Folio

Publishing and Sharing Options

> Copy/Paste or type email address of external recipients

> Scroll to the bottom page > Choose whether the recipient needs a password to view the folio or not
> Click Send Message