

How to Copy a Folio Emailed through the Message Center

Click **Messages** from the My Links area of your home screen.

The screenshot shows the TaskStream home page for Francesco DiBartolo at University College (DEMO). The navigation bar includes Home, Folios & Web Pages, Lessons, Units & Rubrics, Standards, Communications, Resources, TS Coordinator, and Instant Messenger. The main content area features a 'Work on a DRF Program' section with links to Capstone, DBU EC-6 Program 2010, DBU EC-6 Program 2011, and DBU Grades 4-8 Program 2010. A 'My Links' section at the bottom right has a 'Messages' link highlighted with a red box.

Click the Subject of your new message.

The screenshot shows the TaskStream inbox. The message list has columns for Subject, From, and Date. The message 'Shared TaskStream work' by Elizabeth Jett, dated 12/15/2011, is highlighted with a red box.

| | Subject | From | Date |
|--------------------------|------------------------|----------------|------------|
| <input type="checkbox"/> | Shared TaskStream work | Elizabeth Jett | 12/15/2011 |

Click the title of the folio from the body of the message.

The screenshot shows the body of the email message. The subject line is 'Shared TaskStream work'. The body text says: 'Attached please find a link to the web folio I shared with you, Educational Leadership Folio Template'. The text 'Educational Leadership Folio Template' is highlighted with a red box.

Click **Copy** in the top right corner of the screen to copy the folio into your account.

The screenshot shows the TaskStream folio page for 'Educational Leadership Folio Template'. The 'Copy' button in the top right corner is highlighted with a red box. The page title is 'Letter of Introduction...'. The left sidebar shows the author as Elizabeth Jett and the last modified date as 10/31/2011 02:05:46 PM EST.