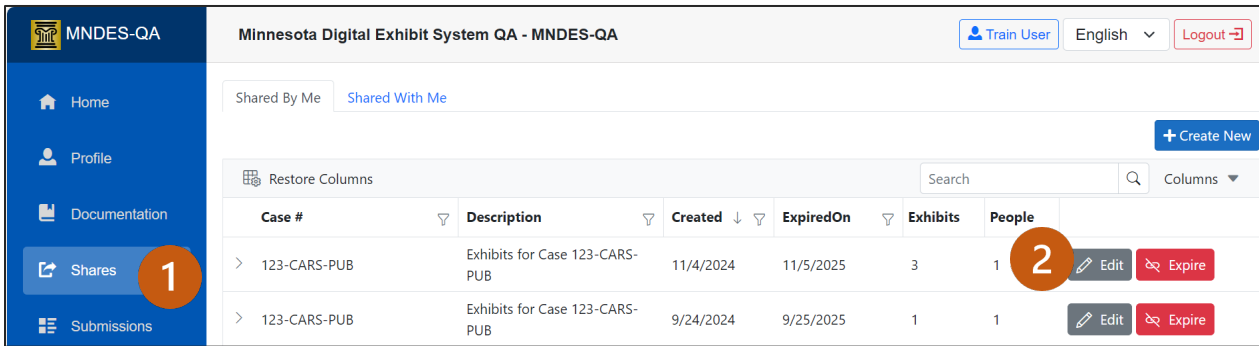# Quick Reference Guide – Modifying a Shared Exhibit

Last Revised: 11/20/2024

Share exhibits by manually updating an existing share

1. Click **Shares** in the blue navigation bar.

2. Click **Edit** next to the share you want to edit.
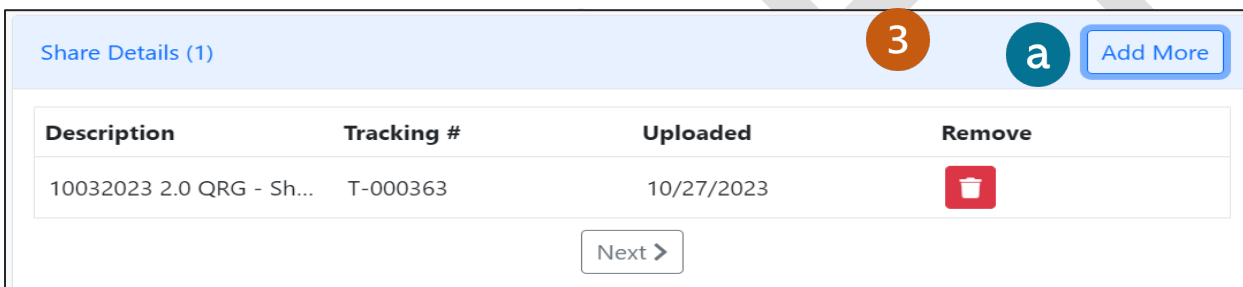
3. Add exhibits to the share:

   a. Click **Add More**.
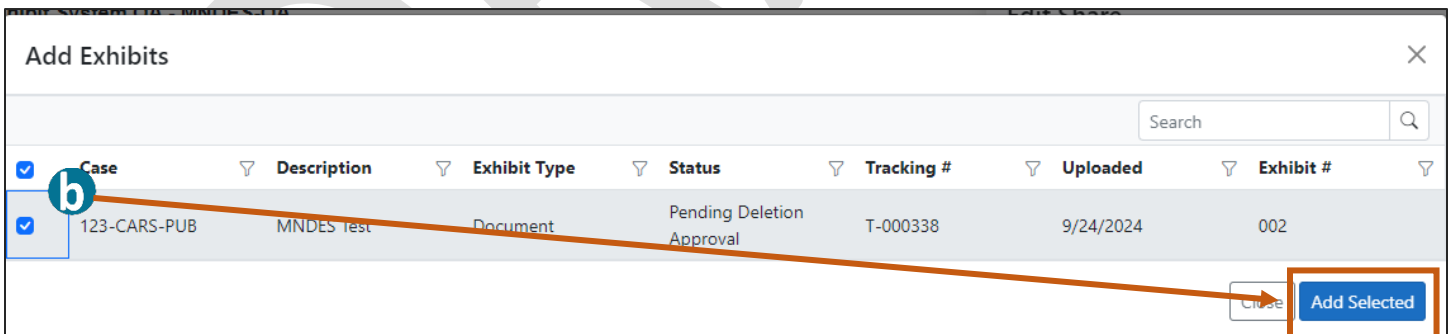
   b. Select the exhibit and then click **Add Selected**.

4. To remove a shared exhibit, click the red trashcan icon under **Remove**.

5. Click **Next**.

You will see Unsaved Changes pop up in red on the top. This is informational, only to say that until the share process is completed, the additional exhibit share will not yet be saved.

6. Add or remove contacts:
   a. Click **New Contact** to add additional recipients to the share.
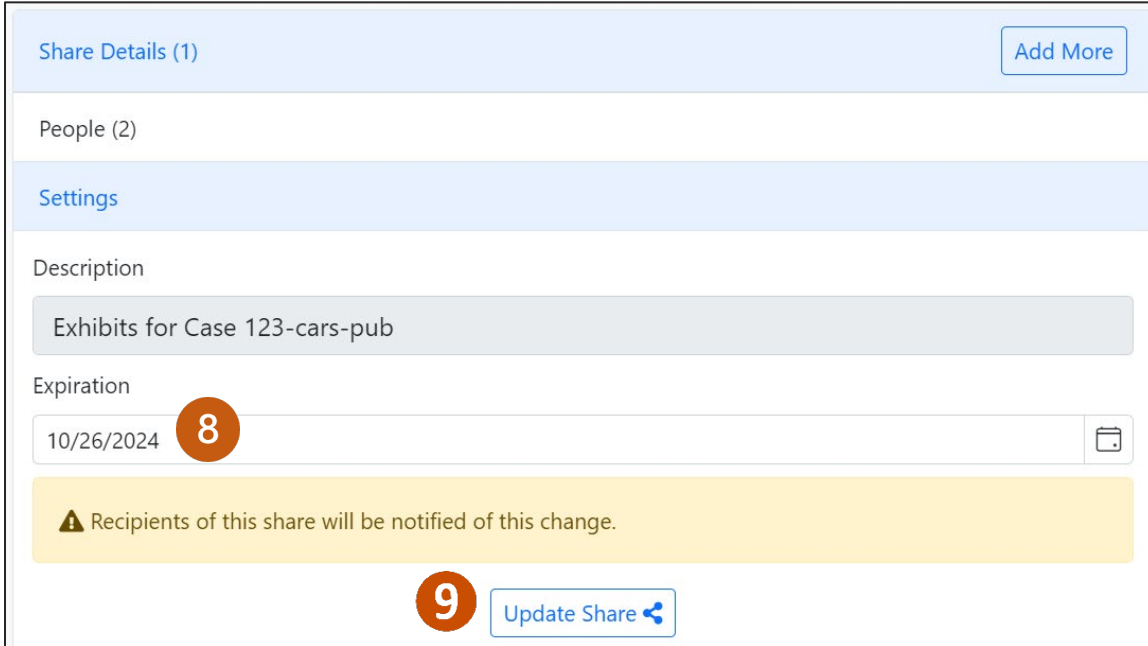   b. Click the red trashcan icon to remove recipients from the share.

7. Click **Next**.

8. Change the **Expiration Date** as needed.

9. Click **Update Share**.
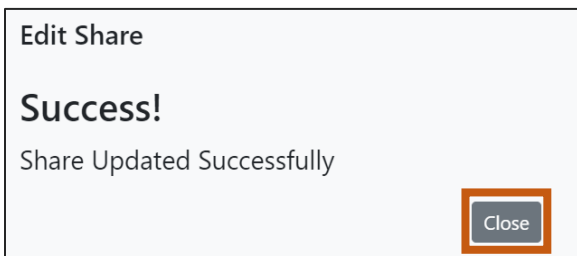
10. A success message appears. Click **Close**.
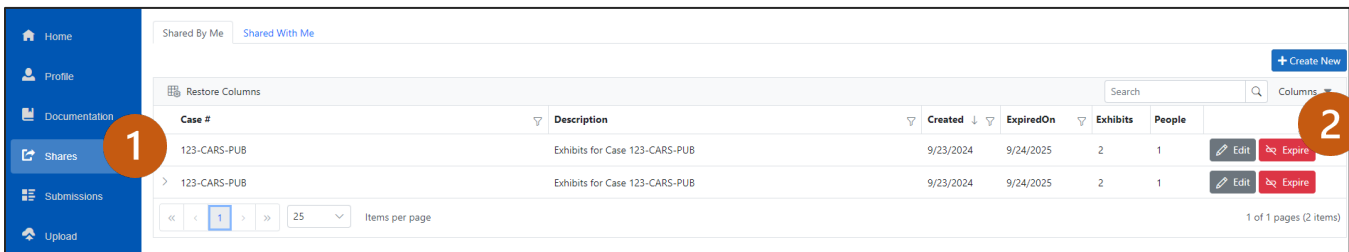
Manually expire a Share from the User Shares page

1. Click **Shares** in the blue navigation bar.

2. Find the Share and click the red **Expire button**.

The **ExpiredOn** field updates and is highlighted in red. *You may extend any expired Share to reactivate the Share.*