



Quick Start Guide To:

Sharing Templates with Users in Different Accounts

If you have multiple accounts or want to share templates with any other outside Swiftpage accounts, you will want to do a template distribution. This is different from the template publishing, which is done from User to User, who are both in the same account.

Distributing (Sharing with Users in Different Accounts)

-You will need to be inside of the Swiftpage online editor, so either click on the orange E icon in the toolbar of (ACT!, SalesLogix, Excel, Outlook, etc.) of wherever you access Swiftpage and then click Edit or go to our homepage and log in <http://www.swiftpage.com/site/logineditor.htm> .

- Click on the orange User Profiles tab
- Click on the Distribution List button
- Here you will enter the appropriate information for the Account and User that you wish to share with and the Account and User ID of anyone you may be receiving templates from; the recipient will need to do this same process on their end
- Now click on the green Template Library tab
- Select the template that you wish to share
- Click on the Distribute Template button
- Select which accounts you want to share your template with and hit Submit Selected and you are done