

# Email Sharing

Posts can be shared by email in 1 touch. Each “shared” email produces a unique URL for that post.

## Topics

What is email sharing?

How do I share a post from the site?

What URL does the recipient of the email go to when they receive an email that I shared?

Can I turn email sharing on or off for an individual post?

What does an email look like when you click the share button?

Email Sharing

Options

## Email Sharing

### What is email sharing?

Posts can be shared by anyone on the site using 1-touch email share. When a post is added, the catalog administrator makes sure the email share box is selected.

### How do I share an email from the site?

The viewer clicks the email button and an email is created using their own email client like Gmail or Outlook. They then add email addresses or customize the message.

### What URL does the recipient of the email receive?

The email has information about the post including a unique URL that stays active for 30 days. The URL does not take the viewer back to the original Convey site.

The screenshot shows a Convey post titled "Align Your Channel" with the subtitle "Get your channel strategy 'aligned!'". The post includes a blue logo for "CEO Insights" and a "Download File" button. In the top right corner, an "Email" button is circled in green. Below the post content, there is a "Description" section with a "View Description" button, a "Topics" section listing "agents, align, channel, Master Agents, Partner relationship management, PRM, Telecom", and a "More on These Topics" section with three related article links. The main content area shows a video player with a "CEO Insights" banner and a woman's portrait.



*Use email sharing to deliver content to your customers, or to share ideas with others in your company.*

# Email Sharing

Posts can be shared by email in 1 touch. Each “shared” email produces a unique URL for that post.

## Topics

What is email sharing?

How do I share a post from the site?

What URL does the recipient of the email go to when they receive an email that I shared?

Can I turn email sharing on or off for an individual post?

What does an email look like when you click the share button?

Email Sharing

Options

## Email Sharing

### Can I turn email on or off for a post?

Yes. Email share is automatically selected, but you can de-select it for an individual post and the email button will not appear.

#### Upload File, Allow Email Share

Upload a PDF, DOC/DOCX, PPT/PPTX. Maximum Size: 1 GB.

+ Select file Upload

✓ Align Your Channel-Telecom 10-5-16.docx has been uploaded.

- View Online
- Download
- Allow Email Share

### What does an email look like when I click the email share button?

The viewer clicks the email button and an email is created using their own email client like Gmail or Outlook. They then add email addresses or customize the message.

From: Convey Services (Carolyn Bradfield) ◊

To: Susan Purifoy · Daniel Gaston

Cc:

Bcc:

Subject: "Align" Your Channel

Susan and Danny,  
I thought you would find this article interesting. Click the URL below:  
<http://convey.conveyservices.com/view/content/2yGV4/13185d956a228f89fb0bf4a6a400454a643211284233758a7d9b6d5bc3969952>

Regards,

|-

**Carolyn Bradfield**  
CEO, Convey Services

28 Sloan St.  
Roswell, GA 30075  
Phone: 770-480-7807  
cbradfield@conveyservices.com  
[www.conveyservices.com](http://www.conveyservices.com)



Customize your email by adding any comments to the message and add the recipient address from your contact list.