

How to Share Folders in EBSCO Databases

1. Go to the Young Library Home page (<http://www.kcu.edu/library>)
2. Click on the "Research" tab in the column on the left
3. Click on "Databases"
4. Open "Academic Search Complete"
5. Sign-In to your folder
6. Click on the folder next to the words "Sign-In". This will take you to your "Folder view"
7. In the left hand column look for the heading labeled "My Custom"
8. Click on a folder from your list



9. Click on "[Share]"

10. The "Sharing Options" screen will pop up into the center of your screen.

11. Fill in the boxes
12. Select HTML format
13. Uncheck "Restrict passcode to single use"
14. Click on Invite