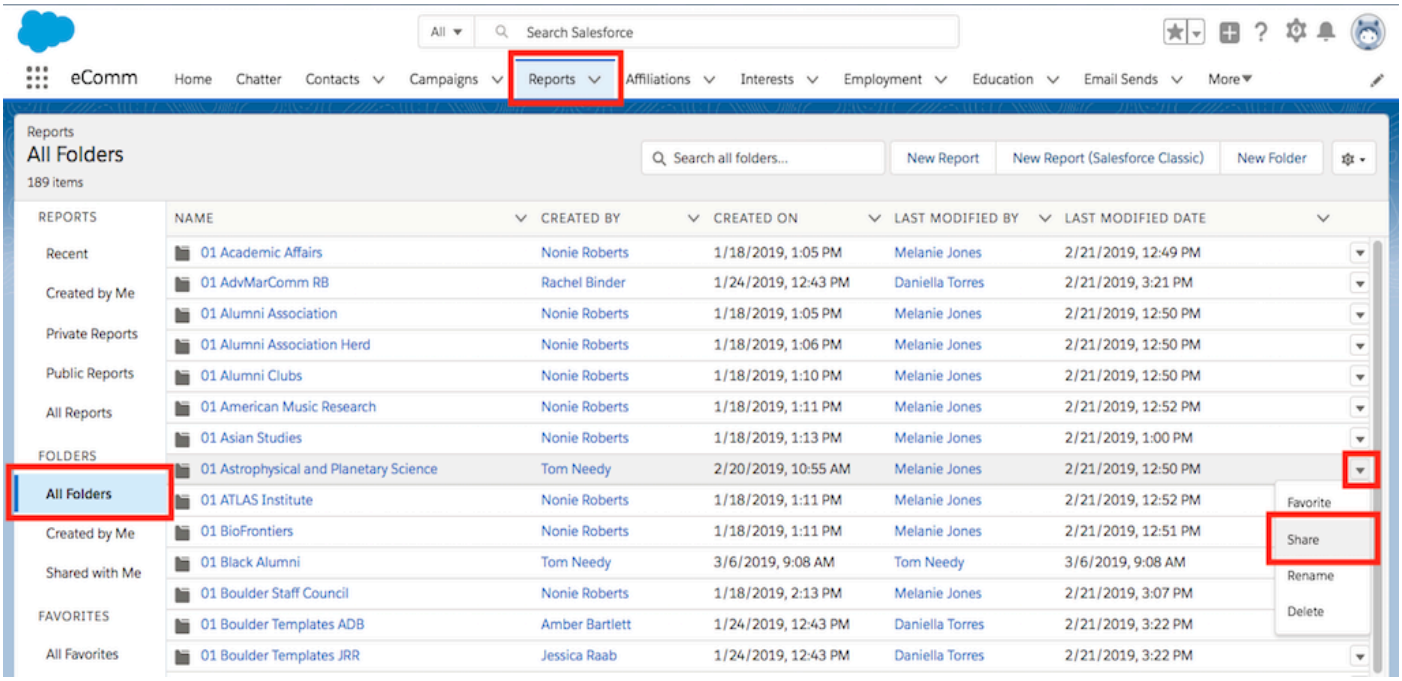
Share Folders & Subfolders in Salesforce

eComm specialists can share Report and Dashboard Folders and Subfolders with users and public groups. Those with access will be able to view its contents in Salesforce and in Marketing Cloud.

1. Login to Salesforce
2. Navigate to the **Reports** tab
3. Select **All Folders** listed on the left-hand side
    a. Find your Report Folder by scrolling or 'Search all folders' in the top
4. Click the **carrot** on the far right of the row with your Report Folder name
5. Select **Share** from the dropdown



6. In the new popup window, **Share** with **Public Groups (or Users), View Access**
    a. New Folders should be shared with the **eComm Mecs** Public Group as well
7. Click the blue **Share** button to confirm

