

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

REPORTS	NAME	CREATED BY	CREATED ON	LAST MODIFIED BY	LAST MODIFIED DATE
Recent	01 Academic Affairs	Nonie Roberts	1/18/2019, 1:05 PM	Melanie Jones	2/21/2019, 12:49 PM
Created by Me	01 AdvMarComm RB	Rachel Binder	1/24/2019, 12:43 PM	Daniella Torres	2/21/2019, 3:21 PM
Private Reports	01 Alumni Association	Nonie Roberts	1/18/2019, 1:05 PM	Melanie Jones	2/21/2019, 12:50 PM
Public Reports	01 Alumni Association Herd	Nonie Roberts	1/18/2019, 1:06 PM	Melanie Jones	2/21/2019, 12:50 PM
All Reports	01 Alumni Clubs	Nonie Roberts	1/18/2019, 1:10 PM	Melanie Jones	2/21/2019, 12:50 PM
	01 American Music Research	Nonie Roberts	1/18/2019, 1:11 PM	Melanie Jones	2/21/2019, 12:52 PM
	01 Asian Studies	Nonie Roberts	1/18/2019, 1:13 PM	Melanie Jones	2/21/2019, 1:00 PM
FOLDERS	01 Astrophysical and Planetary Science	Tom Needy	2/20/2019, 10:55 AM	Melanie Jones	2/21/2019, 12:50 PM
All Folders	01 ATLAS Institute	Nonie Roberts	1/18/2019, 1:11 PM	Melanie Jones	2/21/2019, 12:52 PM
Created by Me	01 BioFrontiers	Nonie Roberts	1/18/2019, 1:11 PM	Melanie Jones	2/21/2019, 12:51 PM
Shared with Me	01 Black Alumni	Tom Needy	3/6/2019, 9:08 AM	Tom Needy	3/6/2019, 9:08 AM
	01 Boulder Staff Council	Nonie Roberts	1/18/2019, 2:13 PM	Melanie Jones	2/21/2019, 3:07 PM
FAVORITES	01 Boulder Templates ADB	Amber Bartlett	1/24/2019, 12:43 PM	Daniella Torres	2/21/2019, 3:22 PM
All Favorites	01 Boulder Templates JRR	Jessica Raab	1/24/2019, 12:43 PM	Daniella Torres	2/21/2019, 3:22 PM

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

Share folder

These sharing settings apply to all subfolders in this folder.

Share With: Public Groups

Names: 04 Alumni Relations

Access: View

Share

Who Can Access

Tom Needy Users	Manage	X
eComm Meccs Public Groups	Manage	X