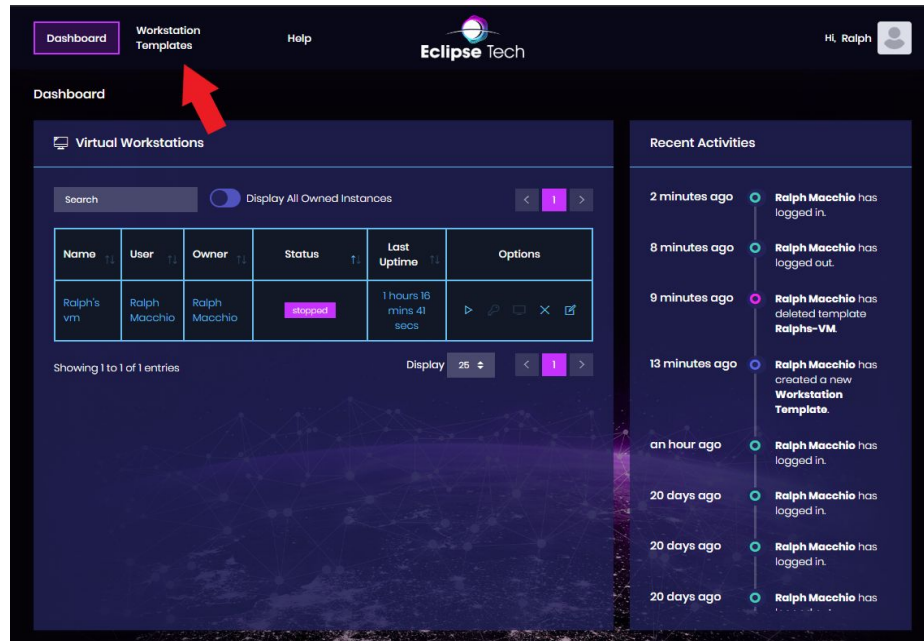
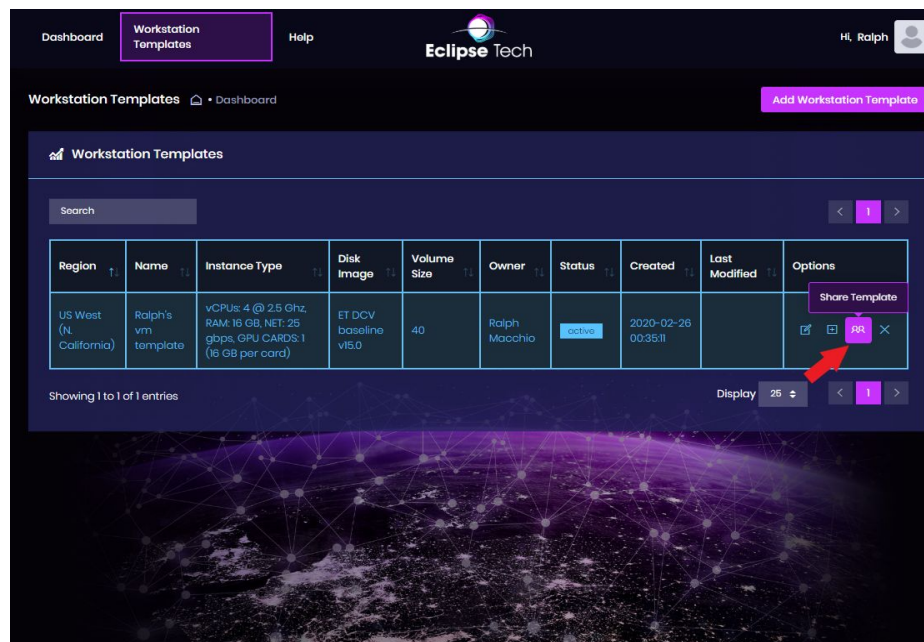


# Sharing A Template

1. Login or sign-up for your account. This will take you to your **“Dashboard”** page.
2. From the **“Dashboard”** page click on **“Workstation Templates.”**



3. Go to the **“Option”** column of the template you want to share, and select the **“Share Template”** icon.



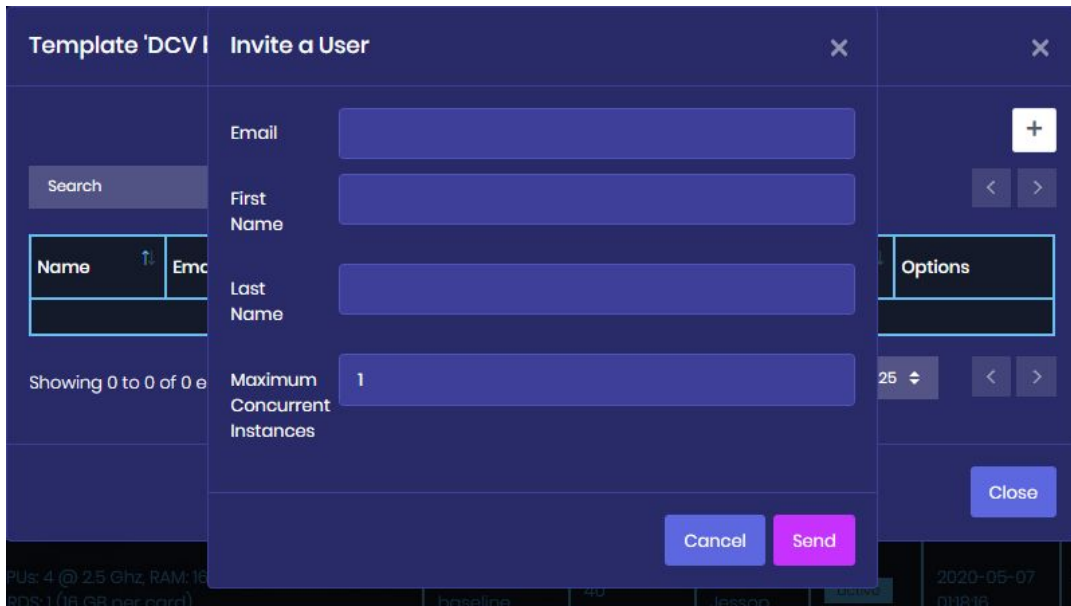
# Sharing A Template

4. Click the “+” button.



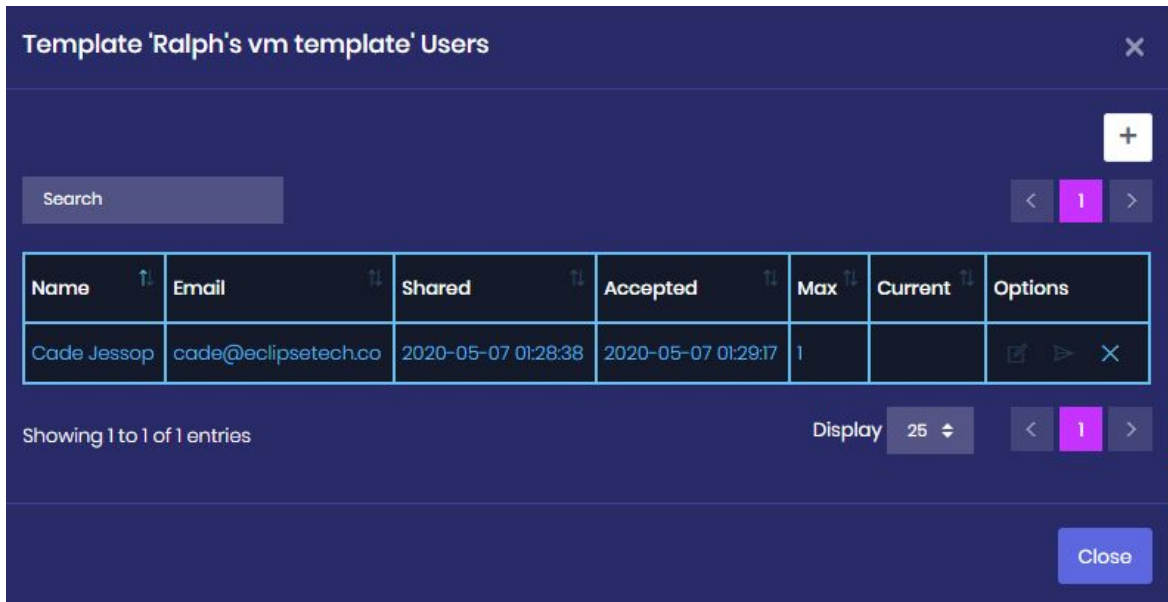
5. Fill out the form for the user you want to share a template with.

**NOTE: The “Maximum Concurrent instances” is how many unique virtual workstation instances (created from this template) are allowed to exist at the same time.**






# Sharing A Template

6. Click the **“Send”** button. The template will now be sent to the user, naming you as the owner of the template, and the selected user as a user of that template.



The screenshot shows a dark-themed interface for managing users associated with a template. The title bar reads "Template 'Ralph's vm template' Users". Below the title bar is a search input field and a "+" button. A table displays the user information:

Name	Email	Shared	Accepted	Max	Current	Options
Cade Jessop	cade@eclipsetech.co	2020-05-07 01:28:38	2020-05-07 01:29:17	1		  

Below the table, it indicates "Showing 1 to 1 of 1 entries" and a "Display 25" dropdown menu. A "Close" button is located at the bottom right of the interface.