**NH Coastal Viewer Training: Saving and Sharing Projects**

1. Sign in to ArcGIS Online
	* After you **Sign In** to **ArcGIS Online**, you can save the maps you make as a **Project** or open Projects created by other ArcGIS Online users in your community
	* When you Sign In, the Coastal Viewer will refresh and you will lose any work you have done on your map
	* To Sign In, click the link in the upper right corner, and enter your ArcGIS Online User Name and Password
	* If you do not have a User Name and Password, go to <https://www.arcgis.com/home/signin.html> to create a free ArcGIS Online account.
2. Save your work as a Project
	* You can save your map as a **Project**
	* You must be signed in to ArcGIS online to save a Project
	* Click the **Save** button in the toolbar
	* Type a **Name** and **Description** for your Project; click **Save**
	* To share your project with others, click **Projects**
	* Your **Projects List** will show any projects you have created or that have been shared with you (turn off “Show my projects only”)
	* Click the arrow next to the project name, then click **Share**
	* You can provide members of your organization, or groups to which you belong, access to your project by assigning **Project Privileges**
	* Type a name in the Search box to select an individual or group name
	* Select **View** or **Edit** privileges for the public and your designated users
	* Designated users will be able to access the project from their Projects List or by using the Project URL
	* To provide access to your project to people outside your organization, you can choose to send a **Guest Link** to View or Edit the project
	* Click the plus sign to obtain a link that you can send to anyone you choose. Keep in mind, this link will allow either View or Edit privileges to anyone who receives it
	* To save your project sharing settings, click **Save Sharing**
	* To eliminate access to your project, click **Stop Sharing**.

**Apply your skills:**

1. Save a map project with at least one data layer turned on. Close out of the Viewer session. Open a new Viewer session and open the project you saved.

2. Save a map project and share it with the person sitting next to you by emailing them a project guest link with edit privileges. Ask them to make and save edits to your project. Open your project again. Can you see their edits? *If you don’t have access to email, you can share the guest link with someone after the training.*