samegoal

Bulk Share

Bulk share

Users can update collaborators for documents in bulk.

Steps *Update collaborators in bulk:*

1. Navigate to a document list page.
2. Select all documents you wish to update. You can select documents individually, or you can use the checkbox in the top left to select all listed documents.
3. Click on the **Share** dropdown.
4. Select **Update Collaborators**.
5. While on the Share tab, add or remove collaborators and update permissions as needed. When you click Save, the collaborative team will be updated for all documents.

Transfer document ownership in bulk

Users can also transfer document ownership in bulk.

Steps *Transfer document ownership in bulk:*

1. Navigate to a document list page.
2. Select all documents you wish to update. You can utilize the **Documents** filter to display all documents you are the owner of.
3. Click on the **Share** dropdown.
4. Select **Update collaborators**.
5. While on the Share tab, switch the permissions of the person you are transferring to to **Is Owner** and edit your own permissions as needed. When you click Save, the documents will be transferred to the other user.