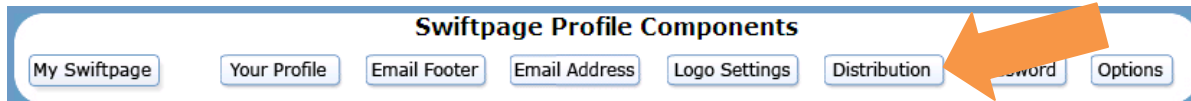**Quick Start Guide To:**

Share Templates, Users in Different Accounts

If you have multiple accounts or want to share templates with any other outside Swiftpage accounts, you will want to do a template distribution. (This is different from template publishing, which sends a template from user to user within the same account.) This Quick Start Guide provides instructions for distributing templates between accounts.

Distributing (Sharing Templates with Users in Different Accounts)

1. Log into the My Swiftpage portal via this link: http://swiftpage.com/logineditor.htm.
2. Click on the Your User Profile button, and then click on the Distribution button at the top.

3. In the "Distribute To" column on the left, put in the account name and user ID of the person to whom you wish to distribute your template.

4. Click Submit at the bottom of the page.
5. The person you are distributing to will need to repeat steps 1-4, but at step 3 they will need to put *your* account name and user ID into the "Receive From" column on the right, since they are receiving the email template from you. **Note:** template distribution will not work correctly unless you have listed the recipient's account name and user ID in the "Distribute to" column on your account, and they have listed your account name and user ID in the "Receive from" column on their account. All account names and user IDs must be spelled correctly, with no spaces.
6. Once the distribution lists have been set up, go to the online editor (go back to My Swiftpage and click on the "Template Editor" button) and find the template you wish to distribute.
7. Click on the green Template Library tab, click on the Distribute Template button, select which account(s) you want to share your template with, and then click Submit Selected.

8. You are finished! The distributed template will now appear in the other person's account in their read-only library, with the prefix zz_