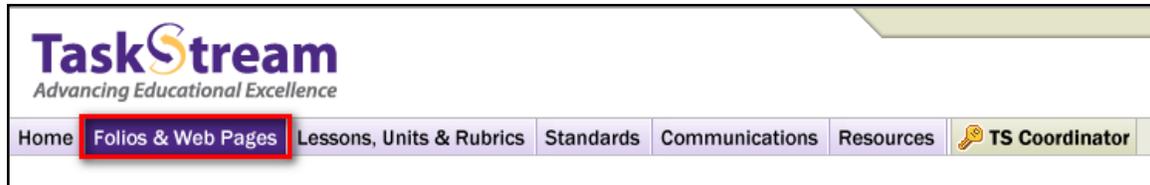# How to Email a Folio through the TaskStream Message Center for Copying

Click on **Folios & Web Pages** in the top navigation bar.

Click the name of the folio you wish to email.

Click the **Publish/Share** tab.

Click **Email this Web Folio**.

Click **Select Recipients** and search for the individual(s) to whom you would like to send the folio. Select the individual and click **Save and Close**.

After selecting your recipient(s), be sure to select the second radio button to allow recipients to make an editable copy of the work.

At the bottom of the screen, click **Send Message**.