Quick Reference Guide
Emailing Document Link(s) from Unity

Introduction:
You can easily share documents with other Unity users by emailing links from Unity.

1. Find the document(s) that you wish to share via Retrieval.
   Note: Hold the Shift Key + Left Click to select multiple lines.
2. Right Click on document link(s) to send.

3. Right Click on document(s) and click “Send To” and choose to “Mail Recipient (As Link).”
4. Email will appear with Unity Links as attachments. Fill out and send the email to another Unity user to view.

You have completed the steps for Emailing Document Link(s) from Unity.