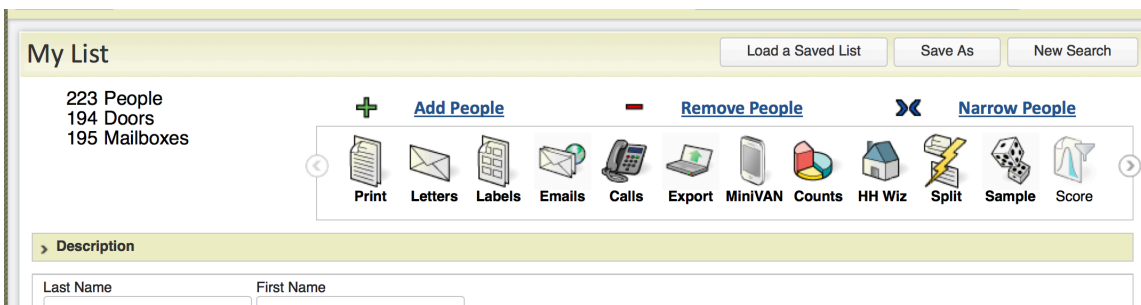# Saving Lists to Folders and Sharing Folders

This 1 pager will outline how to save lists into folders and share them with others. We will begin this guide after creating a list, if you need guidance on how to **create a list**, there is a 1 pager on that process on our data training website, found at: https://sites.google.com/site/ofa2013data/

Once we have created our list, we will have an overview of who is in our list, how many people are in it and we are able to proceed in a few different ways:
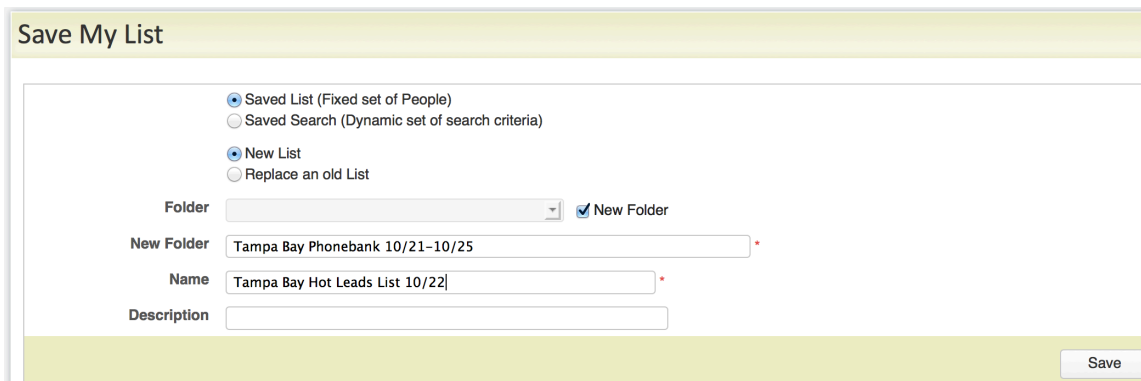
We have a few options here, but we want to click **Save As** at the top of our screen. Once we click **Save As**, we will then click the bubble next to **Save List (Fixed set of People)** and then we are able to name our folder and list:

You will not need to create a new folder every time you save a list. For example, if you are making lists for an entire week's phonebanks, the folder can just be named similar to the example below:

ORGANIZING FOR **ACTION**

|		
New Folder	Tampa Bay Phonebank 10/21-10/25	*
Name	Tampa Bay Hot Leads List 10/22	*
Description		

The name of the actual list should reflect the geographic area you're calling, the target and date you pulled the list. The date is important so that you can know when a list is "old" – we should not be using lists that are more than a few days old.

Once we have saved named our folder and file, we will click save. We can access this folder from the Main Menu, by clicking on **View My Folders**:
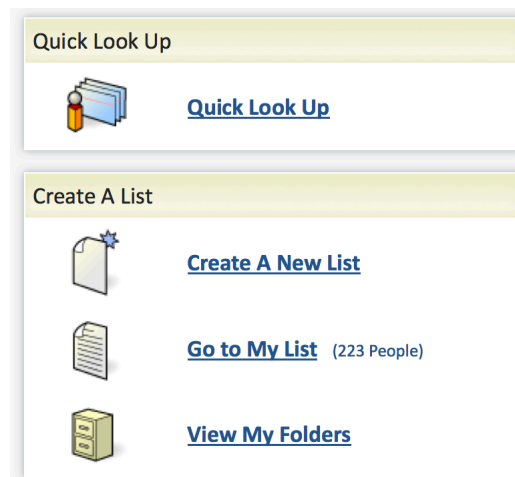
Once we click the link of **View My Folders** you can see the folders you have created and you can click on them.
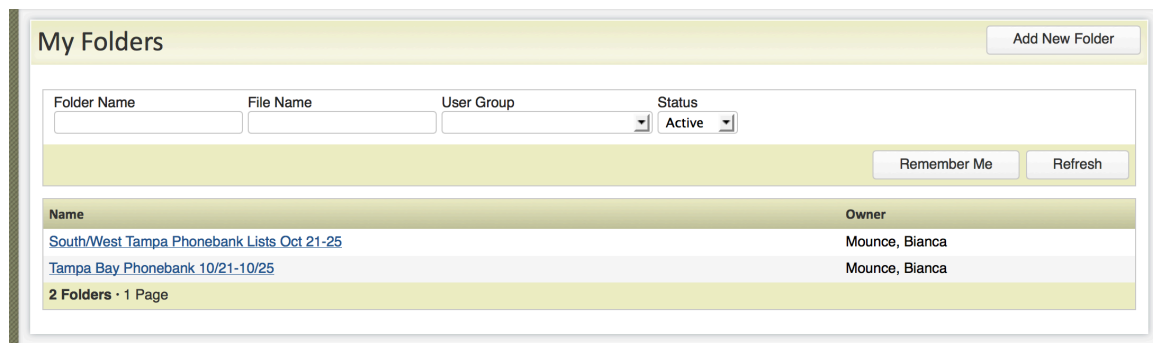
We will click on the **Tampa Bay Phonebank Folder** and once in the folder, we will click on **Edit Folder** in the top right hand corner:

Tampa Bay Phonebank 10/21-10/25   Print All   Edit Folder

File Name	Type	Owner	Date From	Date To

Remember Me   Refresh

Type	Name	Description	People	Owner	Date Created	Edit
List	Tampa Bay Hot Leads List 10/22		223	Mounce, B.	10/22/13	Edit

1 Item · 1 Page

Once in the folder, we are the only people who have access to it, but we can grant access to others. On the right hand side – we are able to see a list of VAN users who do not have access to your folders. Only gives access to those who **need** access. You can scroll until you find their name:

Then click **Add**:

Now we can see the user we wanted to have access has moved to the column on the left and has access to our folder. They will be able to see the folder when they log into VAN and click on **View My Folders.**