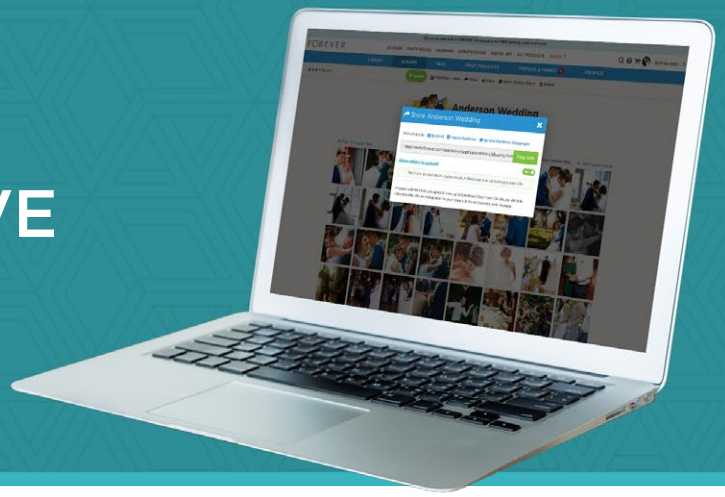


## COLLABORATIVE ALBUMS



### COLLABORATIVE ALBUMS MAKE SHARING MEMORIES EASIER THAN EVER!

The Collaborative Albums feature is a great tool that allows you to easily collect, organize, save, and share meaningful memories with friends and family. Add files to Collaborative Albums that you've been invited to and allow others to contribute to your own Collaborative Albums!

Collaborative Albums allow anyone who has a “share” link (given by the owner of the FOREVER Collaborative Album) to easily upload files to or download files from that album. With Collaborative Albums, you and others can easily join together to organize content from weddings, reunions, parties, and more! Forget emailing dozens (or hundreds) of photos and videos from an event to friends and family. Now, you can simply share the link to your Collaborative Album and allow loved ones to download your content and upload their own to that album. It's as easy as the click of a button!

### COLLABORATIVE ALBUMS FAQs

**1. QUESTION** How can I make one of my albums a Collaborative Album?

**ANSWER** Simply go into the album you want to collaborate on and click the “Share Album” link (near the green Upload button). A pop-up box will appear and at the top of it, you will see: “Allow others to upload files to this album with this link”? If you want to make this album a Collaborative Album, toggle from “No” to “Yes.” As soon as you select “Yes,” the share link will be copied to your clipboard and you are ready to share. Anyone with whom you share that link will be able to add to your album! It's as simple as that.

**2. QUESTION** How do I invite people to contribute to one of my Collaborative Albums?

**ANSWER** The Collaborative Album link is the same as your Album share link in FOREVER. You can share the link by Email, Facebook Post, or Facebook Messenger directly from the “Share Album” pop-up box within FOREVER. You can also share by copying the link and pasting it anywhere!

**3. QUESTION** Do the people I invite to contribute need a FOREVER Account to access my Collaborative Album?

**ANSWER** No. The people you invite to contribute do not need a FOREVER Account to access, view, or download files from your Collaborative Album.

**4. QUESTION** Do the people I invite to contribute need a FOREVER Account to upload to my Collaborative Album?

**ANSWER** Yes. In order to upload files to your Collaborative Album, the people you invite to contribute must open at least a free Intro FOREVER Account. If they attempt to contribute to an album and don't have an account, they will be re-directed to a sign-up page. Once they create a free Intro Account or permanent FOREVER Storage® Account, they will be able to upload their own photos, videos, and documents to your Collaborative Album!

**5. QUESTION** Can contributors share files directly from their FOREVER Account to my Collaborative Album?

**ANSWER** Yes! Contributors can upload photos, videos, and documents into your Collaborative Album right from their FOREVER Account. Contributors can also upload to your Collaborative Album directly from their computer or mobile device.

**6. QUESTION** How can contributors add files to my Collaborative Album?

**ANSWER** As of April 2019, collaborators can add content to your Collaborative Album not only from their Library, but also from their Albums and Tags!

**7. QUESTION** Can contributors delete or modify the files in a Collaborative Album?

**ANSWER** No. Collaboration makes it easy for others to contribute to albums, but they will not be able to modify anything existing in the album. We make sure that you are always in control of your content. Contributors can view, upload to, and download files from an album, nothing more.

**8. QUESTION** Can contributors add tags or descriptions to the files they upload into a Collaborative Album?

**ANSWER** No. Only the owner of the album can add tags or descriptions. (Once again, FOREVER Storage® owners are in total control of their content!)

**9. QUESTION** If I share a link to collaborate on an album that is set to Private, will the people I shared the link with be able to upload and view files in that album?

**ANSWER** Yes. If collaboration is enabled, everyone who accesses that Collaborative Album via the shared link can upload to or download from it, regardless of the visibility setting. The share link overrides previously set visibility permissions.

**10. QUESTION** Can I turn collaboration off?

**ANSWER** Yes. Just toggle the option from "Yes" to "No" in the "Share Album" pop-up to turn collaboration for that album off. If you turn collaboration off after you've shared a link with contributors, anyone with whom you shared the link will still be able to use that link to view the album and download files from it. However, they will no longer be able to upload to that album.

**11. QUESTION** Will the files that are added to my Collaborative Albums by contributors count toward my storage?

**ANSWER** Yes. Any files that exist in your FOREVER Account are counted towards your storage.

Therefore, it's important to make sure that you have plenty of space for contributors to add their files before turning collaboration on. If your account is over-capacity, contributors will not be able to upload until your available storage amount is increased. Luckily, adding more FOREVER Storage is easy!

**12. QUESTION** How do I upload to a Collaborative Album to which I have been invited?

**ANSWER** To upload to an album that has collaboration turned on, you must either access it via the link that was shared with you from that album's owner or via the "Shared Albums I've Visited" link (See FAQ #13). Accessing the album from Friends & Family or Public Search will not give you the ability to add to the album. This is to ensure that only those who were invited to collaborate on an album can do so.

**13. QUESTION** What is the "Shared Albums I've Visited" link?

**ANSWER** "Shared Albums I've Visited" (located on the Albums page in your account) makes it easy for you to return to albums you've visited from a share link without having to reference that link again. All albums you've visited from a share link will be shown in this list, ordered by Date Visited (Newest First). This option makes it easy for you to find all the albums to which you've been invited to contribute!

**14. QUESTION** How does Ambassador Tag-Along work with Collaborative Albums?

**ANSWER** When someone you've invited to contribute to your Collaborative Album creates a new FOREVER Account to do so, your Ambassador will automatically tag along and become their Ambassador, too! [Learn more about FOREVER Referrals.](#)