

# How to Share a File Using Passes

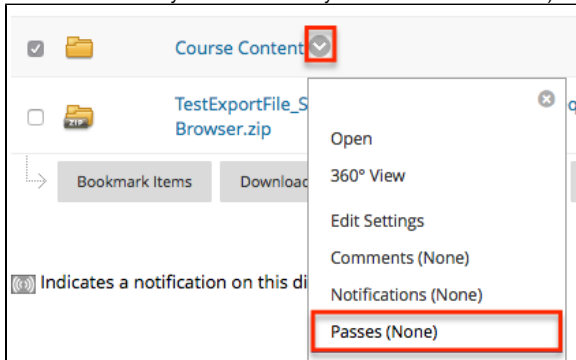
Passes can be used to share a file with a user for a specific amount of time. This is especially useful for sharing files with users who do not have system accounts. When a pass is created, the user decides whether to grant read or read and write permission to the file with the pass. When the time allotted for the pass is over, the user will no longer be able to access the file.

## Related articles

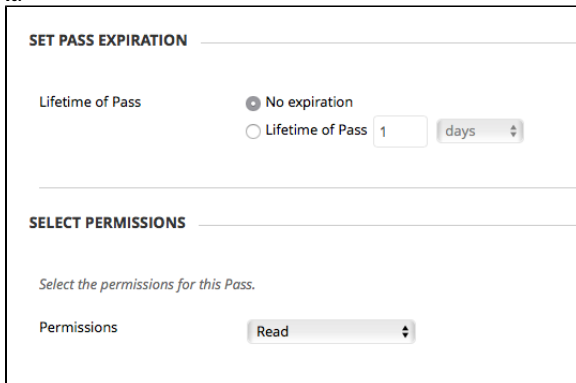
- [How to Grade with a Rubric](#)
- [How to Add a User to Your Course](#)
- [Course Roles](#)
- [How to Use the Class Dashboard to Request Blackboard Courses](#)
- [How to Create and Deploy Tests in Blackboard](#)

## Step-by-step guide

1. Enter the Content Collection folder where the file you want to share is located.
2. Select the drop-down arrow next to the folders name and click **Passes**. (The parentheses indicates how many Passes currently exist for that folder/item).



3. On the Passes page, select **Create Pass** at the top right of the page.
4. Select the duration of the Pass and the permission level for those who use the Pass. Click **Submit**.



5. You can either copy the link for the Pass or send the Pass via Blackboard's email system.

