



## Share tools from My Apps

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Sharing tools and links with other users is a smart feature in Skolon that you can do directly from My Apps.

It's important to remember that this function is not the same as assigning a license to someone, but is merely a reference to the tool. The person you share with must therefore have their own license for the tool.

### Here's how you do it:

1. Log in to Skolon. You will land directly in your personal My Apps. Right-click on the tool you wish to share with someone else. A new menu will appear, click on 'Share'.
2. Here you can choose how you want to share the tool:
  - Copy to clipboard: A link is automatically copied that you can then paste into, for example, an email or document.
  - Send to user: Send the tool directly to another user in Skolon.
  - Share to Classroom: If your school has a connection to Google Classroom, you can share the tool directly from My Apps to Classroom. The button will be visible if the connection has been activated by the school's Skolon administrator.
  - Share to Teams: If your school has a connection to Microsoft Teams, you can share the tool directly from My Apps to Teams. The button will be visible if the connection has been activated by the school's Skolon administrator.

The screenshot shows the Skolon My Apps interface. At the top, there are navigation links: 'Upper Secondary School', 'My apps' (which is underlined), 'Skolon app store', 'Teachers' room', and 'Demo'. Below this is a search bar with the placeholder 'Searching for tools...'. The main area is titled 'My apps' and contains a grid of tool icons. Each icon has a small info icon to its right. To the right of the grid, there is a sidebar with the heading 'Contents (33)' and a list of items: 'Google Classroom' (with three sub-items: 'Homework for the 7th of february', 'Exercise 6A', and 'Exercise 6B'), 'Ask AI with Skolup' (with a note: 'Chat with our chatbot to ask questions, get help, and find the answers you need.'), and a 'Powered by Help' link.