

Create a copy of a group share

Fluorine+

Prerequisites

⚠ First, you will need to [create a group share](#).

Procedure

To create a copy of a group share, follow these steps:

1. Log into your ServiceNow instance and navigate to **Perspectium > Group Share > Group Share** or simply type **Group Share** and then click **Group Share**.
2. Click the name of the group share that you want to copy.
3. In the **Group Share** form, scroll down to the **Related Links** section. Then, click the **Create a new group share like this one** link.
4. You will be redirected to a new Group Share form that is an exact copy of the group share you selected in **Step 2**. To save your group share copy, simply scroll down to the bottom of the screen and click the **Submit** button on the right-hand side of the form.

Similar topics

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