

# Create a copy of a group share

Fluorine+

## Prerequisites

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

## Procedure

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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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- [Create a new group share](#)
- [Execute bulk shares for a group share](#)
- [Execute a table compare for a group share](#)
- [Modify an existing group share](#)
- [Reorder bulk shares in a group share](#)

## Contact Perspectium Support

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US: 1 888 620 8880

UK: 44 208 068 5953

[support@perspectium.com](mailto:support@perspectium.com)