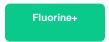
Create a copy of a group share



Prerequisites



1 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.

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