Sending Your Package to a Colleague

When you've entered all required metadata and uploaded all associated data files (data tables and other entities) to ezEML, you may wish to send your data package to a colleague, e.g., an LTER Information Manager. You can do so via **Send to Colleague**.

Clicking **Send to Colleague** brings you to a page that looks like:
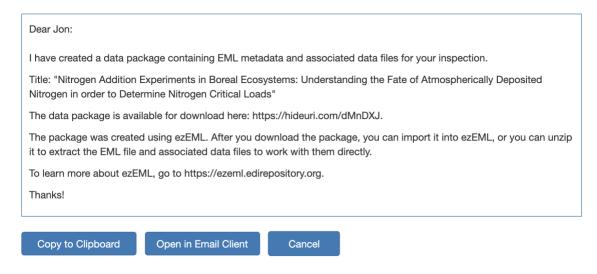

Enter your colleague's name and email address and click **Prepare Package for Colleague**. An ezEML data package zip file will be created, containing the EML metadata file and the data tables and other data entities that you have uploaded as part of the package. This zip file will be staged on the ezEML server, ready for download by your colleague.

Then you will see a page that looks like:

Send Data Package to a Colleague ⓘ

Your data package is ready for downloading by your colleague. A suggested email message to your colleague is shown below. This email message contains the link your colleague will need to use to download the package.

You can click **Copy to Clipboard** to copy the message to the system clipboard, ready to be pasted into an email. Or, if you have a default email client configured in your browser, click **Open in Email Client** to open the message in your email client directly. Either way, you can edit and personalize the email message as you see fit before sending it.

Dear Jon:

I have created a data package containing EML metadata and associated data files for your inspection.

Title: "Nitrogen Addition Experiments in Boreal Ecosystems: Understanding the Fate of Atmospherically Deposited Nitrogen in order to Determine Nitrogen Critical Loads"

The data package is available for download here: https://hideuri.com/dMnDXJ.

The package was created using ezEML. After you download the package, you can import it into ezEML, or you can unzip it to extract the EML file and associated data files to work with them directly.

To learn more about ezEML, go to https://ezeml.edirepository.org.

Thanks!

[Copy to Clipboard] [Open in Email Client] [Cancel]

The text in the blue box is a suggested email message to your colleague. The essential element it contains is the link that your colleague will need to use to download the package.

You can click **Copy to Clipboard** to copy the message to the system clipboard, ready to be pasted into an email. Or, if you have a default email client configured in your browser, click **Open in Email Client** to open the message in your email client directly.

Either way, you can edit and personalize the email message as you see fit before sending it. This lets you send an email that is personalized for the recipient, and since it will originate from your email address it will be less likely to be mistaken for spam. The recipient can download the zip file and either import it into ezEML for inspection and editing or unzip it to extract its contents and work with them directly.