

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:

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Send Data Package to a Colleague ?

Important: The versions of the data files that will be included in your data package are the versions you've uploaded to ezEML. If you've modified a data file since it was uploaded, you will need to use **Re-upload** to provide ezEML with the updated version prior to sending. Go to [Data Tables](#) and/or [Other Entities](#) to do any needed re-uploads. Then return to this page to send your package.

Note: To send your current data and metadata to *EDI*, go to [Send to EDI](#). See also **Sending Your Package to EDI** in the [User Guide](#).

Colleague's Name *

Colleague's Email Address *

Click the **Prepare Package for Colleague** button to prepare the package to be sent. An email containing a download link for the package will be opened in your default email client. You will have the opportunity to edit the email as you see fit before sending it to your colleague.

Prepare Package for Colleague

Cancel

Check Metadata ●

Send to EDI

Send to Colleague

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.

Your default email client will then open, showing an email that is ready to be sent to your colleague. This email contains a link to the data package zip file.

Edit the email as you see fit, then send it. This lets you send an email that is personalized for the recipient, and it will originate from your email address and hence 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.