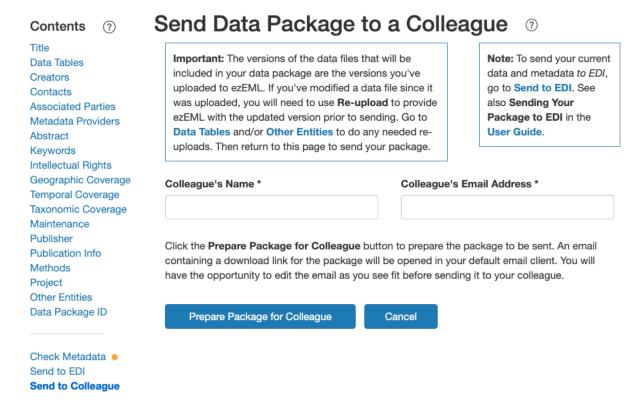
Sending Your Package to a Colleague

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.

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.