

To share conversations and assistants in Amplify:

1. Choose how you want to start sharing:

- a. **From the Sharing page:** Click your user icon (top-right) > Sharing > Share with Others. Select the checkbox next to items you want to share.

The image consists of two vertically stacked screenshots of the Amplify web interface, showing the sharing process.

**Screenshot 1: Main Amplify Interface**

This screenshot shows the main Amplify interface. On the left, there's a sidebar with a "New Chat" button and a search bar. Below it, a "CONVERSATIONS" section lists "Today" with items like "Amplify Training Update", "Scheduling Tasks with Amplify", "Expense Report for AI Tools", "New Conversation", and "Sharing Conversations and A...". On the right, there's a "Start a new conversation." section with a "Model" dropdown set to "GPT-5". A red arrow points from the "Sharing" section in the sidebar to the "Sharing" section in the sidebar of the second screenshot.

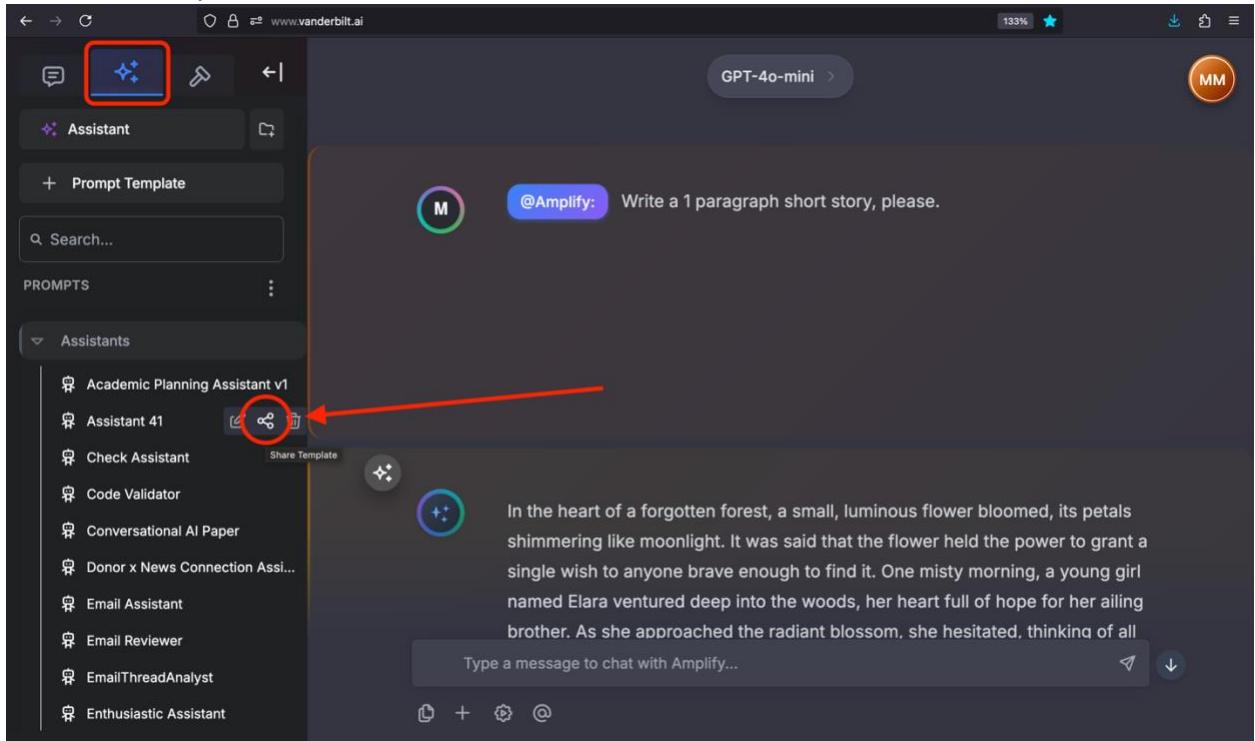
**Screenshot 2: Sharing Center**

This screenshot shows the "Sharing Center" modal. It has a green header bar with the text "Share with Others". Below it, a section titled "Shared With You" shows items shared with the user, newest first. Two messages from "allen.karns" are listed: "Awesome assistant!" and "yhere's my learning path", each with a "Click to import" button. A red arrow points from the "Share with Others" button in the header to the "Shared With You" section.

- b. **From a conversation:** Hover over the AI model name at the top, click Share. The current conversation will be preselected.

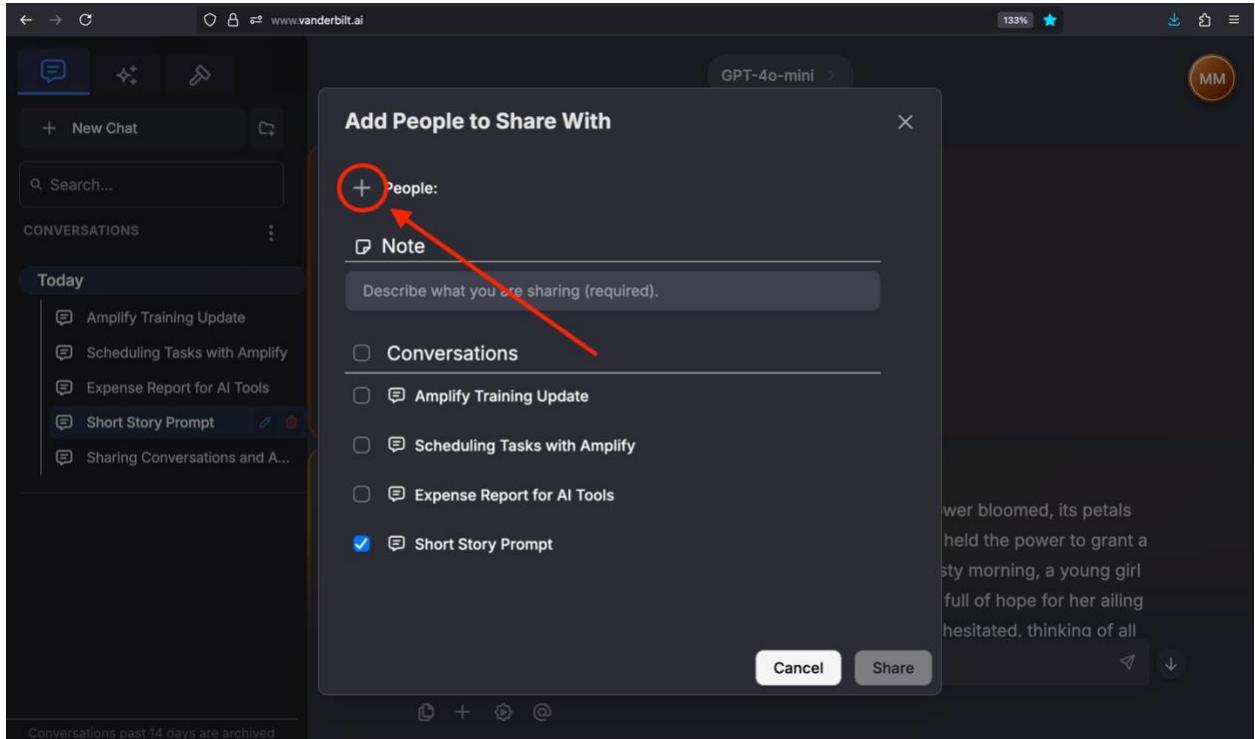
The screenshot displays two separate instances of the Vanderbilt AI platform's conversational interface. Both instances show a sidebar on the left with a list of conversations under the heading 'Today'. The 'Short Story Prompt' conversation is selected in both cases. The main area shows a message from the AI model (@Amplify) followed by a generated story. In the top instance, a red box highlights the 'GPT-4o-mini' model name at the top of the interface. A red arrow points from the 'Short Story Prompt' list item in the sidebar to this highlighted model name. In the bottom instance, a red circle highlights the share icon in the toolbar above the message input field. A red arrow points from the 'Short Story Prompt' list item in the sidebar to this highlighted share icon.

- c. **From the Assistants tab:** Hover over an assistant, click Share. That assistant will be preselected.



2. Add recipients:

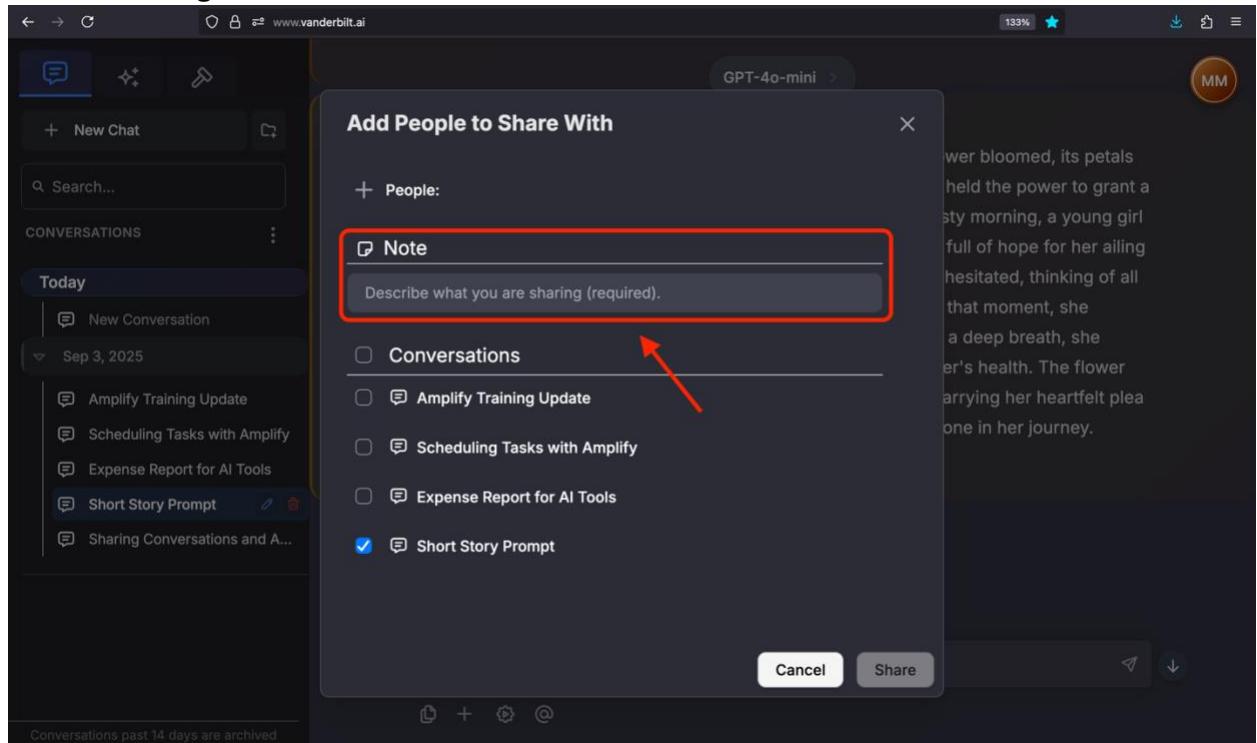
- a. Click the '+' next to "People:" at the top.



- b. Enter email addresses (comma-separated) of those you want to share with, then click OK.

3. Add a note (required):

- Use the text box to describe what you're sharing. Recipients will see this message.



4. Click Share and confirm the “Shared Successfully” message.

The screenshot shows the Amplify AI interface on a computer screen. On the left, there's a sidebar with a search bar and a list of conversations under "CONVERSATIONS". One conversation titled "Short Story Prompt" is selected. The main area displays a story about a flower named Elara. A modal window titled "Add People to Share With" is open over the story. In this modal, there's a list of people to share with, with one email address entered: "allen.karns@vanderbilt.edu". Below this is a note field containing "Short Story". Under "Conversations", there are several options listed with checkboxes: "Amplify Training Update", "Scheduling Tasks with Amplify", "Expense Report for AI Tools", and "Short Story Prompt", where the last one has a checked checkbox. Two buttons at the bottom of the modal are "Cancel" and "Share", with "Share" being highlighted by a red arrow. After clicking "Share", a success message "Shared successfully" appears in a box above the story. The story text itself is also highlighted by a red arrow. The right side of the interface shows a vertical toolbar with various icons.

In the heart of a forgotten forest, a small, luminous flower bloomed, its petals shimmering like moonlight. It was said that the flower held the power to grant a single wish to anyone brave enough to find it. One misty morning, a young girl named Elara ventured deep into the woods, her heart full of hope for her ailing brother. As she approached the radiant blossom, she hesitated, thinking of all the wishes others might have made before her. But in that moment, she realized that love was the strongest magic of all. With a deep breath, she whispered her wish—not for herself, but for her brother's health. The flower glowed brighter, and a warm breeze enveloped her, carrying her heartfelt plea into the stars above, promising she would never be alone in her journey.