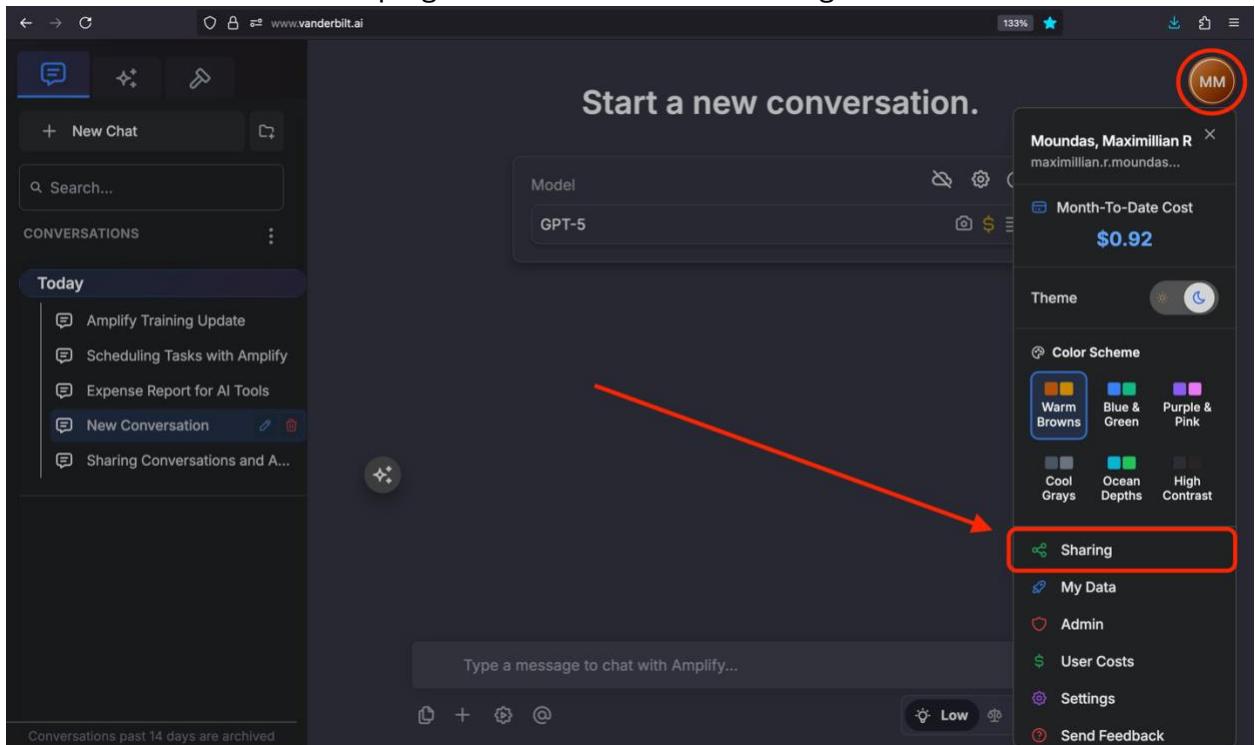
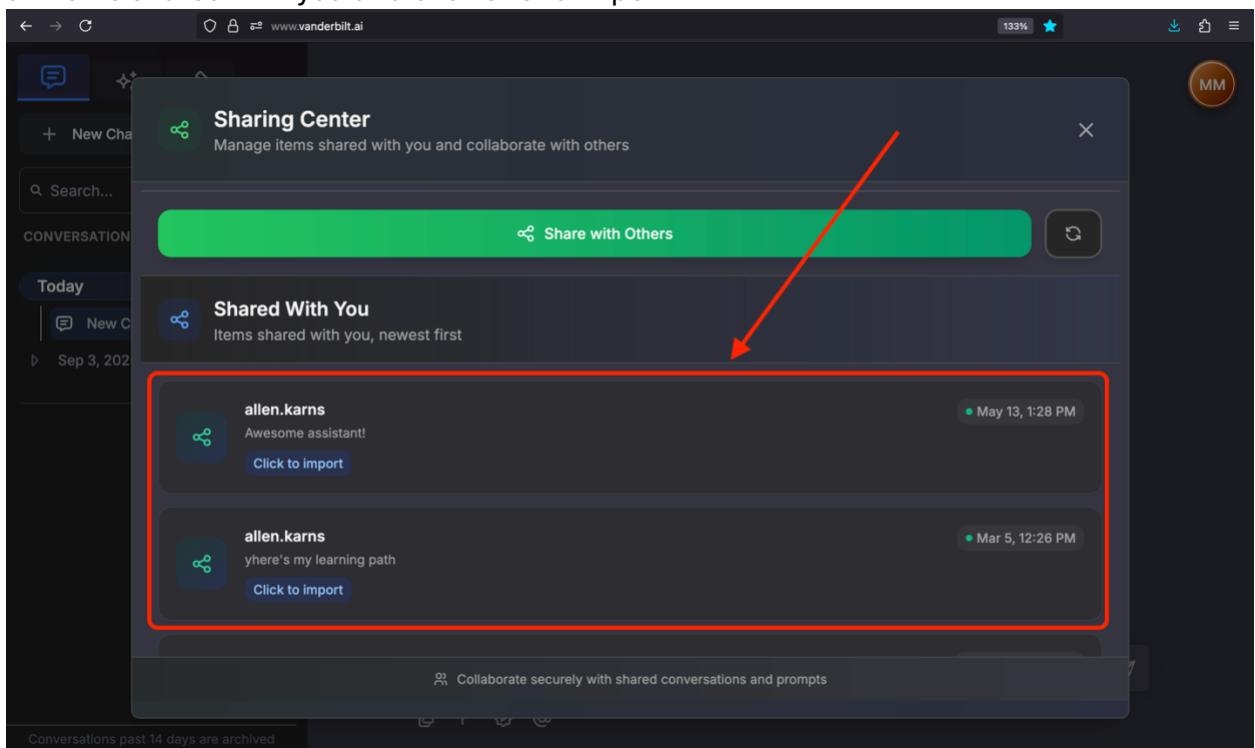


To view conversations, assistants and prompt templates shared with you in Amplify:

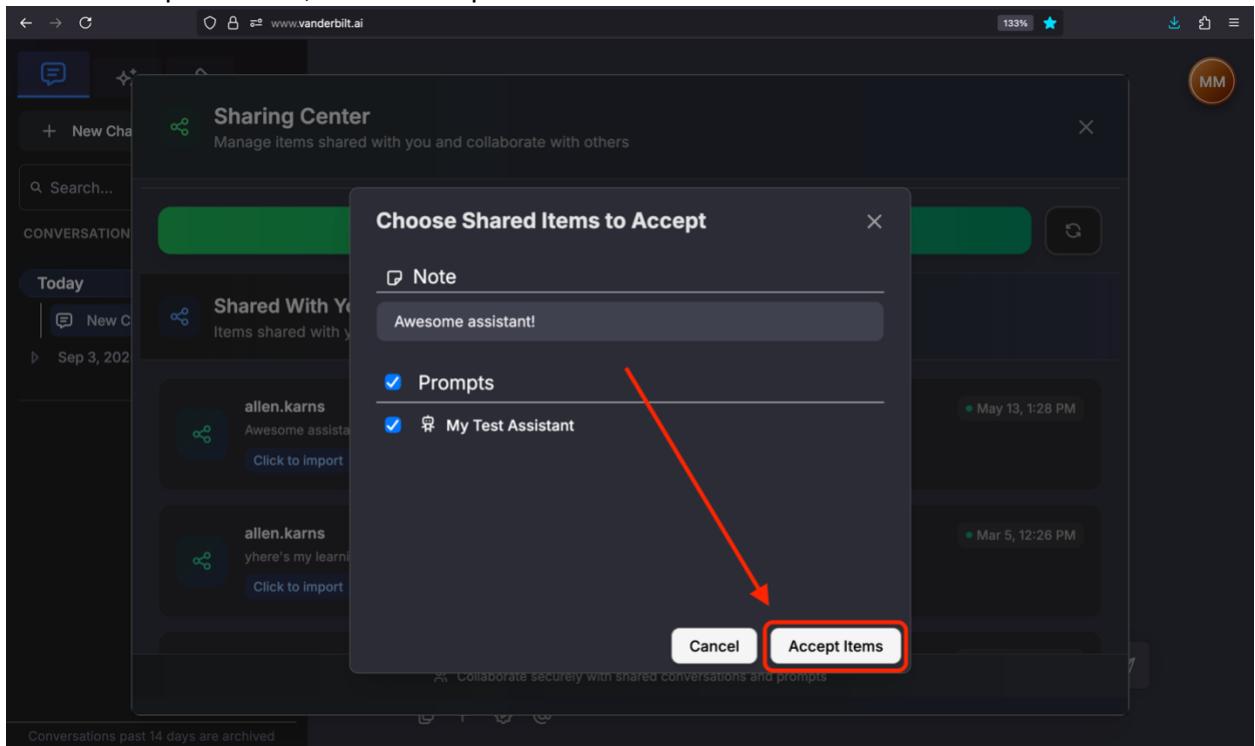
1. Click the user icon in the top right corner and select “Sharing”.



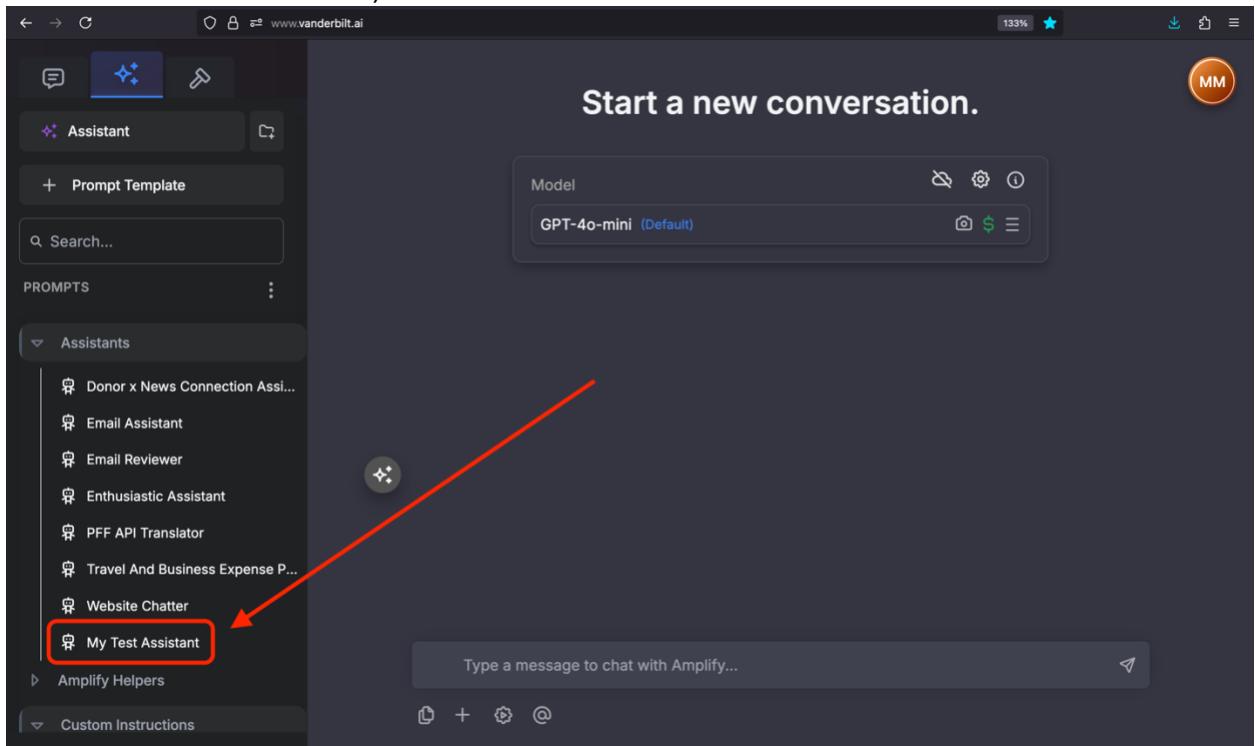
2. All items shared with you are listed beneath “Shared With You”. Scroll down to view all items shared with you and click one to import it.



3. After the import loads, click “Accept Items”.



- If you accepted an assistant, it will be listed in your “Assistants” folder (on the “Assistants” tab).



- b. If you accepted a conversation, it will be opened automatically and appear below your list of conversations (on the “Chats” tab).

The screenshot shows the Amplify AI interface. On the left, there's a sidebar with a search bar and a list of conversations. A red box highlights a specific conversation titled "Chat with Dinner Menu ...". An arrow points from this highlighted item to the main content area. The main area displays a response from "GPT-4o (Azure)" suggesting a 7-day dinner menu for a vegetarian diet. It includes two sections: "Day 1:" and "Day 2:", each listing a main dish, a side dish, and a salad.

**7-Day Dinner Menu**

**Day 1:**

- Main Dish: Cheese Stuffed Pasta Shells
- Side Dish: Garlic Bread
- Salad: Caprese Salad

**Day 2:**

- Main Dish: Veggie and Cheese Quesadillas
- Side Dish: Spanish Rice
- Salad: Black Bean and Corn Salad

Type a message to chat with Amplify...

- c. If you accepted a prompt template, it will be listed below all folders on the “Assistants” tab.

The screenshot shows the Amplify AI interface with the "Assistants" tab selected. On the left, there's a sidebar with a search bar and a list of assistants. A red box highlights a prompt template titled "Schedule Creator". An arrow points from this highlighted item to the main content area. The main area displays a message "Start a new conversation." and a "Model" section set to "GPT-4o-mini (Default)".

**Start a new conversation.**

**Model**

GPT-4o-mini (Default)

Type a message to chat with Amplify...