# Unit 3. Using Collaborative Technologies

### 3. The candidate will prepare collaborative technologies for use

**3.3.3 I can setup and use access rights to enable others to access information**

I can setup and use access rights to enable others to access information

I should know what personal information they can access . It is strongly advised that they do not make their e-mail address publicly visible to avoid any spam attach or phishing and they do not give out their real name or details of physical locations and times where they could be found. Simply don't include anything that is sensitive. Exploration with non-important information is perfectly possible.