



Sharing items

When [adding maps, layers, and other items](#) to ArcGIS Online, you have the option of leaving them unshared or, depending on your sharing [privileges](#) and the security settings of your organization, sharing items with groups, your organization, or everyone. You can also share an item with a combination of your organization, groups, and everyone. If you choose not to share the item, only you (and organization members with privileges to view content owned by other members) can access the item until you share it. Until they are shared, your maps, apps, and other items are not available to others—for example, they do not appear in search results and aren't part of any group.

If you make an item public (that is, share it with everyone), it is accessible by everyone, including anonymous users, even if your organization does not allow anonymous access to its website. Access to items shared only with a private group requires that you have shared the item with that group and that group members are logged in. This is enforced anytime the item is accessed.

Esri secures all access to your information. User identity is established through a login process that always takes place over HTTPS. Subsequent access to information requires authentication tokens acquired at sign in and takes place over HTTP. Administrators have the option of [configuring additional security](#) on their organization, in which case all access to information takes place over HTTPS.

You have several options for sharing your items, depending on your sharing privileges:

- Your organization—Sharing with your organization means only members of your organization can access your item.
- Groups you belong to—If you are a member of a group, you can share your item with that group. Sharing with specific groups restricts access to a smaller, more focused set of people. Members of the group can be from the same organization or different organizations.
- Everyone—Sharing with everyone makes your item public; anyone who has access to ArcGIS Online, including anonymous users, can find and use it, and group owners can include it in their group content.
- Everyone and a group—If you want to share thematic content with a subset of users or organize your content into a collection of items, but you also want everyone to have access to your item, you can share an item with a group and with everyone. This is especially appropriate for focused group work where all members benefit from seeing a list of specific content they can use for collaboration and exchange. For example, as a fire agency that produces burn maps, you want the general public to find and view the maps, but you also want members in the fire agency group to use the maps as templates for creating their own local versions.
- Everyone, your organization, and groups you belong to—You can share your item with a larger audience (for example, everyone and your organization) and also share it with a specific group.

This allows you to categorize your item as especially relevant to a particular group while still making it available to others in your organization.

For more information on sharing items and recommendations for setting usable sharing properties, see [Best practices for sharing](#).

Share items with your organization

Share an item with your organization if you want all members of your organization to have access to it, but you do not want people outside your organization (who have access to the organization site) to have access to the item.

1. Verify that you are signed in and have [privileges](#) to share content with your organization.
2. Open **My Content > My Content**.
3. Click the check box next to the title of the item you want to share.

You can share multiple items simultaneously by checking multiple titles, or you can share all the items in a folder simultaneously by checking the box next to **Title**.

4. Click **Share** and in the pop-up that appears, check the box next to your organization name.

Share items with a group

If you have the correct [privileges](#), you can keep your item semiprivate by sharing it only with a group or groups you belong to. When you share an item with a group, you allow other members of the group to access the item. In addition to sharing your own items, you can share items owned by members of your organization that have been shared with your organization or the public.

Note:

Only group owners and group managers can share public items owned by members of outside organizations to their groups.

For some groups—groups created with the [item update capability enabled](#)—other members of the group can also update the items you share. When you share an item with a group that has this capability enabled, you remain the owner of the item. Other group members can update the item, including changing the item details or updating the content.

Note:

At this time, the item update capability is intended for use with item details and the contents of maps, configurable apps, and scenes. Currently, most [ArcGIS apps](#) do not support the item update capability. To find out whether this capability is supported in a specific ArcGIS app, refer to the app documentation.

Allowing other members of a group to update your shared item is useful in many scenarios. For instance, this capability makes it easy for a team of shift workers to share responsibility for updating a critical web map—adding or removing layers, changing symbols, updating the map's description, and so on.

Tip:

A common sharing scenario is giving a team of editors the ability to edit a publicly visible hosted feature layer **without enabling editing** on the layer for everyone. Because ArcGIS Online supports feature layer views, the recommended way to manage hosted feature layer permissions in scenarios like this is to **create a feature layer view** from the hosted feature layer. In this way, you can share a read-only view with everyone, and share the editable hosted feature layer with a group of editors.

1. Verify that you are signed in and have **privileges** to share content with groups.
2. Open **Content > My Content**.
3. Check the check box next to the title of the item you want to share.

You can share multiple items simultaneously by checking multiple titles, or you can share all the items in a folder simultaneously by checking the box next to **Title**.

4. Click **Share**.

If you are a member of one or more groups with the **item update capability enabled**, you will see both the **Access** and **Access and update capabilities** options. If not, you will only see the **Access** option.

- Click **Access** to see a list of groups that don't have the item update capability enabled. If you choose this option, other group members will be able to access your shared item.
 - If available, click **Access and update capabilities** to see a list of groups with the item update capability enabled. If you choose this option, group members will be able to update your shared item.
5. In the pop-up that appears, check the box next to the group or groups you want to share the item with.

Note:

If you chose **Access** in the previous step, only groups created without the item update capability are listed. If you chose **Access and update capabilities** in the previous step, only groups created with the item update capability are listed.

Share items with everyone

Sharing an item with everyone makes it public. This means anyone, including anonymous users to ArcGIS Online, can access and see your item. Items shared with the organization or the public can also be added to any group by that group's **owner or manager**. If you want to link or embed your map in a website, be sure it's shared with everyone.

1. Verify that you are signed in and have [privileges](#) to share content with the public.
2. Open **Content > My Content**.
3. Check the check box next to the title of the item you want to share.

You can share multiple items simultaneously by checking multiple titles, or you can share all the items in a folder simultaneously by checking the box next to **Title**.

4. Click **Share** and in the pop-up that appears, check **Everyone (public)**.

Share items with another organization

You can share content with members of a different organization if you and the other members have the correct sharing [privileges](#). If each member of the other organization with which you are sharing content has a profile that can be viewed by everyone and you have privileges to share outside the organization, you can invite these members to a group you belong to (or own) and share items to the group.

Tip:

If you don't mind making your content accessible to everyone, an easy way to share content with another organization is to make your items and any related resources [public](#).

To share your content with members of another organization, do the following:

1. Verify that you are signed in and have [privileges](#) to create groups and to share content with groups and with people outside the organization.
2. [Create a group](#) that will include members of the other organization with which you want to share content.

If you want to share gallery apps with the other organization, set the sharing status to **Public**. If you want members of the other organization to be able to contribute content, ensure that you choose the option to allow all members to contribute content.

3. [Invite members](#) of the other organization to the group.

Note:

Only those members who have the same type of account that you have can be invited the group. If you have an organizational account, you can only invite people with organizational accounts to join your group. If you have a public account, you can only invite people with public accounts to join your group.

Tip:

When you search for users to invite to the group, only those who have set their [profiles](#) to be visible to the public will be found. However, you can still invite users who haven't set their profiles to be public if you enter their exact user name.

The members you invite to the group receive a message in their [Notifications](#) pop-up at the top of the site. They can view the invitation and either reject or accept it. Members who accept the invitation are automatically added to your group.

4. [Share items with the group](#) you created.

Members who accepted the invitation to join your group can access the shared items.

Note:

If you are sharing gallery apps with another organization, all the items in the group and the app must be public items.

Share public items

You can share public items you own as well as public items owned by others.

Share public items you don't own

You can share other people's public items you've discovered on the website. For example, you can share a public map by posting it on a social networking site, sending an email with a link, or embedding it in a website or blog. If you [own a group](#), you can share basemaps, apps, and other items that have been shared with the public or the organization with your group.

Share public items when anonymous access is disabled

If your organization has disabled anonymous access, only members can access the organization's website. However, you can still share the organization's public items by sharing the item through the public URL (<https://www.arcgis.com>), instead of your organization's URL (for example, <https://yourorg.maps.arcgis.com>). Here are some of the ways you can share public items through the public URL:

- [Copy the short URL of a public map](#) through the Map Viewer **Share** pop-up and paste the URL in an email, instant message, and so on.
- [Create a public web app](#) that references a public map.

Note:

Public web apps can be accessed through the organization's URL, but the organization's customized resources—basemap gallery, geocoding services, print services, and so on—are not available by default when anonymous access is disabled. In some cases, you can make these resources available to anonymous users by configuring them at the web app level; for example, you can [configure the locators enabled for search](#).

- [Copy the embed code](#) of a public map and paste it into a web page.

- [Share public maps and apps through a public group](#), copy the URL in the **Share** pop-up, and paste the URL in an email, instant message, and so on.
- [Create a public gallery app](#) from a public group.
- [Copy the embed code](#) of a public group and paste it into a web page.

Share using a public account

If you have a [public account](#), you can add items to ArcGIS Online, create public groups, and share your items with everyone and with the public groups to which you belong. You can also access any item shared with everyone (public) and join public groups owned by other public accounts. You cannot create or join private groups and cannot join groups owned by an organization or invite organizational accounts to join your groups. An item you want to share to a group needs to also be shared with everyone (public). Any existing private groups or items shared privately to groups will remain private; ArcGIS Online will not make public any existing private groups or privately shared items.