How to share access with the EZView App

- 1. Have the other person download EZView and create an account
 - a. They *must* create an account before you share access
- 2. Open EZView on your phone
- 3. Open the menu by tapping the three bars at the top left
- 4. Tap "Devices"
- 5. Tap the device you wish to share
- 6. Tap "Share"
- Tap the Device name at the top of the page to share all cameras, or tap individual cameras if you wish to only share some.
- 8. Type the person's email or username in the "Share to" section

a. This section is case sensitive

- 9. Select a date and time in the "Valid Period" section
 - a. This date and time is when the person will lose access
 - b. Date format: YYYY MM DD
 - c. Time format: HH MM SS
- 10. Select sharing permissions
 - a. We recommend sharing "by role"
 - Unless special configurations were made, "admin" is your only option
- 11. Tap "Share" at the bottom
- 12. You should see a pop-up that says "Shared Successfully"

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