

How to Share a ChatGPT Project

A step-by-step guide for sharing project data

Share your project work. Keep the right guardrails.

Use this guide when you want to:

- Share a Project repository with a colleague
- Reduce repeating the same instructions and context
- Invite collaboration to see the chats and mindset behind your shared work

Important note

These are clean illustrative screen prints, not screenshots from a personal account. Actual options may vary based on your ChatGPT plan, workspace permissions, and admin settings.

Step 1: Open the Project

From the left sidebar, open the Project you want to share.

Start inside the specific Project that already contains the context: your files, instructions, notes, drafts, research, or chats. This is the workspace your colleague will enter.

What to click	Setting
Click the Project name in the left sidebar.	Choose the Project you actually want your colleague to access.

ChatGPT Projects

ChatGPT

New chat

Search chats

Library

Projects

Projects

AI Training Rollout

Manager Development Program

Client Proposal Draft

Illustrative screen print

Step 1: Open the Project

From the left sidebar, open the Project you want to share.

AI Training Rollout

Project workspace

Files

Instructions

Chats

What to show

Show the left sidebar with the correct Project selected before clicking Share.

Screen 1: Select the Project from the left sidebar.

Step 2: Click Share

Inside the Project, use the Share button in the top-right corner.

This is the key distinction: you are not only sharing one chat. You are sharing the Project workspace, which may include your files, instructions, and related chats inside it.

What to click	Setting
Click Share in the top-right corner of the Project.	Make sure you are sharing the Project, not just a single chat link.

ChatGPT Projects

ChatGPT

New chat

Search chats

Library

Projects

Step 2: Click Share

Inside the Project, click Share in the top-right corner.

AI Training Rollout

Recent chats

Sources

Instructions

Share

What to show

Circle the Share button. This is Project sharing, not sharing a single chat.

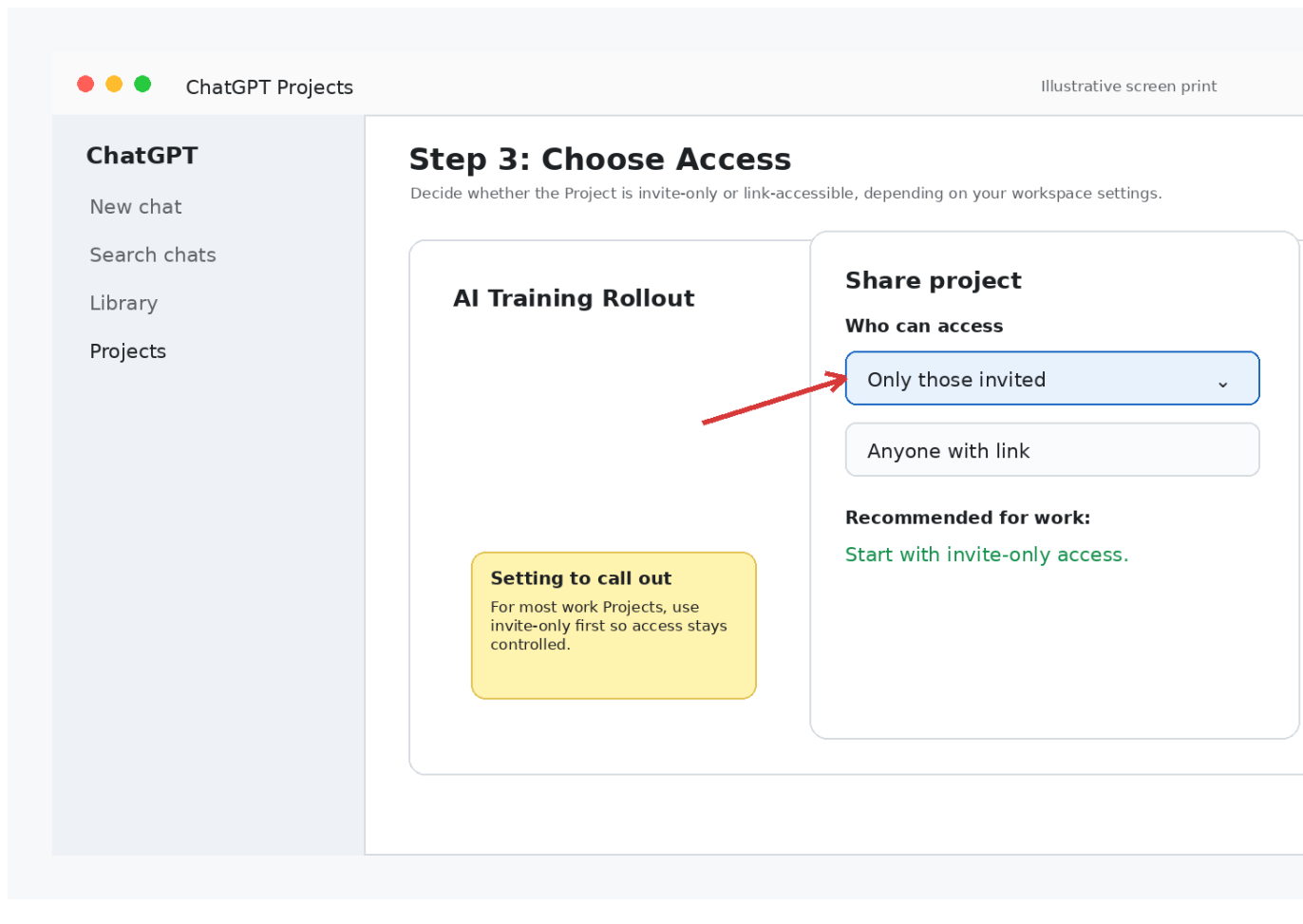
Screen 2: Click Share from inside the Project.

Step 3: Choose Who Can Access the Project

Decide whether the Project is invite-only or link-accessible.

For most work-related Projects, start with invite-only access. It gives you better control over who can enter the workspace and see the shared files.

What to click	Setting
Open the access dropdown in the sharing panel.	Recommended for most work Projects: Only those invited.



ChatGPT Projects

Illustrative screen print

ChatGPT

- New chat
- Search chats
- Library
- Projects

Step 3: Choose Access

Decide whether the Project is invite-only or link-accessible, depending on your workspace settings.

AI Training Rollout

Setting to call out

For most work Projects, use invite-only first so access stays controlled.

Share project

Who can access

- Only those invited
- Anyone with link

Recommended for work:

Start with invite-only access.

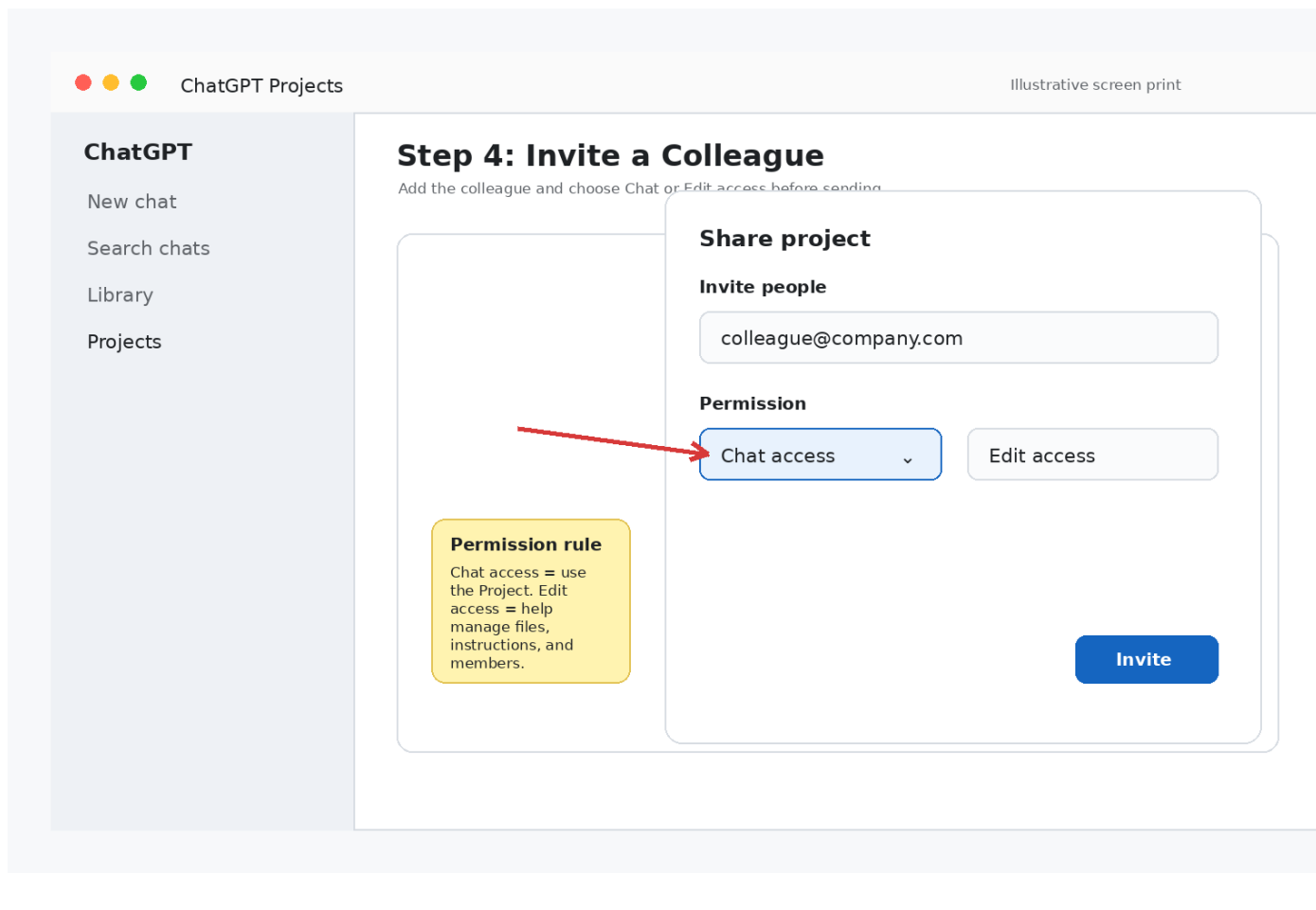
Screen 3: Choose the Project access setting.

Step 4: Invite a Colleague and Set Permission Level

Add your colleague and choose Chat or Edit access before sending.

This is where governance matters. Chat access is usually enough for people who need to use the Project context. Edit access should be reserved for people who help manage files, instructions, and members.

What to click	Setting
Type the colleague's email address, then use the permission dropdown.	Chat access = use the Project. Edit access = help manage the Project.



The screen print shows the 'ChatGPT Projects' interface. On the left is a sidebar with 'ChatGPT' and options: 'New chat', 'Search chats', 'Library', and 'Projects'. The main area is titled 'Step 4: Invite a Colleague' with the subtitle 'Add the colleague and choose Chat or Edit access before sending.' A 'Share project' modal is open, containing an 'Invite people' section with an input field for 'colleague@company.com'. Below this is a 'Permission' section with two buttons: 'Chat access' (highlighted with a red arrow) and 'Edit access'. A yellow 'Permission rule' box explains: 'Chat access = use the Project. Edit access = help manage files, instructions, and members.' An 'Invite' button is at the bottom right of the modal. The text 'Illustrative screen print' is in the top right corner.

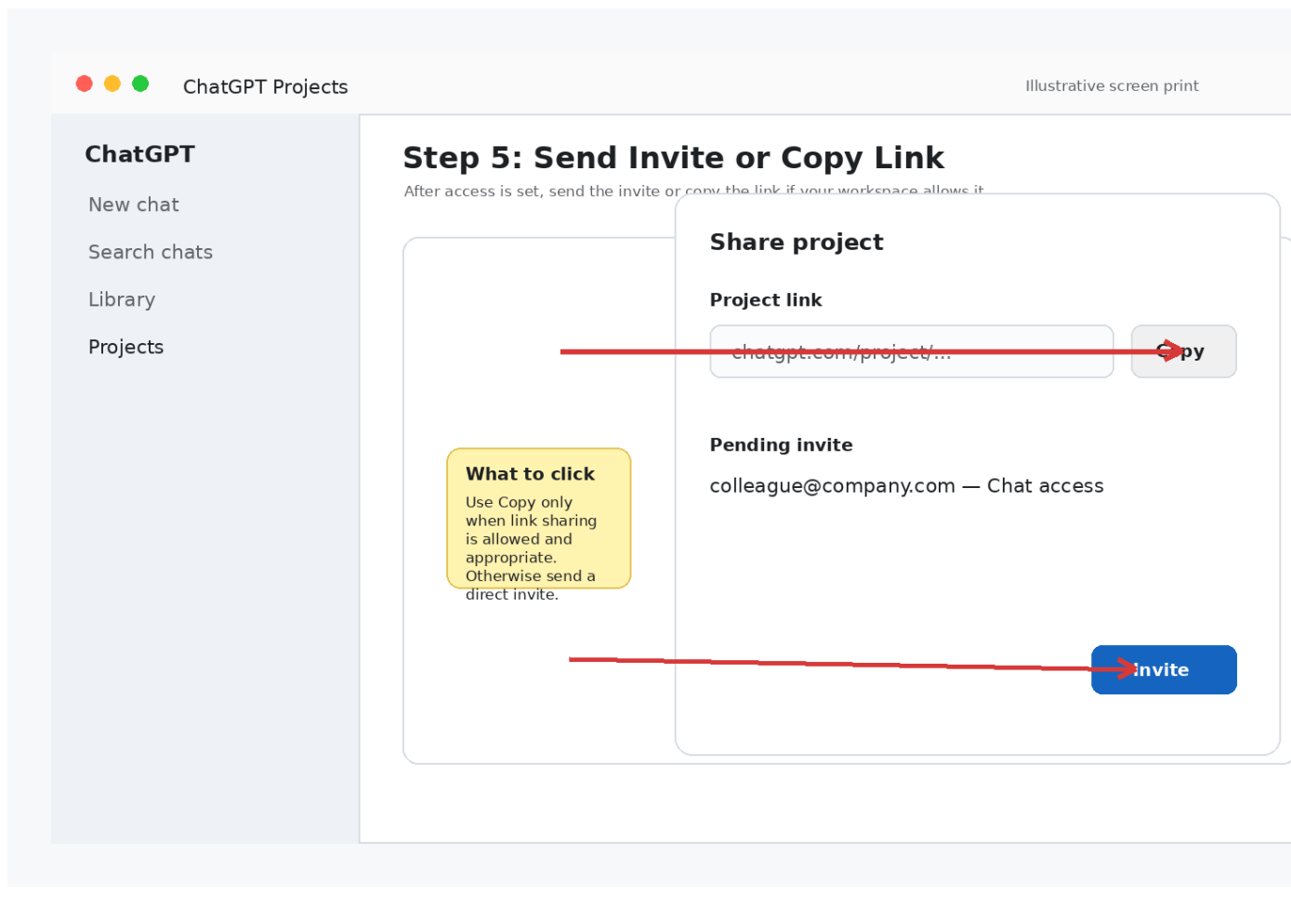
Screen 4: Add a colleague and choose Chat or Edit access.

Step 5: Send the Invite or Copy the Link

After access is set, send the invite or copy the link if your workspace allows it.

If link sharing is available, use it carefully. A direct invite is often the cleaner choice for work Projects because it is easier to track who has access.

What to click	Setting
Click Invite, or Copy if link sharing is appropriate.	After sharing, revisit permissions to make sure the right people have the right level of access.



The screen print shows the ChatGPT Projects interface. On the left is a sidebar with 'ChatGPT' and options: 'New chat', 'Search chats', 'Library', and 'Projects'. The main area is titled 'Step 5: Send Invite or Copy Link' with a subtitle 'After access is set, send the invite or copy the link if your workspace allows it'. A 'Share project' dialog is open, showing a 'Project link' field with the text 'chatgpt.com/project/...' and a 'Copy' button. Below this is a 'Pending invite' section showing 'colleague@company.com — Chat access' and an 'Invite' button. A yellow callout box labeled 'What to click' says 'Use Copy only when link sharing is allowed and appropriate. Otherwise send a direct invite.' Red arrows point from the callout to the 'Copy' and 'Invite' buttons.

Screen 5: Send the invite or copy the Project link.

Step 6: Review Members and Permissions

Return to the Share panel anytime to manage who has access.

Shared context should be managed like any other shared workspace. Review members, remove people who no longer need access, and adjust Chat/Edit permissions as the work changes.

What to click	Setting
Open Share again to view current members and permission levels.	Shared context is powerful. Shared context also needs governance.

ChatGPT Projects

ChatGPT

New chat

Search chats

Library

Projects

Illustrative screen print

Step 6: Review Members and Permissions

Return to the Share panel any

Share project

Members

Marisa Santoro

Owner

...

colleague@company.com

Chat access

...

facilitator@company.com

Edit access

...

Access reminder

Remove members who no longer need project context. Adjust Chat/Edit permissions as the work changes.

Governance habit

Shared context should be reviewed just like any shared drive or workspace.

Screen 6: Review members and permission levels.

Final Governance Checklist

Before you share a Project, pause for a quick access and content check.

- ☐ Is this the right Project to share, or should I create a cleaner version first?
- ☐ Does the Project contain sensitive client, employee, legal, financial, or confidential information?
- ☐ Does this colleague need Chat access or Edit access?
- ☐ Should access be invite-only rather than link-based?
- ☐ Have I reviewed who already has access?
- ☐ Will someone be responsible for keeping the Project files and instructions current?

Simple permission rule

Give Chat access to people who need to use the Project. Give Edit access only to people who need to maintain the Project.

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