

# How to send the email share notification in another language

Learn how to send email notifications in another language.

Go to learner.mycreds.ca

#### 01 Share your document

If you choose to share your document by email,

MyCreds.ca MesCertif.ca	🕅 Documents 😞 Badges 🔐 P	Profiles < Sharing 🗙 English 🗸 💽 Zoe Citizen 🗸
		Information     Access control
University of Western Hobart	Certificate 🧷 🔗 Available 🛛 🕱 Expires: N/A	CERTIFIED
You have created 6 shares, of which 3 were w	riewed.	1
< BACK		downame     f     Share     Share
□ Q.↑↓ 1 d1	- + Automatic Zoom 🗸	▶ × Issuer information
	The <b>The</b>	<ul> <li>Document information</li> <li>Certification information</li> </ul>

## 02 Select email option

an email will be automatically sent to the recipient. This email contains a URL that links to your shared document. You can choose to send this email in another language.

j y₀ VIEW D	ou can sha DOCUMEI	are your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.
Share	e as	
۲	Ľ,	Email Share to a specific email and include an optional personal message
0	ଚ	Organisation Share to a registered organisation across our global network
0	G	Public on the web Securely Anyone will be able to access your shared documents using a unique web address and four to six digit code
0	€	Public on the web Anyone will be able to access your shared documents using a unique web address
HELP	2 🖸	
	d MorCortif	MC as an internet tendowale of ADL/C & 2024 Removed to Parities



### 03 Language option

Note that the email language can be changed but the document itself will always be sent in its original language. The automatic email is sent in the same language as your MyCreds<sup>™</sup> portal.

Creds.ca <b></b> MesCertif.ca			X	English 🗸	Zoe Citizer
hare documents					Т
hare documents					
You can share your documents with	anyone. Use this form to specify who and how your doo	cuments can be accessed. You can n	nanage the security of your shar	es, and even add an	expiry date.
/IEW DOCUMENT (1) >					
Email					
Email Share to a specific email and include * indicates mandatory field	e an optional personal message				
Email Share to a specific email and includ * indicates mandatory field Share name Share 001	e an optional personal message				2
Email Share to a specific email and includ indicates mandatory field Share name ShareO01 The name you choose will be visible only to yourself	e an optional personal message				<
Email Share to a specific email and includ indicates mandatory field Share name ShareOO1 The name you choose will be visible only to yourself Purpose of share	e an optional personal message				<
Email Share to a specific email and includ indicates mandatory field Share name ShareOO1 The name you choose will be visible only to yourself Purpose of share Job application	e an optional personal message				<u>к</u>
Email Share to a specific email and includ * indicates mandatory field Share none Share None Share None Information Categorise your shares by giving them a simple desco	e an optional personal message option (only visible to you)				< 
Email Share to a specific email and includ  * indicates mandatory field Share non Share Non Share Non Data Shar	e an optional personal message and will not be seen by the recipient of your share ption (only visible to you)				< 
Email Share to a specific email and includ  * indicates mandatory field Share Root Share Root The name you choose will be visible only to yourself Purpose of share Job application Categorise your shares by giving them a simple desce	e an optional personal message nd will not be seen by the recipient of your share ption (only visible to you)				< 

# 04 Switch to "Français"

If you would like the recipient to receive a French-language email advising them of your shared documents, simply change the language of your MyCreds<sup>™</sup>portal to French, by hovering over the language bar and selecting Francais.

Creds.ca <b></b> MesCertif.ca		🗙 English 🗸	Zoe Citizen 🗸
nare documents		Enelish Français	TEST
You can share your documents with anyone. Use this	s form to specify who and how your documents can be accessed. You can ma	nage the security of your shares, and even ad	ld an expiry date.
IEW DOCUMENT (1)			
Email Share to a specific email and include an optional pers	ional message		
* indicates mandatory field			
Share name			
Share name ShareO01 The name you choose will be visible only to yourself and will not be seen it	v the recipient of your share		<
Share name ShareO01 The name you choose will be visible only to yourself and will not be seen I Permone of chore	ry the recipient of your share		<
Share name ShareO01 The name you choose will be visible only to yourself and will not be seen t Purpose of share Job application	y the recipient of your share		< N
Share name ShareO01 The name you choose will be visible only to yourself and will not be seen I Purpose of share Job application Categorise your shares by giving them a simple description (only visible to	y the recipient of your share		<u> </u>
Share name ShareO01 The name you choose will be visible only to yourself and will not be seen I Purpose of share Job application Categorise your shares by giving them a simple description (only visible to "Opent Email *	y the recipient of your share		< N



# 05 Portal in French

#### Your MyCreds™portal will now be in French.

Vous serez la seule personne à voir le nom que vous choisissez. Ce nom ne sera pas visi	ale pour le destinataire de votre p	partage.			
But du partage					
Job application					
Vous serez la seule personne à voir le but du partage.					
Courriel du destinataire *					
and distribution of the later. It					
Message personnalise (racuitatir)					
Ce message sera inclus dans le courriel qui est envoyé.					
Référence					9
la destinateira pausea unix antis sóférense					
Le destinataire pour a voir cette reierence					
NIP	GÉNÉRER UN NIP	123	Date d'expiration		Ħ
Indiquez un code à 4 à 6 chiffres pour sécuriser votre partage. Seuls les destinataires die vos documents. Un courriel distinct avec ce NIP sera envoyé au destinataire du partage	posant de ce code pourront accé	éder à			
_					
Autoriser le destinataire à télécharger votre document					
				RETOUR	PARTAGER
				<u>NETOOR</u>	LANNOER
R					
if <sup>MC</sup> et MyCreds <sup>TM</sup> sont des marques de commerce de <u>l'ARUCC</u> . © 2024 Alimente	é par Digitary				

# 06 Email sent in French

And the email notification will be sent in French.

MyCreds.ca MesCertif.ca	🗙 Français 🗸	Zoe Citizen 🗸
Partage de documents  Vous pouvez partager vos documents avec la personne ou l'organisme de votre choix. Sélectionnez une option pour indiquer qui peut accéder à vos documer même ajouter une date d'expiration à l'accès que vous partagez.  AFFICHER LE DOCUMENT (1) >	ments et par quelle m	T E S T éthode. Vous pourrez
Votre document a été partagé avec :       . Pour des renseignements détaillés à propos de ce partage, veuillez cliquer ici.         Destinataire : Restreint       NIP : Aucun       Expiration : N'expire pas       Référence : s. o.		
		TERMINER
MesCertIf <sup>MC</sup> et MyCreds <sup>TM</sup> sont des marques de commerce de <u>l'ARUCC</u> . © 2024 Alimenté par Digitary	<u>Conditions d'utilisatio</u>	n Politique de confidentialité



#### 07 Email notification

Here is a view of the notification sent to the recipient. Now, the recipient will be able to read the notification in French and access your document from there.

Un doci	ument sécurisé émis par Western Hobart a été	e partagé avec vous par Zoe Citizen				
MM	MyCreds.ca   MesCertif.ca To:			🙂 🥎 Reply	Reply all	→ Forward   ⊗   ☺   … Thu 5/16/2024 9:44 AM
		UWH University of	MyCreds.ca			
		Western Hobart	MesCertif.ca			
		Bonjour,				
		Western Hobart a transmis un document en partage l'accès avec vous par MesCertif.ca.	: numérique sécurisé à Zoe Citizen, qui l'entremise du portail MyCreds.ca			
		Ce document est signé numériqueme l'intégrité. Bien que Zoe Citizen puisse pa son contenu ne peut être modifié.	ent pour en garantir l'authenticité et artager et gérer l'accès à son document,	t ,		
		Ce document peut être consulté et vérifié	en cliquant sur le lien ci-dessous.			
		Renseignements à propos du	document :			
		Émetteur :	Western Hobart			
		Type de document :	Degree Certificate			
		CONSULTER LI	E DOCUMENT			
		Si votre accès à ce document a expiré ou	i si vous avez des questions concernant			

#### 08 Learn more

Please contact your education provider or the organization that issued your document if you have any further questions.

