

# Crystal Ball Software and Risk Analysis Tips

## Sharing Categories Through E-mail

In previous tips, we reviewed how to save distributions and their parameters for future use in categories and how to create your own categories of distributions. But what if you wanted to share these categories with other users?

You can use the Crystal Ball Publish and Subscribe mechanism to share categories with users on your network (look for future CB Tips on this subject). Or, you can use e-mail to share a user-defined category with a Crystal Ball user who is not on your network.

To share categories using e-mail:

1. Create and address an e-mail message in your mailing program (e.g., Microsoft Outlook®).
2. Use the file attachment command and browse to the category folder on your machine. By default, this is C:\Documents and Settings\your username\Application Data\Decisioneering\Crystal Ball\7.x\Store.
3. Select the user-defined category to send. Crystal Ball category files have this format: CBCategory\_name.cbc. For example, the Favorites category appears as CBCategory\_Favorites.cbc.
4. Send the e-mail.

To use a category received in an e-mail:

1. Open the email.
2. Save the attachment in the Crystal Ball category folder, by default C:\Documents and Settings\your username\Application Data\Decisioneering\Crystal Ball\7.x\Store. The next time you start Crystal Ball, the new category will appear in the Category pane of the Distribution Gallery.

For more information or to contact us, browse to <http://helpdesk.crystalball.com>

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