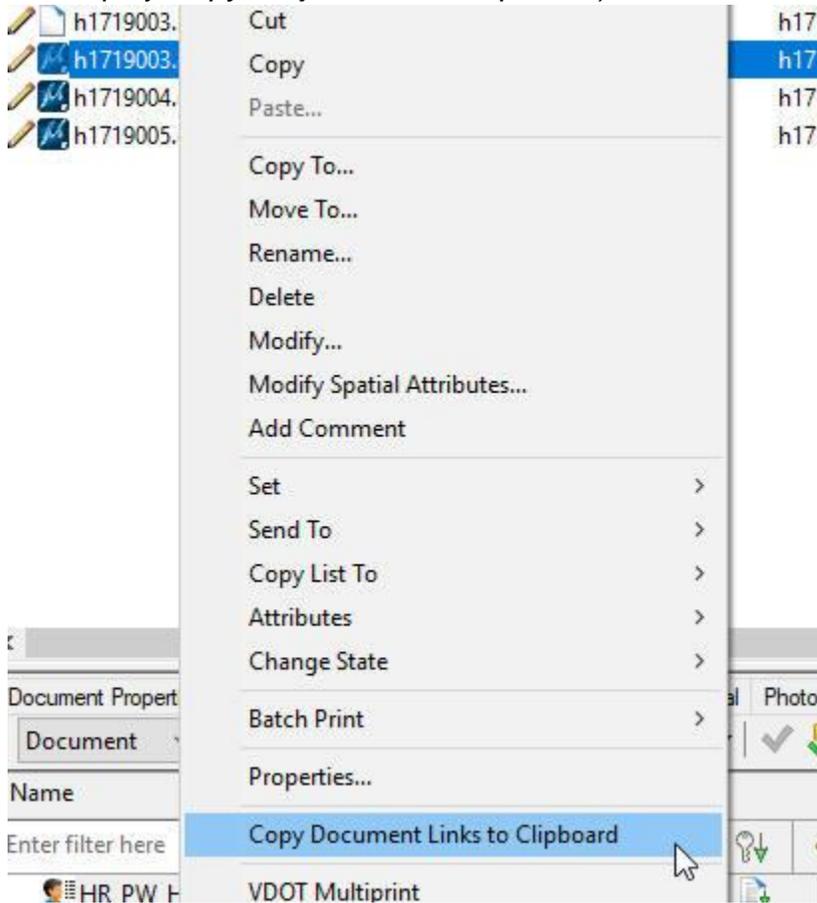


*ProjectWise Job Aid – Gmail Link Update*

**Gmail ProjectWise Link Update**

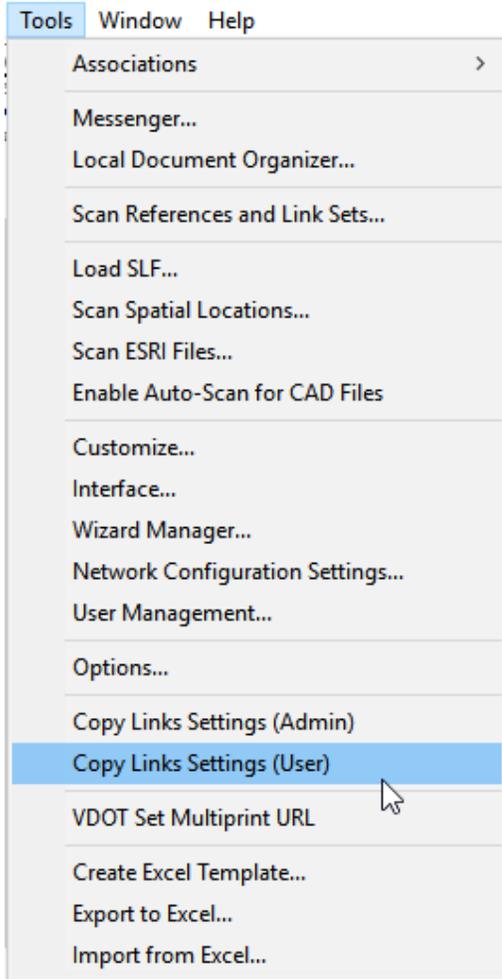
The current Gmail link tool has been upgraded. Any Gmail links created with the previous version will no longer function.

The updated Gmail tool will be pushed to your machine once you are online. \*\*The Gmail link tool cannot be updated through Zscaler. You must be in the office or connected to the network through VPN to receive this update. The way to tell that you received the update is to right click on a document and look for the *Copy Document Links to Clipboard* option. (If you click on folder the link will display *Copy Project Link to Clipboard*)

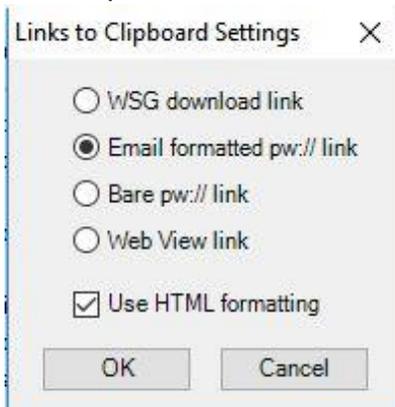


## ProjectWise Job Aid – Gmail Link Update

**\*\*Once you see you have this tool, there is a setting that you, as the user, must change in order to utilize this tool.** In ProjectWise Explorer scroll over to *Tools* and then scroll down to *Copy Link Settings (User)*.



Once open, choose the *Email formatted pw:// link* as shown below and click **OK**.



Those changes are now saved and you'll again be able send ProjectWise links via email to users. If you have trouble with the implementation of the Gmail tool contact [caddsupport@vdot.virginia.gov](mailto:caddsupport@vdot.virginia.gov).