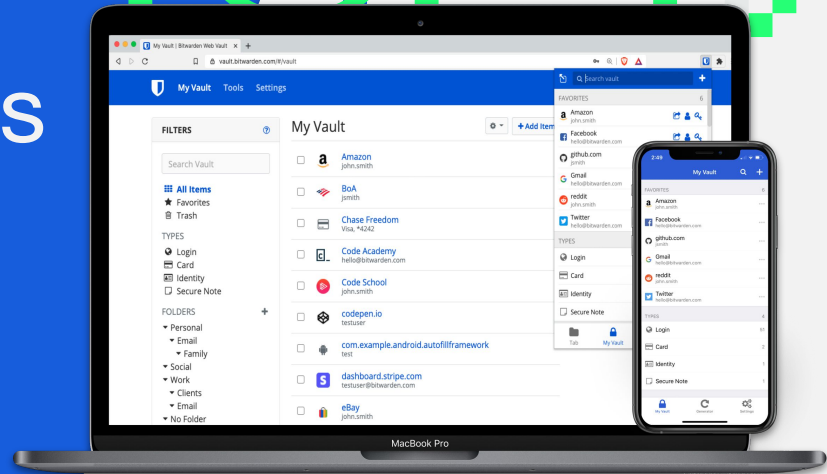




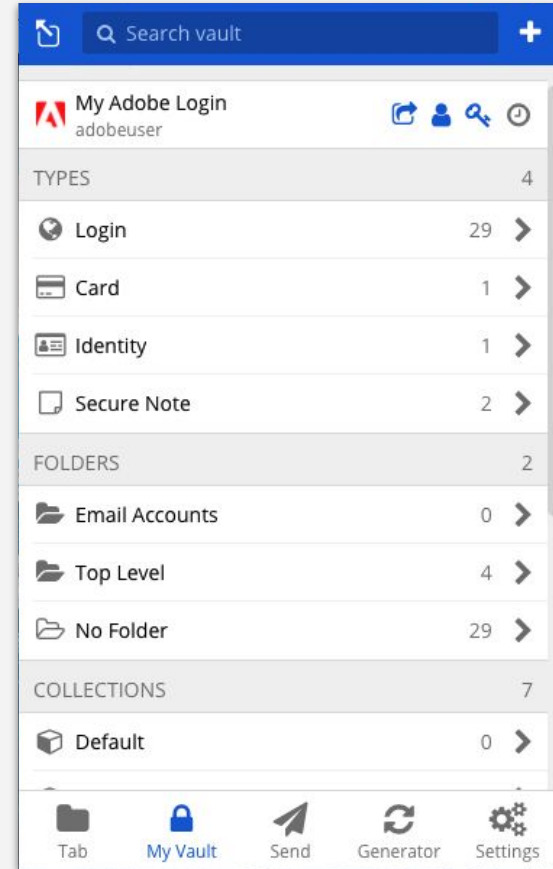
Moving Items to Organization Collections (Sharing)

Bitwarden Essential Series



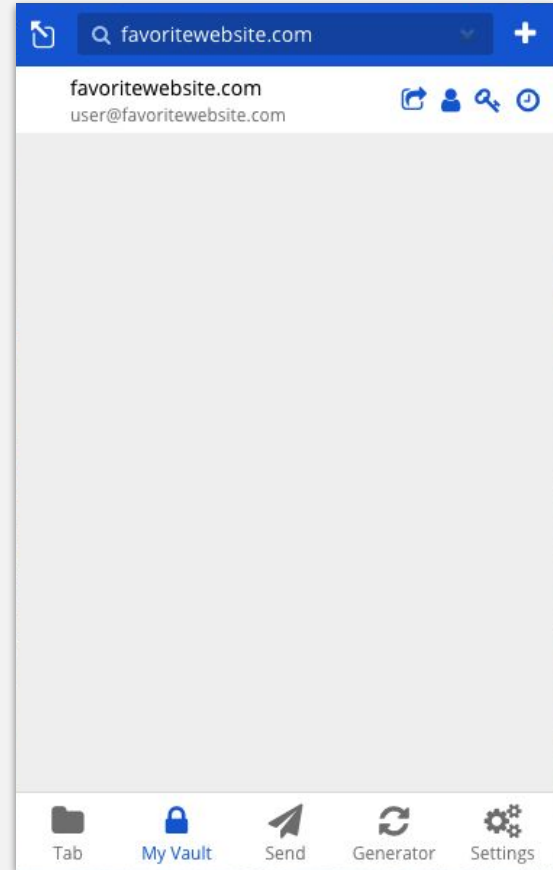
Adding Items to Collections

- Example
 - Add the [favoritewebsite.com](https://www.favoritewebsite.com) login to the Default Collection



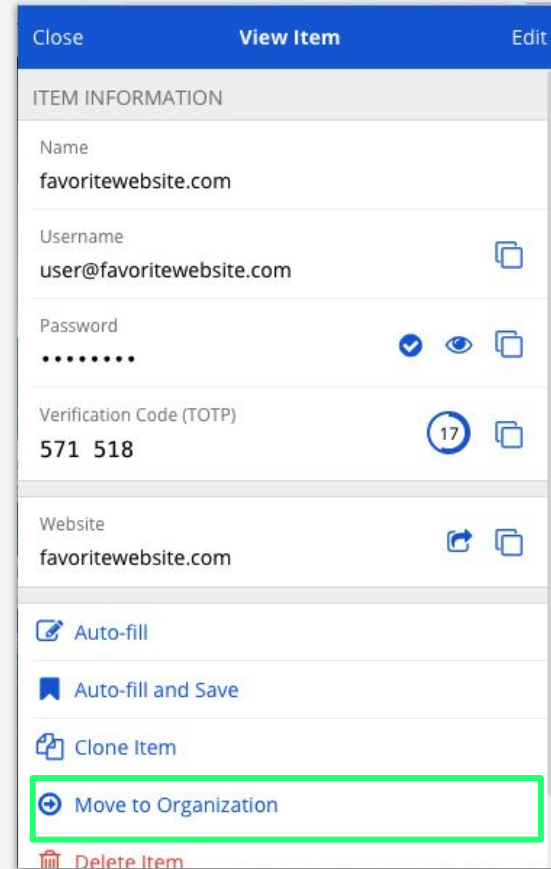
Adding Items to Collections

- Search and locate the login



Adding Items to Collections

- Scroll down & select **Move to Organization**



Sharing Items to Collections

- Select the specific Organization and Collection
- Click **Move**

Cancel **Move to Organization** Move

Organization
Enterprise Demo

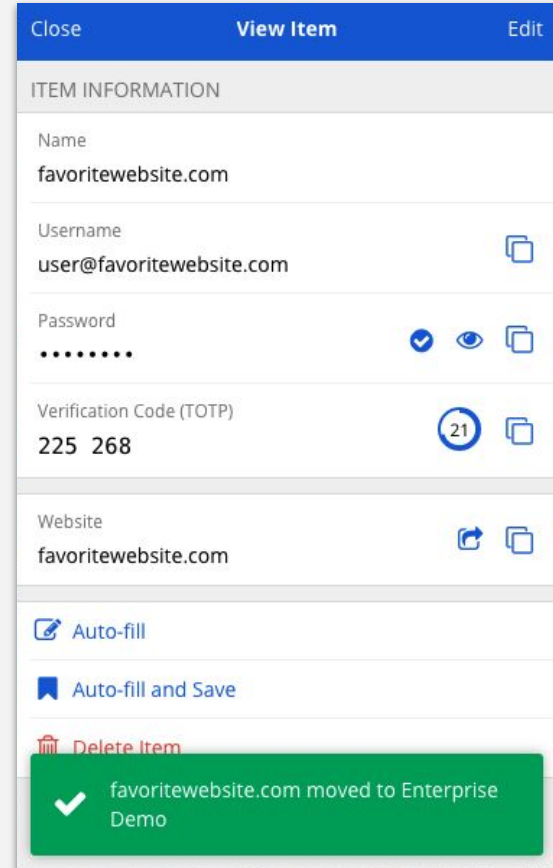
Choose an organization that you wish to move this item to. Moving to an organization transfers ownership of the item to that organization. You will no longer be the direct owner of this item once it has been moved.

COLLECTIONS

Default	<input checked="" type="checkbox"/>
Design	<input type="checkbox"/>
IT Collection	<input type="checkbox"/>
IT Collection/Networking	<input type="checkbox"/>
IT Collection/Service Accounts	<input type="checkbox"/>
Shipping	<input type="checkbox"/>
Staff	<input type="checkbox"/>
Staff / Member	<input type="checkbox"/>
Systems Admin	<input type="checkbox"/>


Sharing Items to Collections

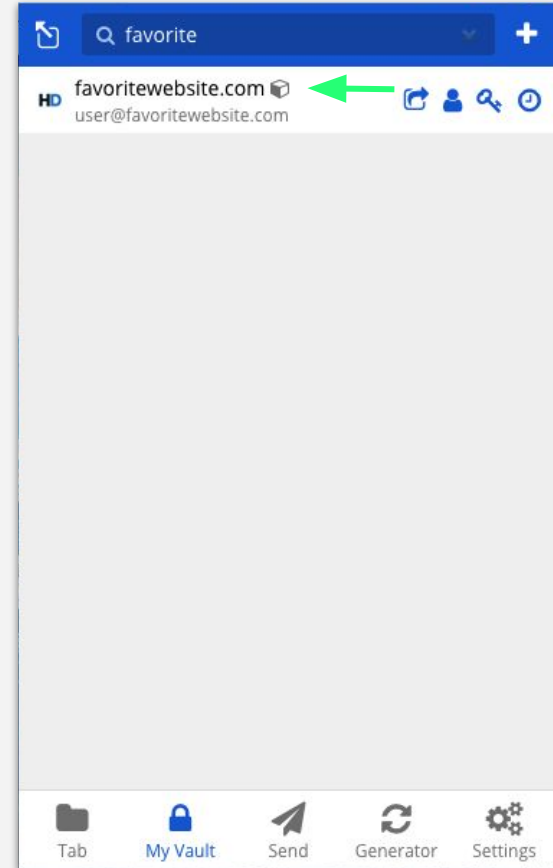
- Green notification banners will confirm the **move** to the Organization Collection



The screenshot shows the 'View Item' interface in Bitwarden. The top bar has 'Close', 'View Item', and 'Edit' buttons. Below is the 'ITEM INFORMATION' section with fields for Name, Username, Password, Verification Code (TOTP), and Website. At the bottom, there are options for 'Auto-fill', 'Auto-fill and Save', and 'Delete Item'. A green notification banner at the bottom states: 'favoritewebsite.com moved to Enterprise Demo' with a checkmark icon.

Sharing Items to Collections

-  The cube icon indicates that an item is part of a collection
- The item is now part of the Organization Vault, and can be assigned and shared as needed.



Visit [Bitwarden.com/help](https://bitwarden.com/help)
for more information

