

PASSWORD MANAGER > VAULT BASICS

# Sharing

View in the help center:  
<https://bitwarden.com/help/sharing/>

## Sharing

### Note

In order to share items you need to be a member of an organization. Learn more about [organizations](#) or learn how to [start your own two-person organization](#).

Sharing items with Bitwarden means moving them into an organization and collection, a structure used to gather logins, notes, cards, and identities for access by multiple users. There are a few different ways you can create organization items for sharing:

### Move an item to an organization

Organization members can move items to any assigned collection(s) unless they are given [Can view permission](#) to that collection. To move an item to an organization:

#### ⇒Web app

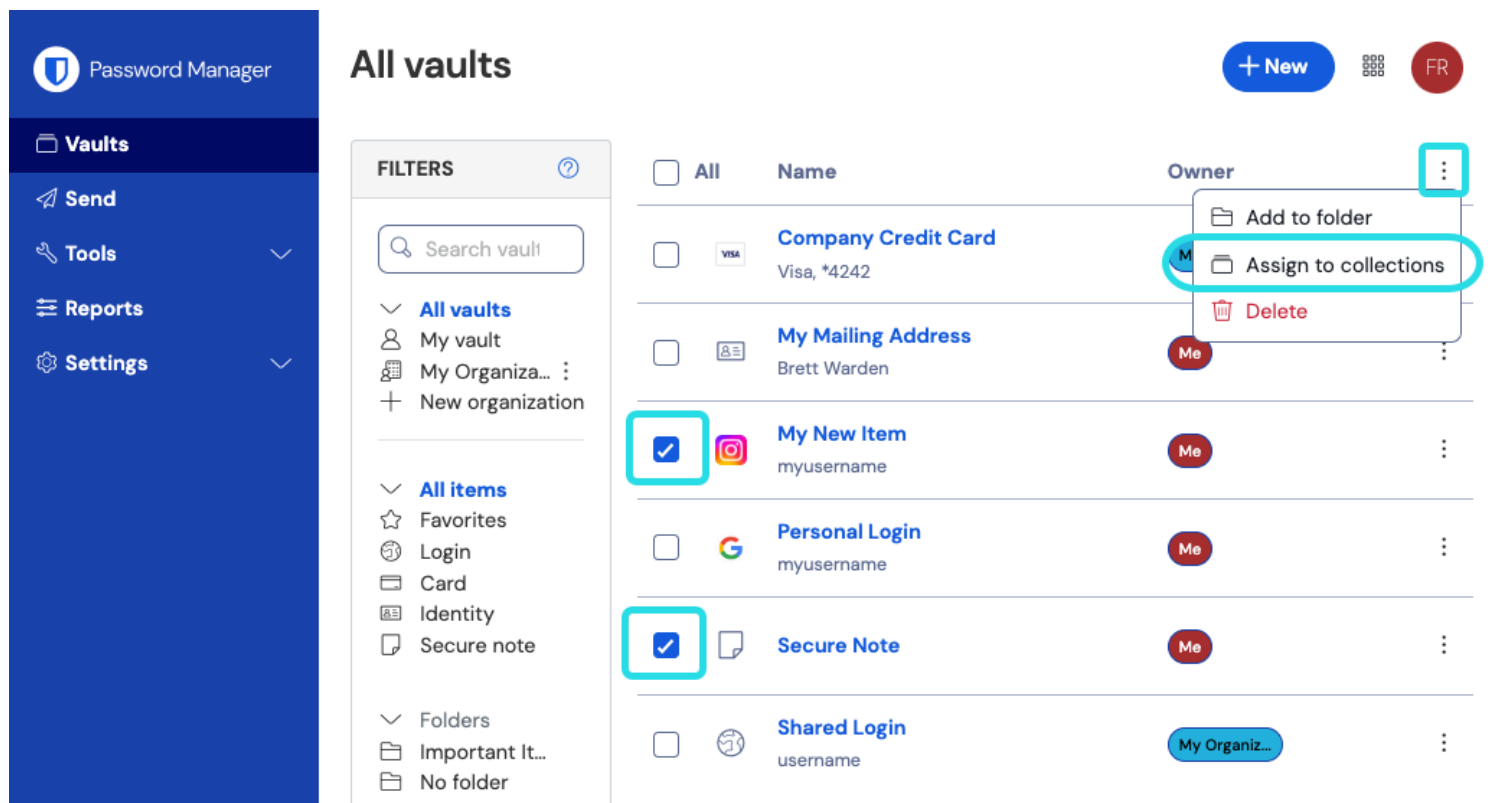
There are two methods for moving items to an organization from the web app:

#### Assign to collections

This method is best suited for sharing multiple items with an organization, provided you don't also need to make changes to any item attributes or values:

1. Select the item(s) to assign to your organization's collections.

2. Using the  menu, select the **Assign to collections** option:



The screenshot displays the Bitwarden web application interface. On the left is a dark blue sidebar with navigation options: 'Password Manager', 'Vaults', 'Send', 'Tools', 'Reports', and 'Settings'. The main content area is titled 'All vaults' and features a 'FILTERS' section on the left with a search bar and categories like 'All vaults', 'My vault', 'My Organiza...', and 'New organization'. Below these are 'All items' (Favorites, Login, Card, Identity, Secure note) and 'Folders' (Important It..., No folder). The central list shows several vaults: 'Company Credit Card' (Visa, \*4242), 'My Mailing Address' (Brett Warden), 'My New Item' (myusername), 'Personal Login' (myusername), 'Secure Note', and 'Shared Login' (username). The 'My New Item' and 'Secure Note' vaults are selected with checkboxes. A context menu for 'My New Item' is open, showing options: 'Add to folder', 'Assign to collections' (highlighted with a red circle), and 'Delete'. The 'Shared Login' vault is assigned to 'My Organiza...'.

Assign to collections

3. On the **Assign to collections** screen:

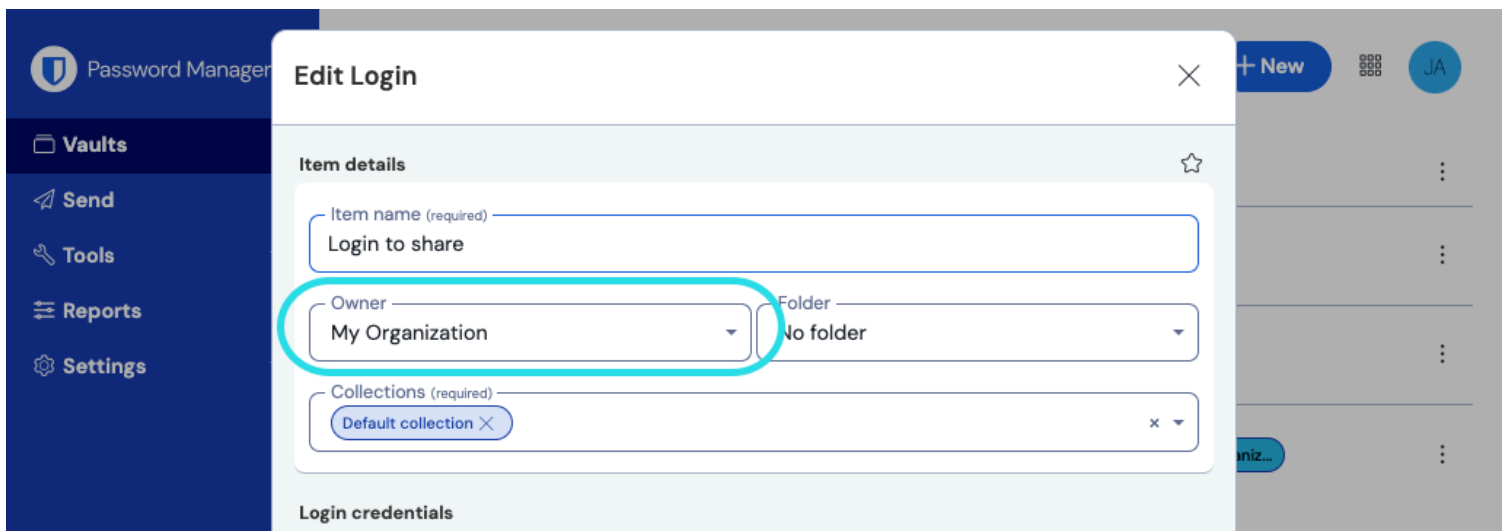
- Choose the organization to share this item with.
- Select one or more collections to share this item into. You must select at least one collection.

4. Click **Assign** to finishing moving this item for sharing.

## Change item ownership

This method is best suited for sharing a single item that you also need to make changes to before sharing:

1. Open the item you want to change the ownership of, and select the **Edit** button.
2. From the **Owner** dropdown, choose the organization you want to own this item:



Change item ownership

3. Choose which collection(s) this vault item should be included in. You must select at least one collection.

4. Make any other change to the vault item that you need, and select **Save**.

## Once an item is shared

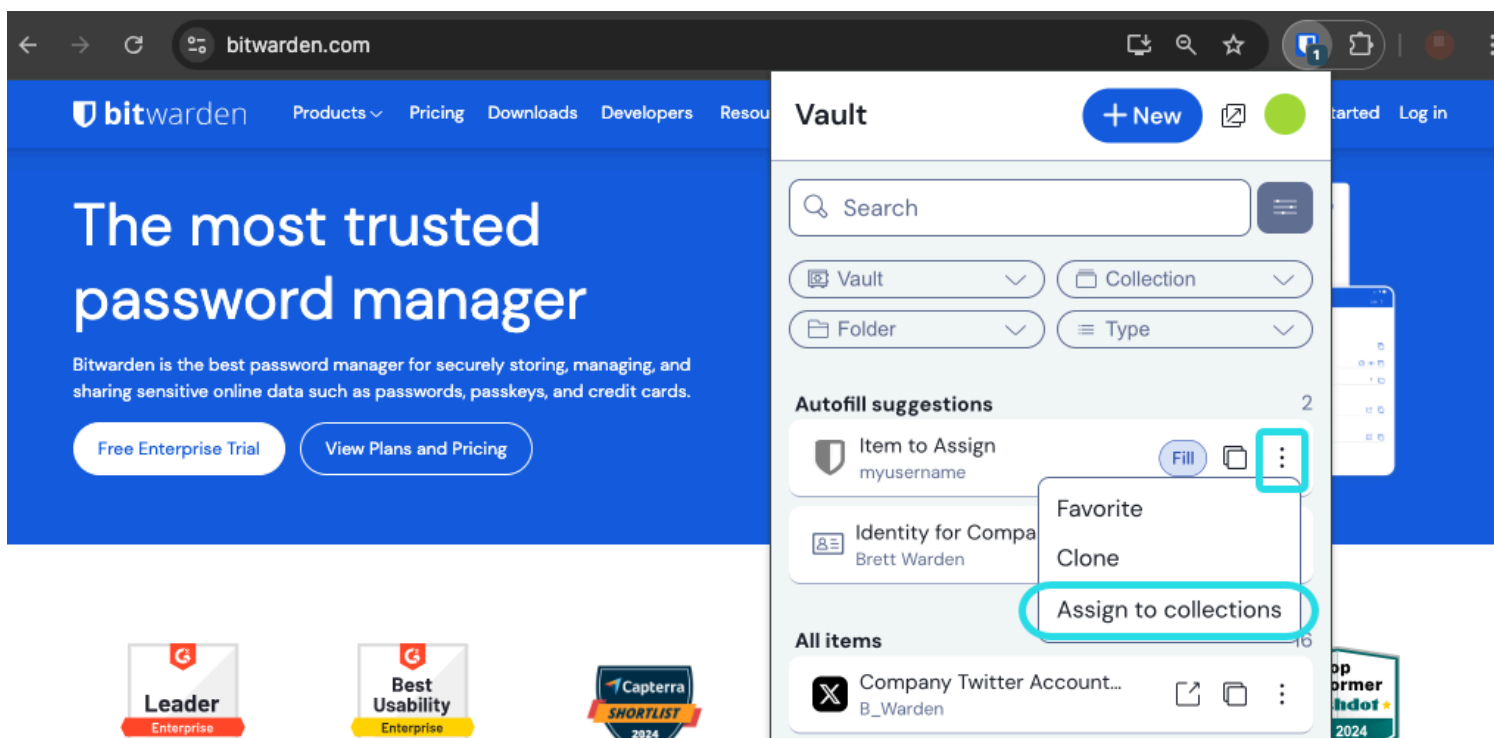
Moving an item to an organization **will transfer ownership to the organization**. This means that anyone with permission can alter the item or delete it, which would remove it from your vault as well. You can tell that an item is shared by the card next to its name:



Shared Item icon

## ⇒Browser extension

1. In the **Vault** view, use the **Options** menu for the item you want to move to an organization to select **Assign to collections**:





Browser extension assign to collections

2. On the Assign to collections screen:

- Choose the organization to share this item with. If you're a member of only one organization, you won't be able to change this.
- Select one or more collections to share this item into. You must select at least one collection.

## ⇒Desktop app

1. Select the vault item to move to an organization.
2. Select the  **Edit** icon for the vault item to move.
3. Select the  **Move** button.
4. On the **Move to Organization** panel:

- Choose the organization to share this item with.
- Select one or more collections to share this item into. You must select at least one collection.

## ⇒Mobile app

1. Select the vault item to move to an organization.
2. Select the **⋮ Options** menu in the top right corner of the screen.
3. Select the **Move to Organization** option.
4. On the **Move to Organization** screen:
  - Choose the organization to share this item with.
  - Select one or more collections to share this item into. You must select at least one collection.

## ⇒CLI

To move an item, use the command:

*Bash*

```
bw move <itemid> <organizationid> [encodedJson]
```

Where:

- **itemid** represents the item's unique identifier.
- **organizationid** represents the unique identifier of the organization to move the item to.

For more information, please refer to the Bitwarden [CLI documentation](#).

### ⚠ Warning

Moving an item to an organization will transfer ownership to the organization. Anyone in the organization with the proper [permissions](#) may edit or delete the item. Deleting the item will result in the item being deleted for its original owner as well.

## Create an organization item

Organization members can create new items directly for any assigned collection(s) unless they are given [Can view permission](#) to that collection. To create an organization-owned item from the web vault:

## ⇒My Vault view

To create a new shared item:

1. On the **Vaults** page, select the **+ New** button and select the desired item type.
2. Fill in all the relevant information for the new vault item.

3. In the **Ownership** section at the top of the Add Item panel, choose the organization you want to share this item with.
4. Select one or more collections to share this item into. You must select at least one collection.
5. Select the **Save** button to finishing creating the shared item.

Creating a shared item **will set ownership to the organization**. This means that anyone with permission can alter the item or delete it, which would remove it from your vault as well. You can tell that an item is shared by the card next to its name:



Shared Item icon

## ⇒Organization view

To create a new shared item:

1. On your organization's **Vault** tab, select the **New** button and choose the item type from the dropdown.
2. Fill in all the relevant information for the new vault item.
3. The ownership of the item is automatically set to the organization when you use this method, so all you need to do is select one or more collections to share this item into. You must select at least one collection.
4. Select the **Save** button to finishing creating the shared item.

Creating a shared item or sharing an item **will set ownership to the organization**. This means that anyone with permission can alter the item or delete it, which would remove it from your vault as well. You can tell that an item is shared by the card next to its name:



Shared Item icon