



How to share access to your Ancestry DNA Results from the website.

From a browser

[Go to DNA settings](#)

and skip to step 3

1. In the top-right corner of Ancestry®, click your **profile** and select **Account Settings**.
2. On the left side of the page, under *Settings*, click **DNA**.
3. Click the DNA test you want to share.
4. Scroll to the *Visibility and sharing* section and click on **DNA test sharing**.
5. Click **Invite**.
6. Enter the recipient's **email address** or **username**.

If Sharing DNA With Mel at The DNA Connection her username is MDunstan8482

All invitations are delivered by email, whether you enter their email address or username.

7. In the *Role* menu, choose the role you want the person to have.
 - A **viewer** can view the full DNA results but can't add or change anything.
 - A **collaborator** can view the full DNA results, add notes, edit participant details, and link the test to a tree.
 - A **manager** can invite others to access the results, assign and change roles, permanently delete results, and download DNA Data. You can invite one person at a time to manage their test and can add or remove a manager at any time.

Please Change this setting to Collaborator if inviting Mel so that she is able to make notes on the DNA Matches while she works

8. Click **Invite**.

Managing Invitations and removing access to DNA tests from the website

From a browser

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1. In the top-right corner of Ancestry®, click your **profile** and select **Account Settings**.
2. On the left side of the page, under *Settings*, click **DNA**.
3. Click the DNA test with invitees you want to change.
4. Scroll to the *Visibility and sharing* section and click on **DNA test sharing**.
5. On the *Accepted* and *Pending* tabs, edit someone's role, end their access, or resend their invitation.
 - **To change a role**, select their current role and choose a different one > If prompted, verify your account and click continue.
 - **To end someone's access**, select **Remove** and click **Remove** again to confirm.
 - **To resend an invitation**, choose **Resend invitation**.