How do I restrict sharing outside my organisation?

For administrators and leaders · https://cogniti.ai/docs/how-do-i-restrict-sharing-outside-my-organisation/

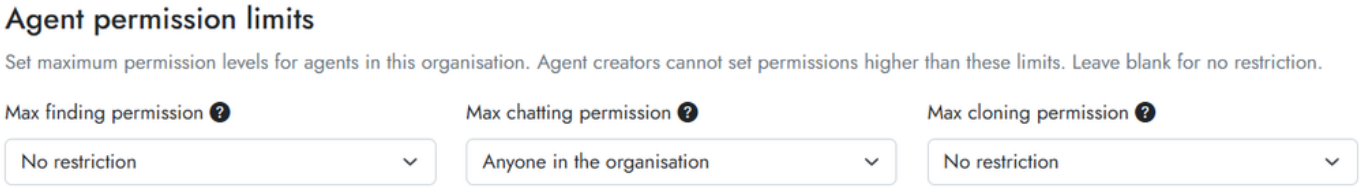
One of the great benefits of Cogniti is educator to educator sharing within and between institutions. Sharing can be tightly controlled by organisational admins and by artefact (e.g. agents, mini apps, etc) creators.

Sometimes there may be a need for an organisational administrator to limit how users from *other* organisations interact with artefacts that have been created by people within their own organisation.

By default, this is allowed – as long as the creator has allowed it.

However, organisational administrators can add an additional restriction for **agents**. This restriction only applies to agents because agent use is the primary consumer of AI tokens, which are charged to the organisation the agent belongs to.

To do so, go to the organisational edit screen, and click on the *Agent features* tab. A series of toggles will appear, for example:



By default, all are set to *No restriction*.

You can elect to apply a stricter restriction by selecting from the dropdown. Ensure you click *Save organisation* afterwards.