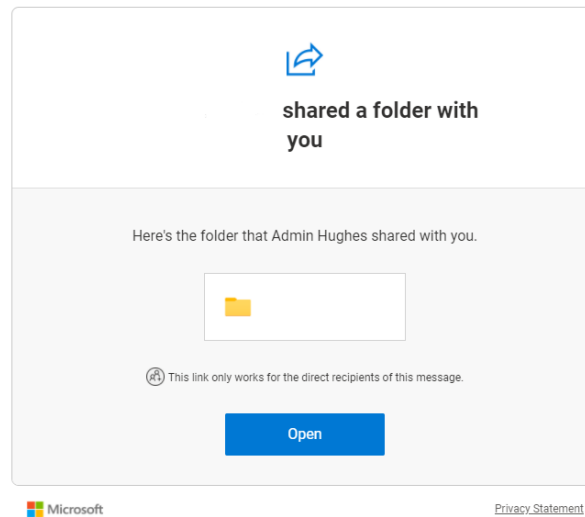# Accessing your centre folder in SharePoint
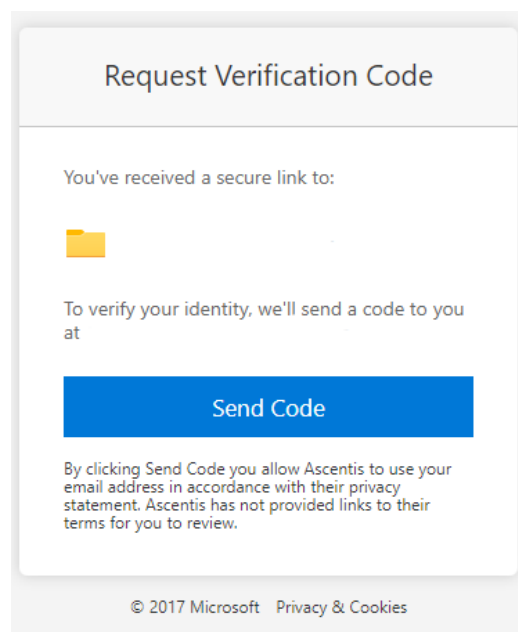
Sign into SharePoint:

You will receive an email with the subject line "*Someone shared the folder "foldername" with you.*" Open the email and click open button (see below).
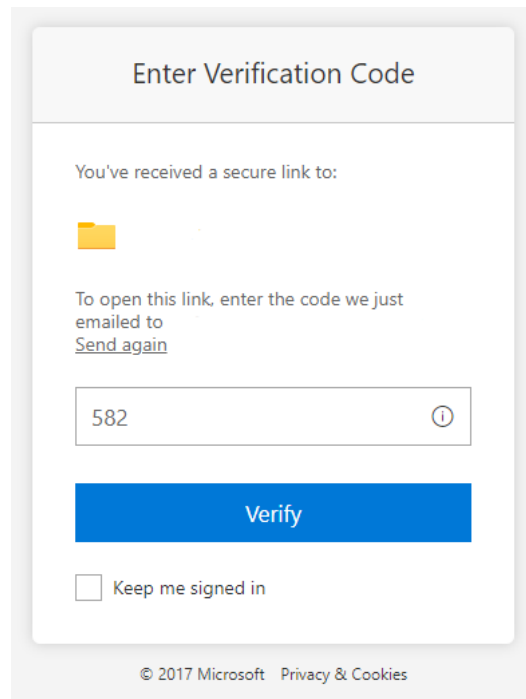
NOTE: You may need to check your spam folder for the email.

When the link opens in the web page it will display a message like below, click Send Code – This will send a verification code to your email address

A code will be sent to you in an email. Copy the code and paste/type it (See below). Then click Verify.
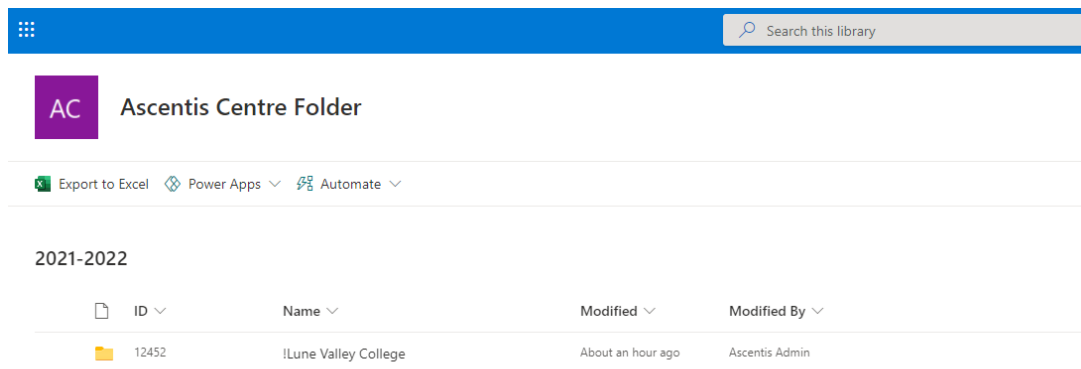
You will then see the Ascentis Centre Folder SharePoint site. Under 2021-2022, you will see the centre folder/s you have been assigned to.

Managing your folder.

Clicking into the centre folder, you should see 3 subfolders listed below:

You can use the toolbar at the top to create and upload files in the folder.

You can also click the **Share** button to share the folder/files with colleagues.
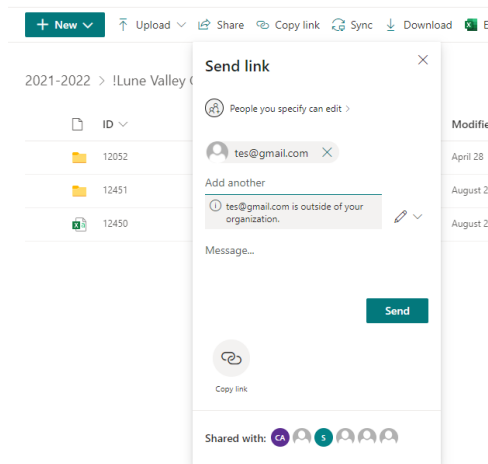
When you press send, the person will receive an email to access the folder/file.

NOTE: the default permission level is Edit. If you want to change this to 'view only' click the drop down next to the pen and select **Can View.**

When sharing files and folders please follow best practices and GDPR laws. Only share the folder with approved colleagues.