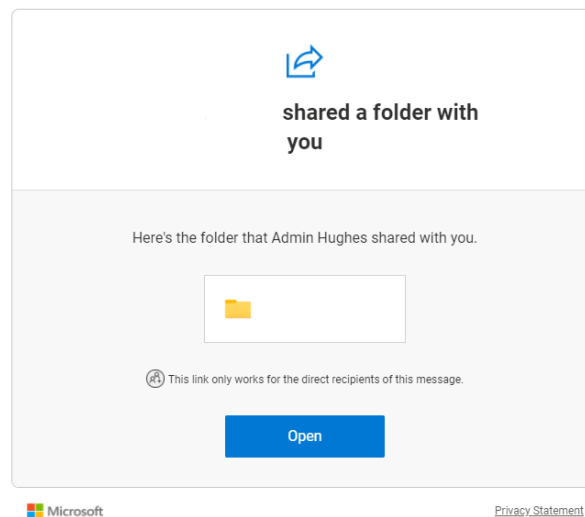


## Accessing your centre folder in SharePoint

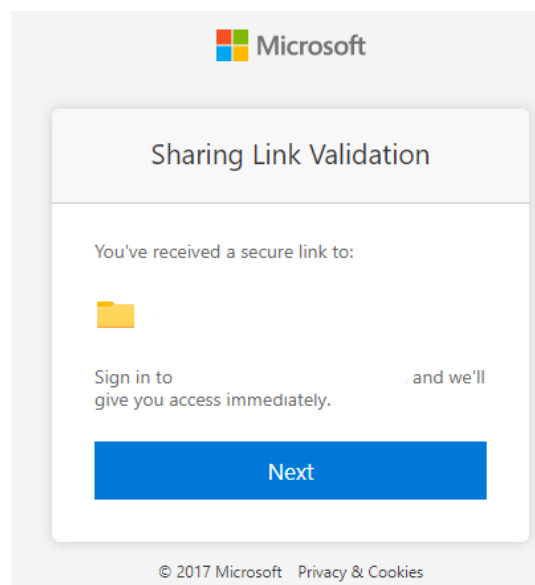
### Sign into SharePoint:

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).

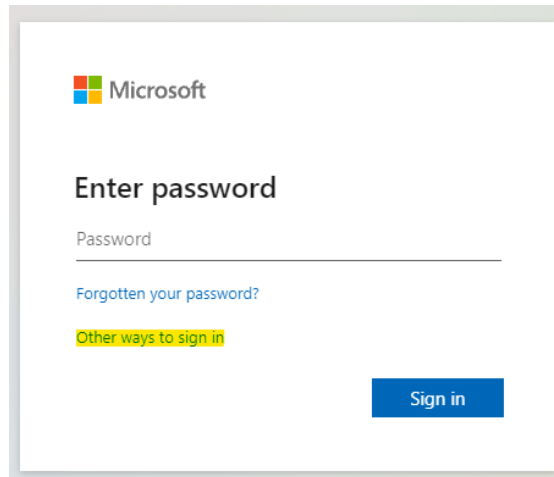
**NOTE:** You may need to check your spam folder for the email.



When the link opens in the web page it will display a message like below, click next



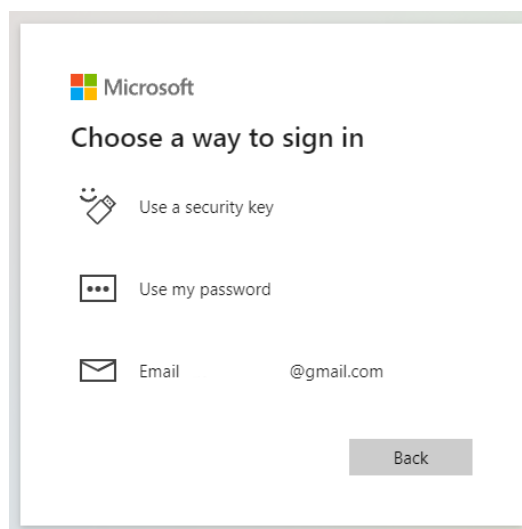
If your email is registered as a Microsoft account you can enter your password. Otherwise click the link: **Other ways to sign in** (See image below)



The screenshot shows the Microsoft sign-in page with the following elements:

- Microsoft logo at the top left.
- Section header: "Enter password".
- A text input field labeled "Password".
- A link: "Forgotten your password?".
- A link: "Other ways to sign in" (highlighted in yellow).
- A blue "Sign in" button at the bottom right.

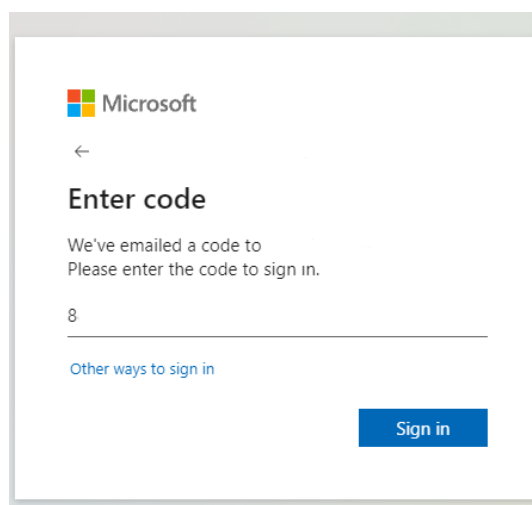
On the next page click the email option



The screenshot shows the Microsoft sign-in page with the following elements:

- Microsoft logo at the top left.
- Section header: "Choose a way to sign in".
- Three sign-in options, each with an icon and text:
  - "Use a security key" (with a security key icon).
  - "Use my password" (with a password icon).
  - "Email" (with an envelope icon) followed by a text input field containing "@gmail.com".
- A grey "Back" button at the bottom right.

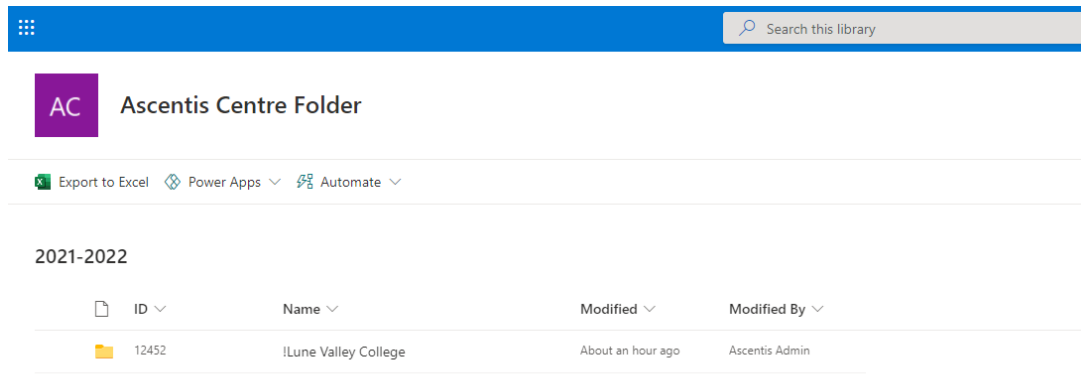
A code will be sent to you in an email. Copy the code and paste/type it (See below). Then click sign in.



The screenshot shows the Microsoft sign-in page with the following elements:

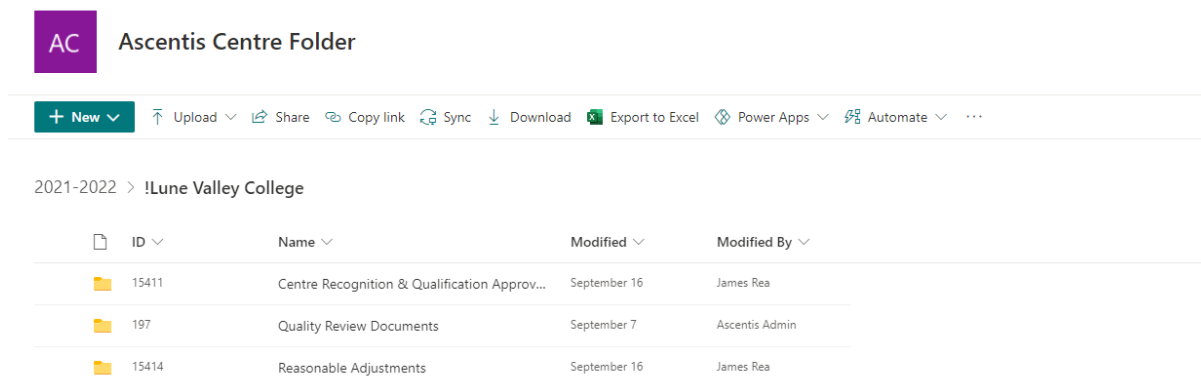
- Microsoft logo at the top left.
- A back arrow icon.
- Section header: "Enter code".
- Text: "We've emailed a code to" followed by "Please enter the code to sign in.".
- A text input field containing the number "8".
- A link: "Other ways to sign in".
- A blue "Sign in" button at the bottom right.

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.

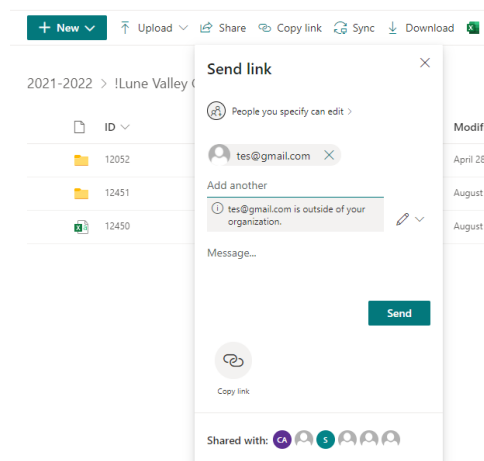
Clicking into the centre folder, you should see 3 subfolders listed below:



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.**