

Provider Document Library

SharePoint 365 User Guide

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1. Gaining Access to your files

To gain access to your provider files, you will need to contact the coalition at (386) 752-9770 and ask to speak with Carla. You will provide Carla with an email address where she can send you the invitation link, THAT EMAIL will be your login name and provide your access to your folders and files.

*Note:

Our files are hosted "in the cloud" with Microsoft, if you already have an account registered with Microsoft in any of their services, you will use that same password, if you forgot your Microsoft account password, please see the 'lost password' section.

2. Retrieving Files

After speaking with Carla, you will receive an email that looks like this:

-reply@sharepointonline.com me, cgarner	
	Cffice 365
Hello,	
Check out what the shared with you.	
Open Test Folder	
This is a mandatory service communication. This message was sent from an unmonitored e-mail address. Please do not reply to this message. <u>Privacy Legal</u> Microsoft Office One Microsoft Way Redmond, WA 98052-6399 USA	Microsoft

"Test Folder" should be your provider name, if it is not, please call Carla and ask for the appropriate folder name. Click your provider name, in this instance, I will click "Test Folder".



If you already have a Microsoft account, choose Microsoft Account, otherwise the link at the bottom will allow you to create a Microsoft Account (be sure to use the SAME email address that you gave Carla).

When creating an account, you will need to check your email once again and confirm your account with Microsoft.

Follow the instructions to create an account, being careful not to 'close' out of the browser window where you are creating your account.

3. Retrieving Files

Once you are logged into SharePoint you will see the Provider Document Library:

Provider Document Library

	🕀 New 🚹 Upload	😂 Sync (🗘	Share More 🗸	
Clear	All Documents Checked C	Out Items	Find a file	Q
	✓ 🗋 Name	Modified	Modified By	
	ee sample file ¥	••• A few seconds	ago	
		Drag files here to up	pload	

To download a file, click on the file names that you want to download (in this case, 'sample file'), click "more" and click "download".



4. Uploading Files

To upload a file, click "Upload"

🕀 New 🏠 Upload	😂 Sync 🕻	Share More 🗸		
All Documents Checked Out Items		Find a file	Q	
✓ 🗋 Name	Modified	Add a document		×
 Image: sample file # 	•••• A few secor	Add a document		
	Drag files here t	Choose a file	Choose File No file chosen Add as a new version to existing files	
		Destination Folder	/Test Folder/ Choose Folder	
		Version Comments		1
			OK Cano	el

Choose the file you wish to upload, and click "OK".

Add a docu	ment					>
EDIT						
Check Cancel	Paste Cut	Delete Item				
Commit	Clipboard	Actions				
i are correct until you cl	and that all requir neck in.	red fields a	are filled out. The f	ile will not be	e accessible to	other users
Content Type	Documer Create a ne	nt w documer	▼nnt.			
Name *	uploaded	l file		.pdf		
Title						
Version: 1.0 Created at 3/8/20 Last modified at	017 9:22 AM by 🗆 1 3/8/2017 9:22 AM b	by 🗆		r	Check In	Cancel

Click "check in" at the bottom right corner, and you are done!

5. Lost / Forgot Password

You must use the email link that was sent to your email to access the folder, if for some reason you have forgotten that password or cannot login, you will need to RESET your password using the Microsoft 'Forgot my Password' link below the password prompt. This will send your email a password reset link, of which you can create a new password and regain access to your files.

1 🗠 🕼	ö G Þ			
Enter pa	assword			
Enter the password for				
Password				
Keep me signed in				
Back	Sign in			
Forgot my	password			
1 🗥 🕼	Ø 6 b			
Why can't y	ou sign in?			
I forgot my password know my password, but can't sign in				
 I think someone else is account 	using my Microsoft			
Cancel	Next			