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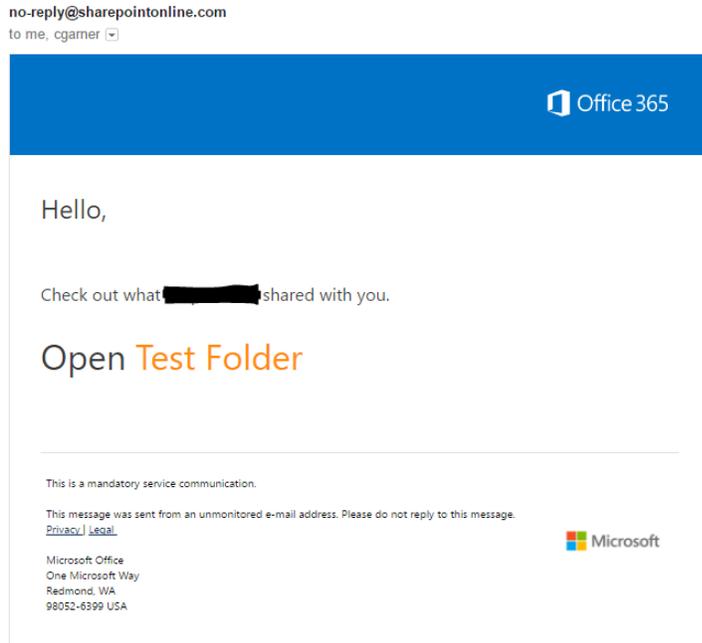
"Test Folder" should be your provider name, if it is not, please call Carla and ask for the appropriate folder name.   Click your provider name, in this instance, I will click "Test Folder".

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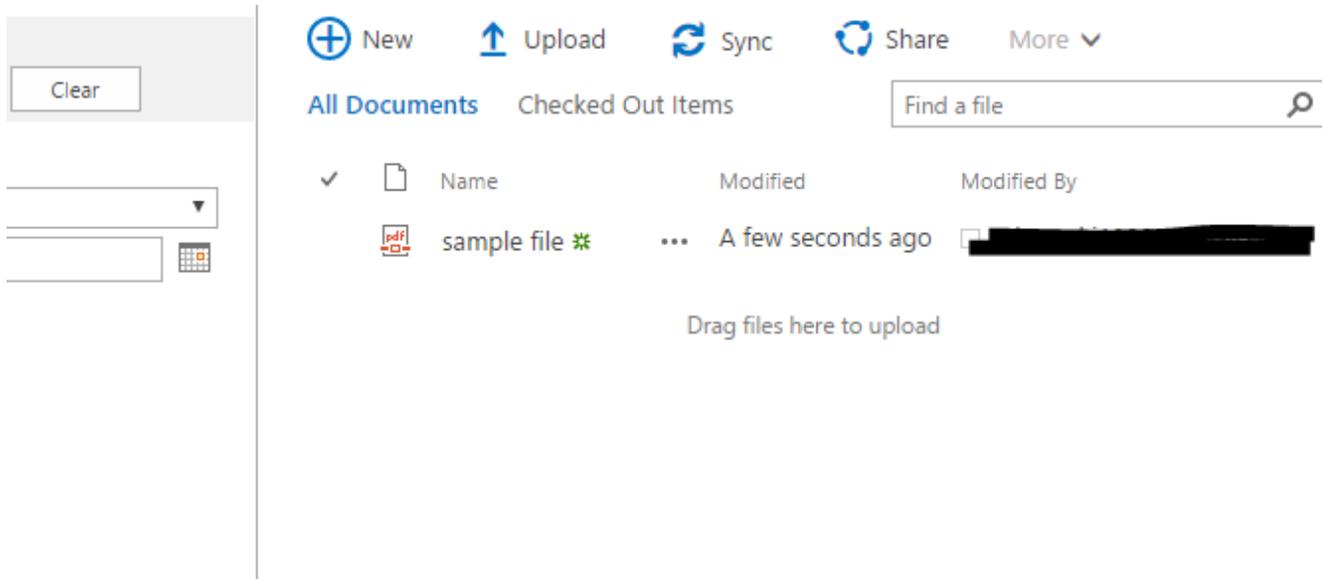
To download a file, click on the file names that you want to download (in this case, 'sample file'), click "more" and click "download".
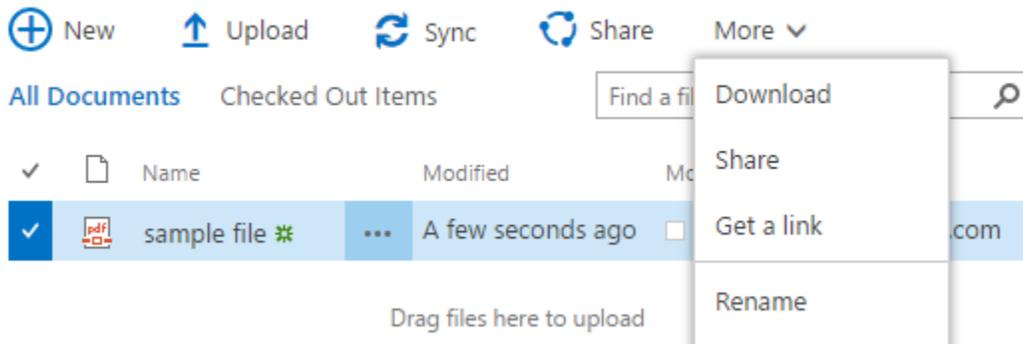
4. Uploading Files

To upload a file, click "Upload"
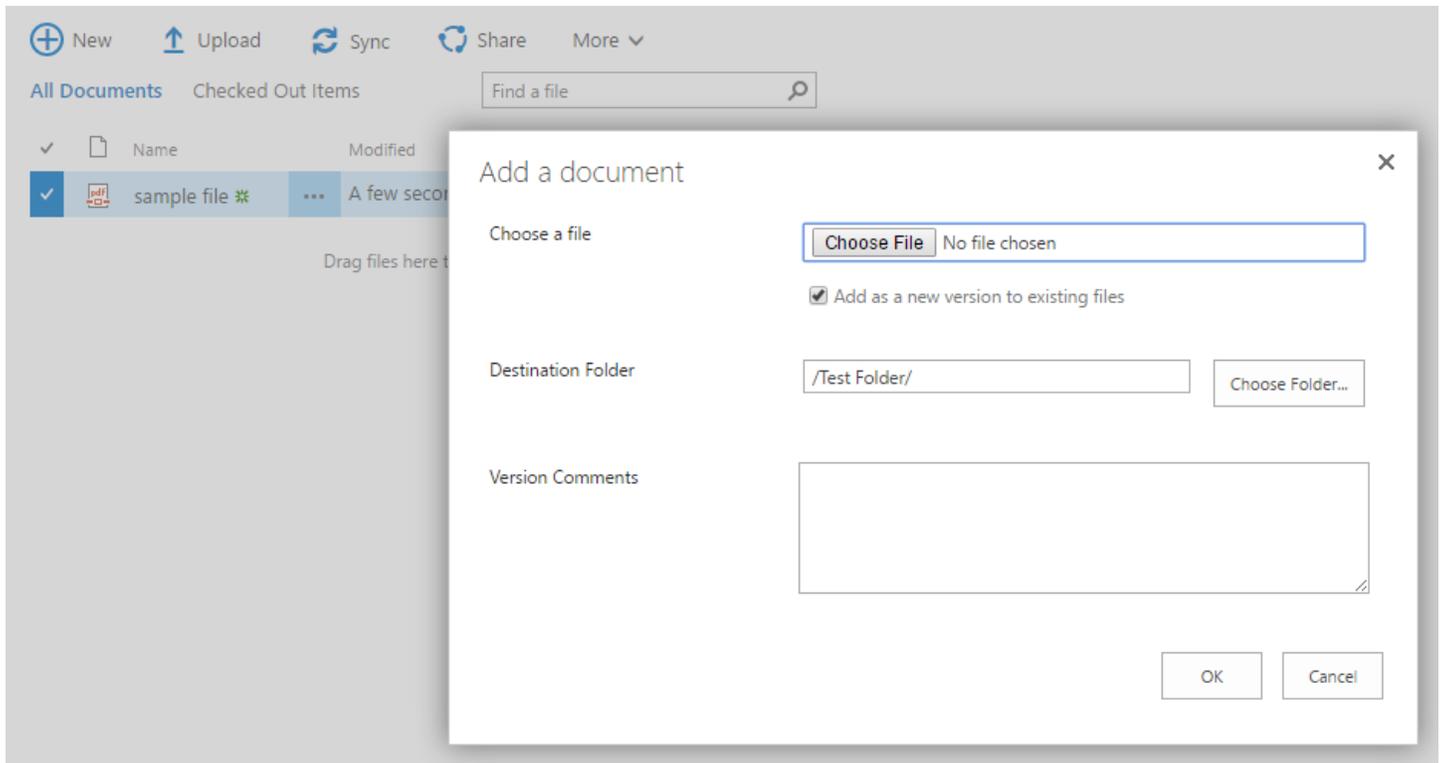
Choose the file you wish to upload, and click "OK".
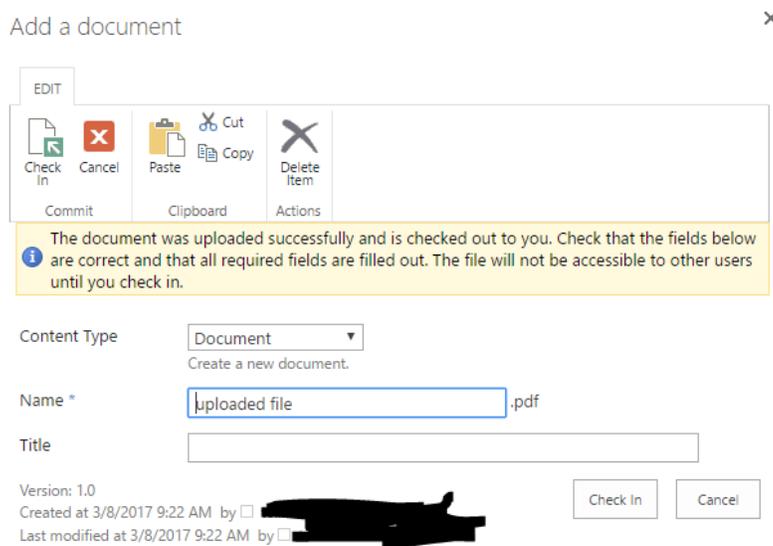
Click "check in" at the bottom right corner, and you are done!

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.