



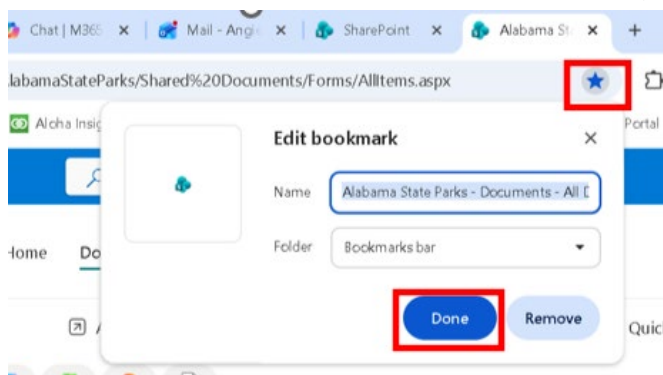
How to access SharePoint

There are a few ways to access a SharePoint site.

1. An email was sent with a link to the site
2. Log into **Office365** using the shortcut on the Chrome browser  O365
 - To see what sites you have access to, click on the **App Launcher** located in the upper left corner
 - Select **SharePoint** 
 - If the site is on the main page, just click on it, if it is not, you can search for a site at the top of the page

Create Shortcut access to a SharePoint site

1. Add as a favorite to the Bookmark bar in the Browser
 - Click on the **Star** in the address bar of Chrome, then click on **Done**



2. Add a shortcut to OneDrive

- Once you have opened a SharePoint site you can sync the location to make it available via OneDrive in file explorer
- Select **See All** located on the upper right side of the page



- Select **Add shortcut to OneDrive**



- Give a few minutes for the shortcut to appear, then open **File Explorer**
 - Expand the **carrot** next to your **OneDrive** (the cloud with your name)
 - Then click on the **SharePoint** site

