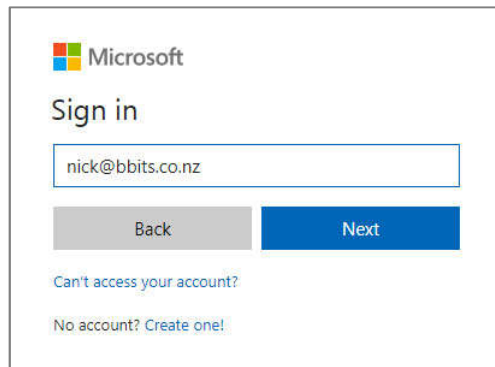


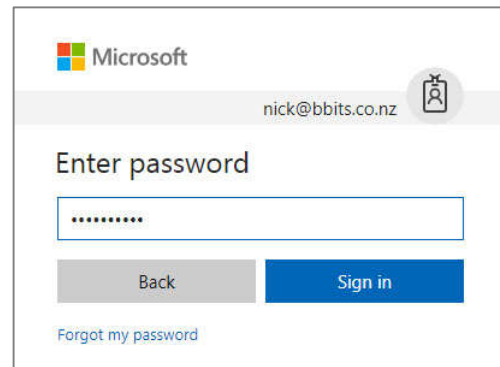
SharePoint – Access Instructions

1. Access SharePoint

- Type the address of your SharePoint site into the address bar of an internet browser e.g., **mycompany.sharepoint.com**.
- If you are asked to login, enter your office 365 email into the **Sign in** box and click **Next**, then enter your password and click **Sign in**.



Microsoft
Sign in
nick@bbits.co.nz
Back Next
Can't access your account?
No account? [Create one!](#)



Microsoft
nick@bbits.co.nz
Enter password
.....
Back Sign in
Forgot my password

2. Navigating SharePoint

Once you have accessed SharePoint, you will be taken to the **Home** page. From here there are 2 options for accessing the main document libraries:

- **Side Menu**, on the left-hand side of the screen is the main navigation menu. From here you can move between the main document libraries and or return to the SharePoint **Home** screen.
- **Document Libraries Icons**, located on the main home page, are the document library icons that will take you to the same document libraries as the above menu.

3. Logout of SharePoint

- Located at the top-right of the screen, is a icon with the initial of the user logged in. Click on this icon to bring up the **Profile** menu.
- From here you have the option to edit your **Profile**, **Account**, or **Sign out**. Sign out to exit logout of SharePoint.
- Once SharePoint has signed you out you can close the browser.