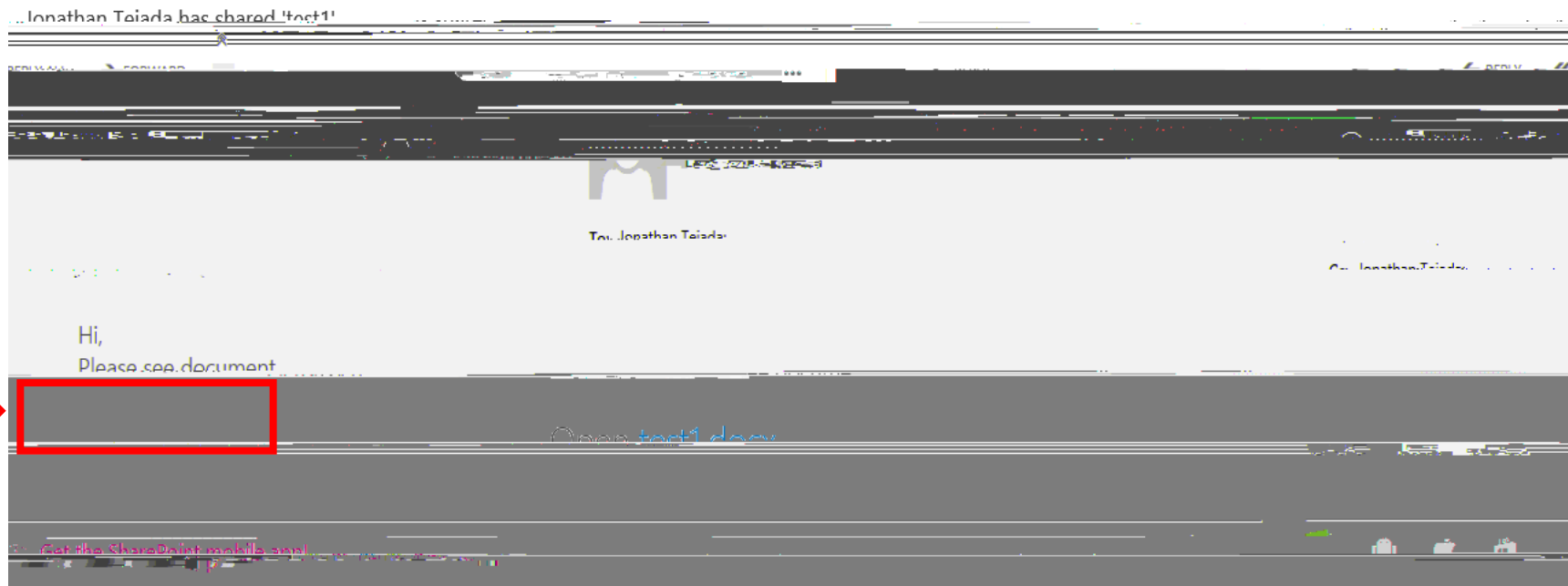


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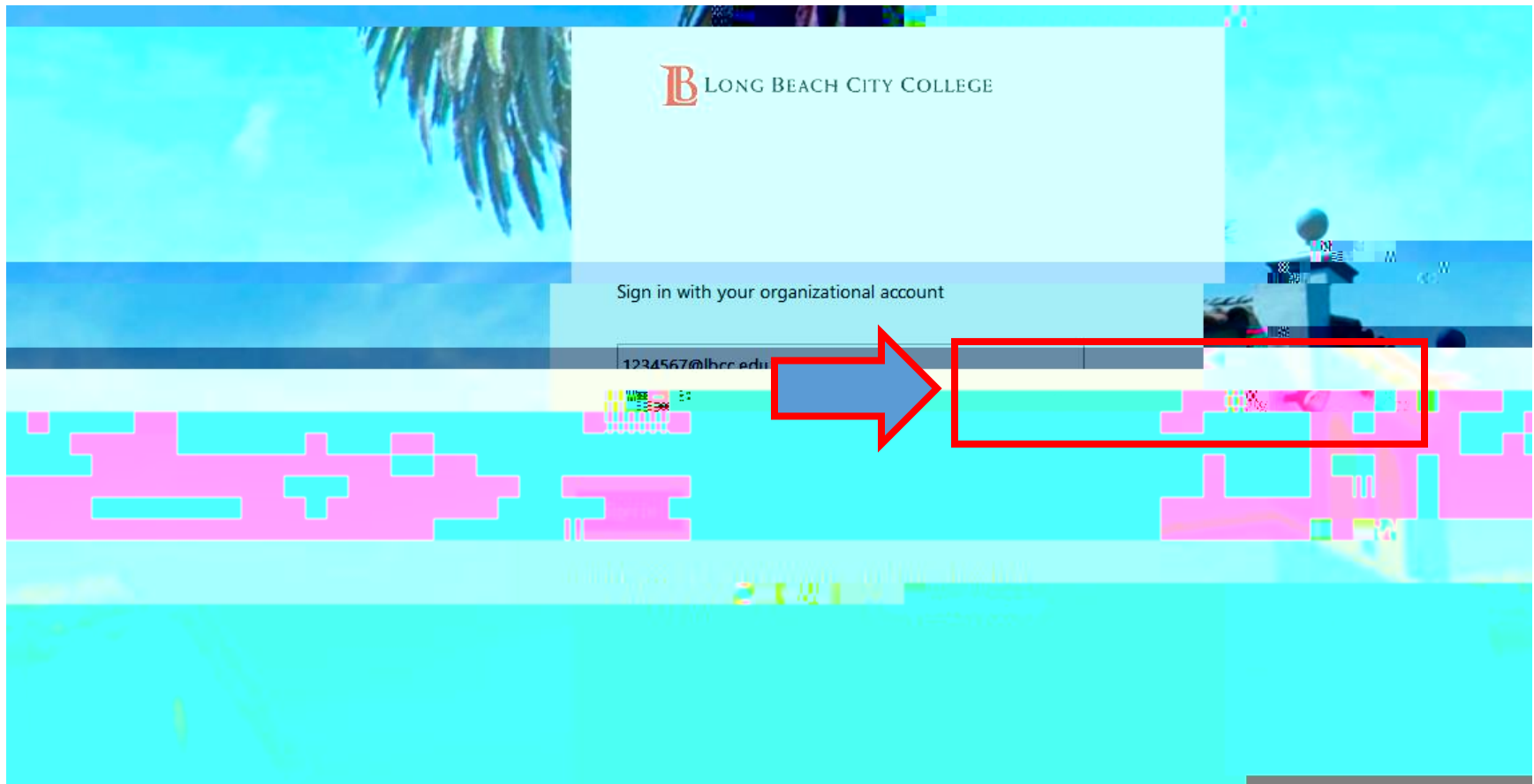
There are multiple ways to access documents shared with you in OneDrive or Office 365.



You may receive a link via email.

In this instance, you would click on the "Open filename.docx" link.

Depending on the security associated with the document, you may need to sign into Office 365 before viewing or editing the document.



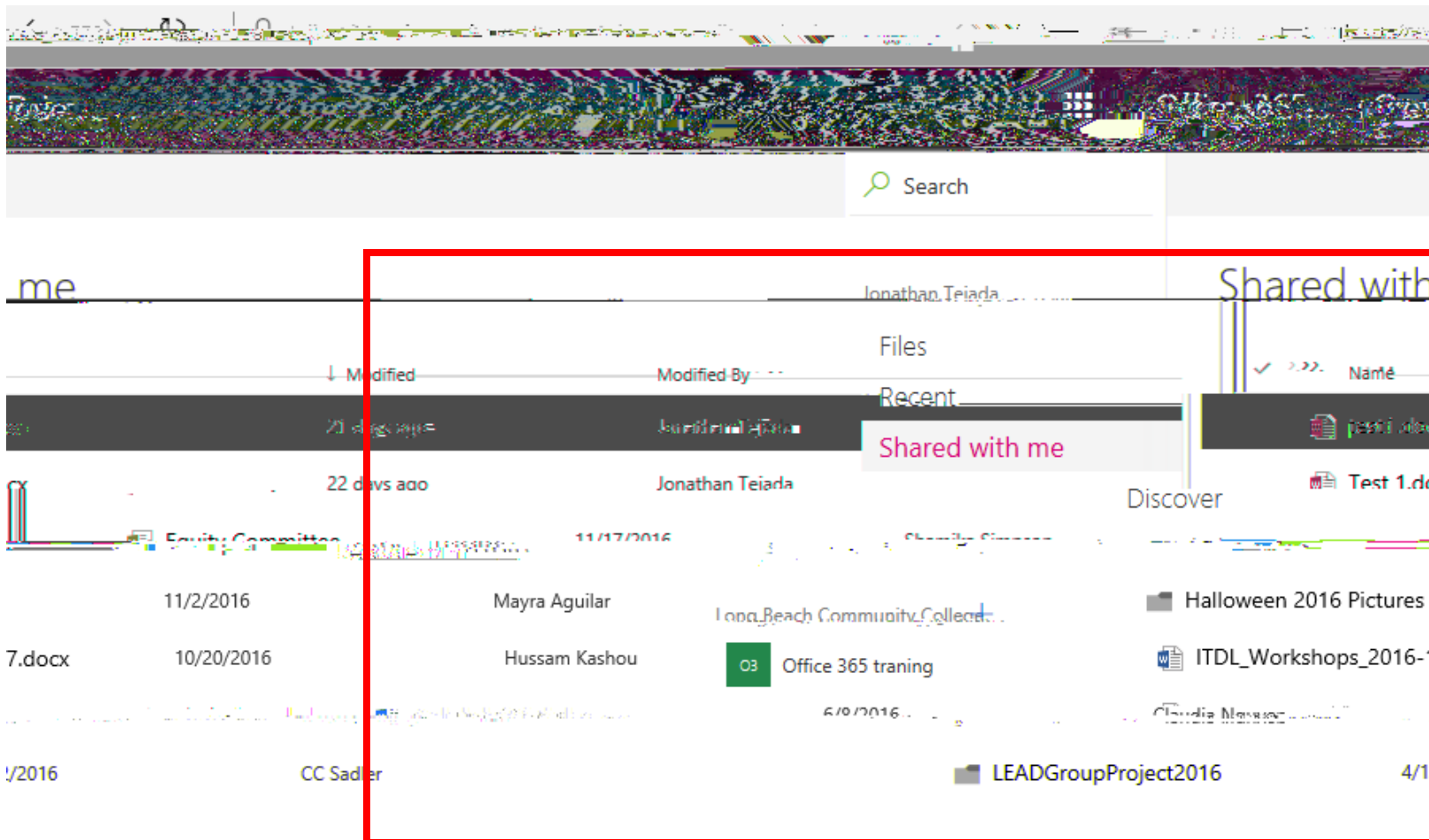
Another method of accessing a shared document is via the OneDrive folder within Office 365.



From the Office 365 home screen when logged in, Click on the OneDrive icon



Click on the "Shared with me" tab on the left side of the screen



What should populate is a list of documents that have been shared with you and that you should have access to.

