The following document is intended to be shared with those individuals who you have or for whom you will be setting up Axiom distributed folders. It is a quick tutorial on how to access the Sharepoint site.

**<u>Step 1</u>**: The best way to initially access Sharepoint is through either of the following urls:

http://go.middlebury.edu/onedrive

https://middleburycollege-my.sharepoint.com

These will take you to a page that looks like the following:

	OneDrive		✓ Search			
Wes	t, Christopher	+ New $\checkmark$ $\overline{\uparrow}$ Upload $\checkmark$ $\bigcirc$ Sync $\mathscr{B}$ A	Automate $\sim$			
Ð	My files					
3	Recent	My files				
RR	Shared	My mes				
5	Recycle bin	$\square$ Name $\vee$	Modified $\vee$	Modified By $\smallsetminus$	File size $\vee$	Sharing
Shar	red libraries	Argos-iData-new ERP	February 19, 2018	West, Christopher	45 items	Private
AR	Axiom Reporting	Attachments	January 5, 2017	West, Christopher	0 items	Private
ŧ	PowerBI Project	Banner & Hyperion	February 19, 2018	West, Christopher	75 items	Private
MD	Enterprise Architecture S	builler & Hyperion				
•	Argos	Desktop Items	February 20, 2018	West, Christopher	21 items	Private
	Create shared library	Documents	May 31, 2018	West, Christopher	0 items	Private
Shar	ed libraries Axiom Reporting PowerBI Project Enterprise Architecture S Argos Create shared library	Argos-iData-new ERP     Attachments     Banner & Hyperion     Desktop Items     Documents	February 19, 2018 January 5, 2017 February 19, 2018 February 20, 2018 May 31, 2018	West, Christopher West, Christopher West, Christopher West, Christopher West, Christopher	45 items 0 items 75 items 21 items 0 items	Private Private Private Private Private

**<u>Step 2</u>**: Once there, in the menu on the left-hand side, click on the "Shared" section:



**Step 3**: You will then be able to see the folders for relevant Departments that have been shared with you. The naming convention will be "d" plus Department number, then Department name after a dash. (For example, "d2212 – Russian School".) Click on a folder that has been shared with you to open it, and within that folder you will find excel versions of reports that have been distributed to that folder, as follows:



**<u>Step 4</u>**: *This step is optional but recommended.* For quick access to your reporting folders in the future, you can add a shortcut. The menu item to do so will either look like this:

AR	Axiom Reporting			
+ New $\scriptstyle{\smallsetminus}$	Ť Upload ∨ 🖄 Share 🔏 Copy link	c ಢ Sync 🛓 Dov	vnload 🗧 🗟 Add shortcut t	o My files 🛛 🔊 Export to Excel
Axiom Rep	orting > Documents > General > Ax	kiomReporting > B	_Language Schools >(	d2212 - Russian School
D	Name >	Modified $\vee$	Modified By $\smallsetminus$	
	Unrestricted Detail Report for Dept 2212	May 25	srv_axiom_sp	
	Unrestricted Detail Report for Dept 2212	5 days ago	srv_axiom_sp	

## Or like this:

SharePoint		Search this library		
AR AX	tiom Reporting			
		Q		
+ New ~	↑ Upload ∨ 🗠 Share 🐵 Copy link	tê Sync ⊻ Dov	vnload Sol Add shortcut to OneDrive	
+ New ~	General > AxiomReporting > B_	Language Schoo	viload Sol Add shortcut to OneDrive	
+ New V Documents	Y Upload      Y Er Share S Copy link     S General > AxiomReporting > B_     Name	Language Schoo Modified ∽	Nodified By ~	
+ New V Documents	Vopload      Vopload      P Share S Copy link     S General      AxiomReporting      B_     Name      Unrestricted Detail Report for Dept 2212_Y	Language Schoo Modified ∽ 6 days ago	whoad sol Add shortcut to OneDrive	

<u>Step 4.1</u>: *This step is optional but recommended.* The selected folder will then appear under "My Files" upon next accessing Sharepoint:

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🗅 My files					
🕲 Recent	My files				
۶ <sup>۹</sup> Shared	iny mes				
Recycle bin	$\square$ Name $\vee$	Modified $\vee$	Modified By $\vee$	File size $\vee$	Sharing
Shared libraries	Argos-iData-new ERP	February 19, 2018	West, Christopher	45 items	Private
AXIOM Reporting	Attachments	January 5, 2017	West, Christopher	0 items	Private
<ul> <li>PowerBI Project</li> <li>Enterprise Architecture S</li> </ul>	Banner & Hyperion	February 19, 2018	West, Christopher	75 items	Private
Argos	Desktop Items	February 20, 2018	West, Christopher	21 items	Private
Create shared library	Documents	May 31, 2018	West, Christopher	0 items	Private
	Einance	June 10, 2016	West, Christopher	10 items	Private
	FY19 Budget	January 25, 2018	West, Christopher	10 items	Private

<u>Step 5</u>: *This step is also optional*. Another way to save for easy future access is to "Bookmark" the desired page or add it to "Favorites". The following example is using Microsoft Edge:

First click on "Add Favorite" on the browser bar:



Then fill in the desired name (any name that helps you remember what the link is) and click "done":

III 🐺 OneDrive		(P) Search	Edit favorite	×
West, Christopher			Name d2212 - Ru	sian School - OneDrive Setting
D Nyfes	AR Axiom Reporting		Folder Favorites b	
S Recent				OneDriv
A Stand	+ New ~ 1 Upload ~ 12 Share . Copylink . Q 5	ync 🗼 Devenioad 🔛 Add shortsut to My files 🚨 Export to Even	8 Power Apps - PL More	Done Remove Restorey
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**<u>Step 5.1</u>**: The next time you click on "Favorites", the saved link will be displayed there:

