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.

**Step 1:** 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:

![Sharepoint Home Page](image1.png)

**Step 2:** Once there, in the menu on the left-hand side, click on the “Shared” section:

![Shared Library](image2.png)
**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:
**Step 4:** *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:

![Add shortcut to My files](image1.png)

Or like this:

![Add shortcut to OneDrive](image2.png)
**Step 4.1:** *This step is optional but recommended.* The selected folder will then appear under “My Files” upon next accessing Sharepoint:
**Step 5:** *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”:

**Step 5.1:** The next time you click on “Favorites”, the saved link will be displayed there: