

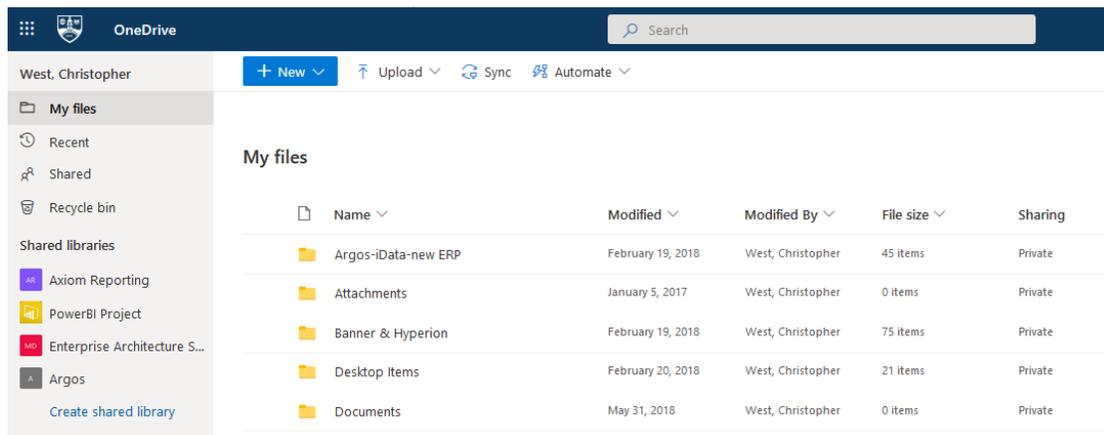
The following document is intended to be shared with those individuals who you have or for whom you will be setting up Axiom distributed folders. It is a quick tutorial on how to access the Sharepoint site.

Step 1: The best way to initially access Sharepoint is through either of the following urls:

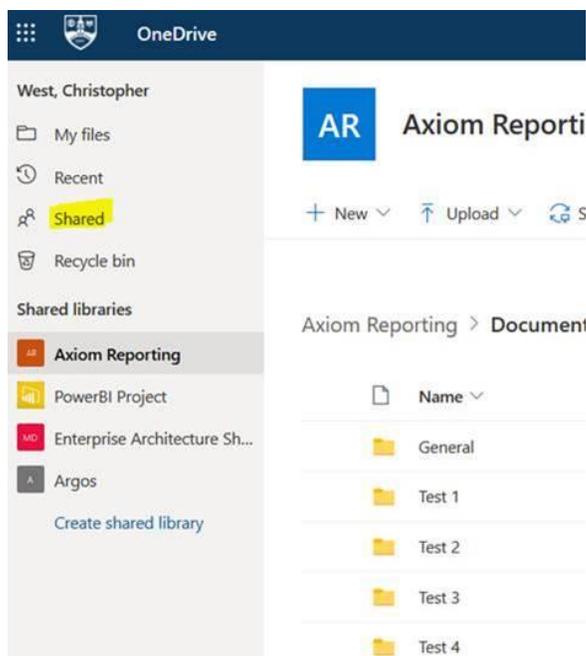
<http://go.middlebury.edu/onedrive>

<https://middleburycollege-my.sharepoint.com>

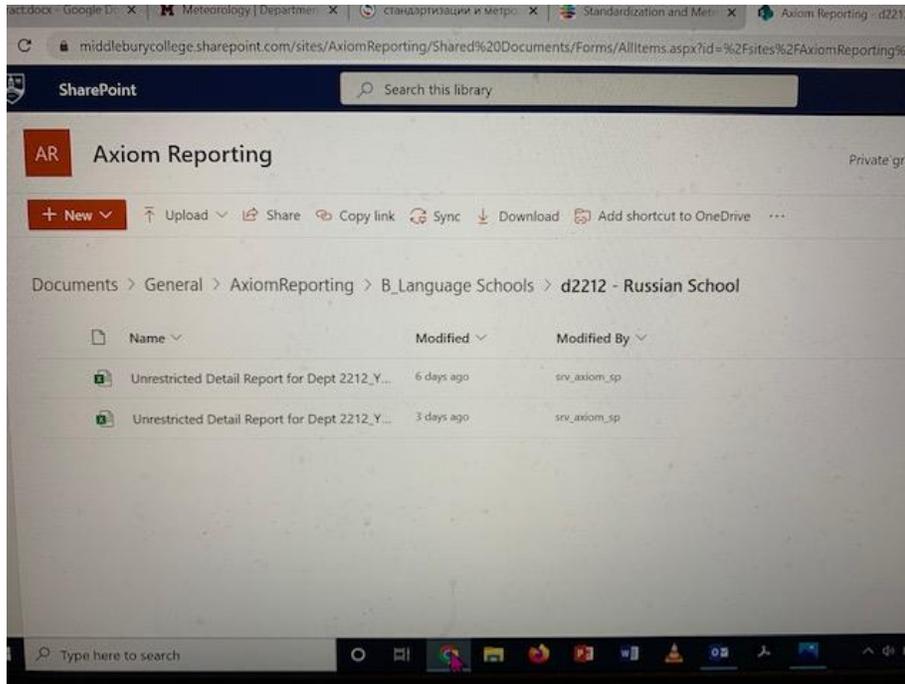
These will take you to a page that looks like the following:



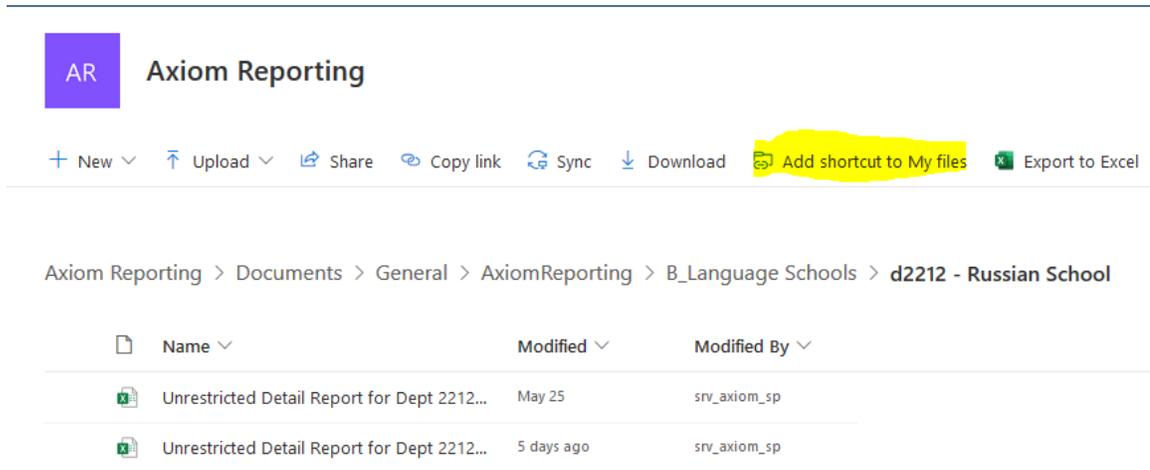
Step 2: Once there, in the menu on the left-hand side, click on the “Shared” section:



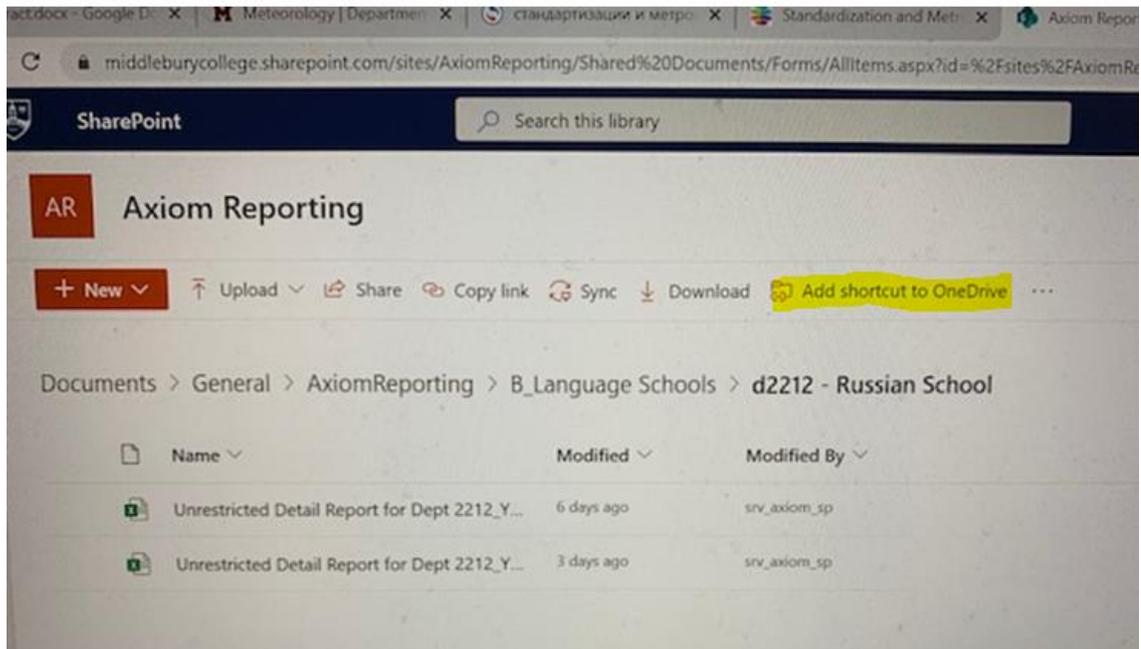
Step 3: You will then be able to see the folders for relevant Departments that have been shared with you. The naming convention will be “d” plus Department number, then Department name after a dash. (For example, “d2212 – Russian School”.) Click on a folder that has been shared with you to open it, and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



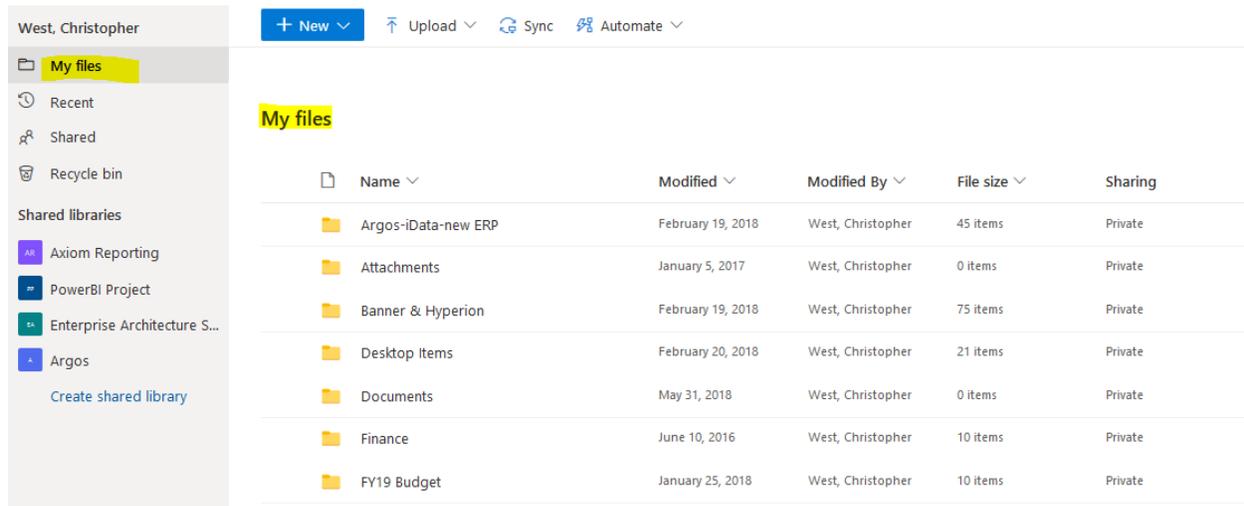
Step 4: *This step is optional but recommended.* For quick access to your reporting folders in the future, you can add a shortcut. The menu item to do so will either look like this:



Or like this:



Step 4.1: *This step is optional but recommended.* The selected folder will then appear under “My Files” upon next accessing Sharepoint:

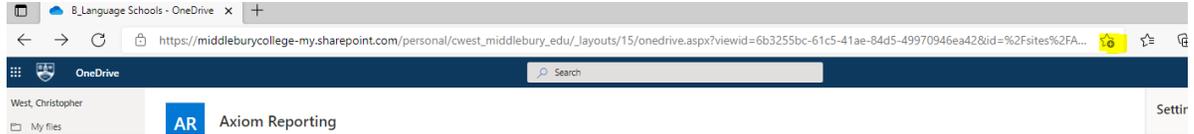


The screenshot shows the SharePoint interface for a user named West, Christopher. The left-hand navigation pane includes 'My files' (highlighted), 'Recent', 'Shared', 'Recycle bin', and 'Shared libraries'. Under 'Shared libraries', there are links for 'Axiom Reporting', 'PowerBI Project', 'Enterprise Architecture S...', and 'Argos', along with a 'Create shared library' option. The main content area is titled 'My files' and contains a table with the following data:

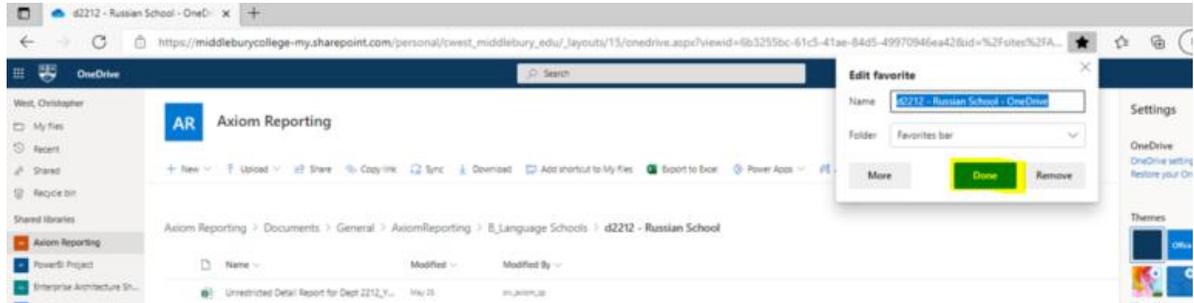
Name	Modified	Modified By	File size	Sharing
Argos-iData-new ERP	February 19, 2018	West, Christopher	45 items	Private
Attachments	January 5, 2017	West, Christopher	0 items	Private
Banner & Hyperion	February 19, 2018	West, Christopher	75 items	Private
Desktop Items	February 20, 2018	West, Christopher	21 items	Private
Documents	May 31, 2018	West, Christopher	0 items	Private
Finance	June 10, 2016	West, Christopher	10 items	Private
FY19 Budget	January 25, 2018	West, Christopher	10 items	Private

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:

