

Moses Brown School – Sharepoint Login Instructions

Sharepoint Intranet Portal How To:

Recommended: Use Internet Explorer on Windows Computers –or- Safari on Apple MACs.

To Log Into the SharePoint Site

- 1) Login box for Win XP/MAC OSX
 - a) Username: accountname@mosesbrown.org
 - b) Password: Enter your password
 - c) Click OK

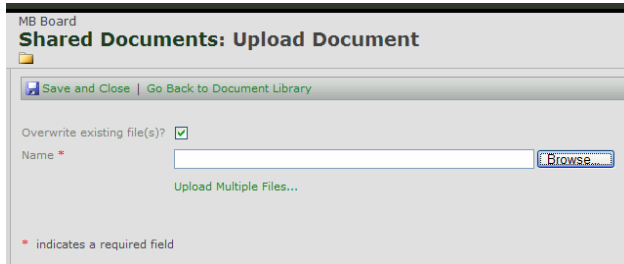


- 2) Login box for Win 2000/MAC OS 9
 - a) Username: enter *accountname*
 - b) Enter: Enter your password
 - c) Domain: Enter *mosesbrown.org*
 - d) Click OK



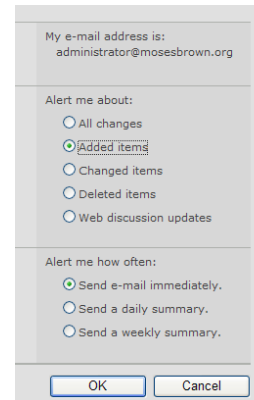
To Add to the Document Library of a SharePoint Site

- 1) Click on the Document Library Name
 - a) i.e. "Shared Documents"
- 2) Click "Upload document"
- 3) Click Browse
- 4) In the "Choose File" dialog box, find the document, and click Open
- 5) Click Save and Close
 - a) The file will now be listed under the Document Library section



Subscribe to be notified of changes to SharePoint Web site content

- 1) Click on the list, document library, discussion board, or survey
- 2) Click "Alert Me" under Actions on the left menu bar.
- 3) In "Send Alerts To", confirm your email address.
- 4) In "Change Type", click the conditions under which you want to be notified of changes.
- 5) In "Alert Frequency", click how often you want to be notified of changes. (recommended "Daily")



Read a document

- 1) On the page that displays the library, click the name of the file.
- 2) Click to OK to security warning.

