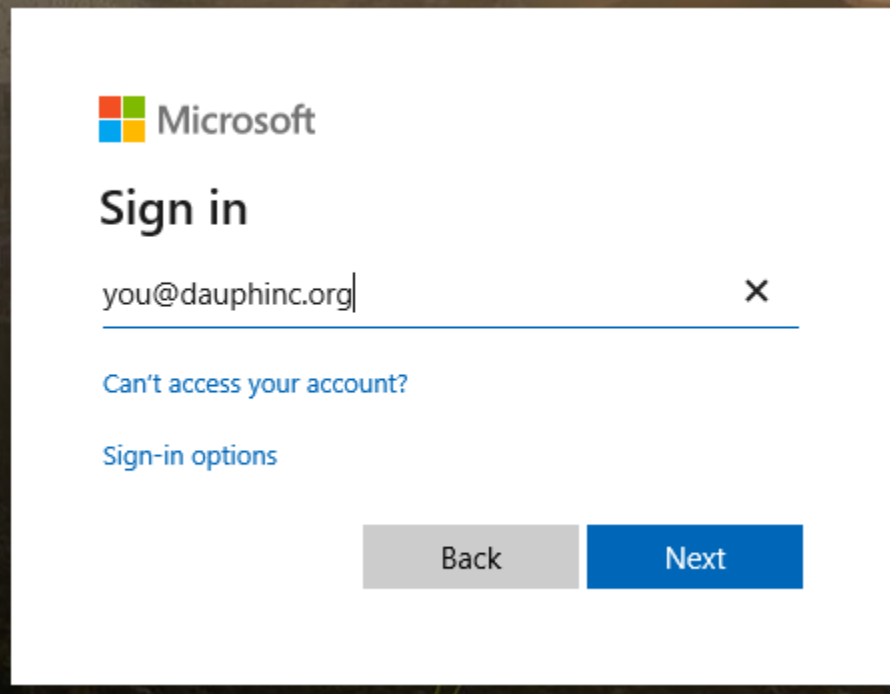


Accessing SharePoint Online

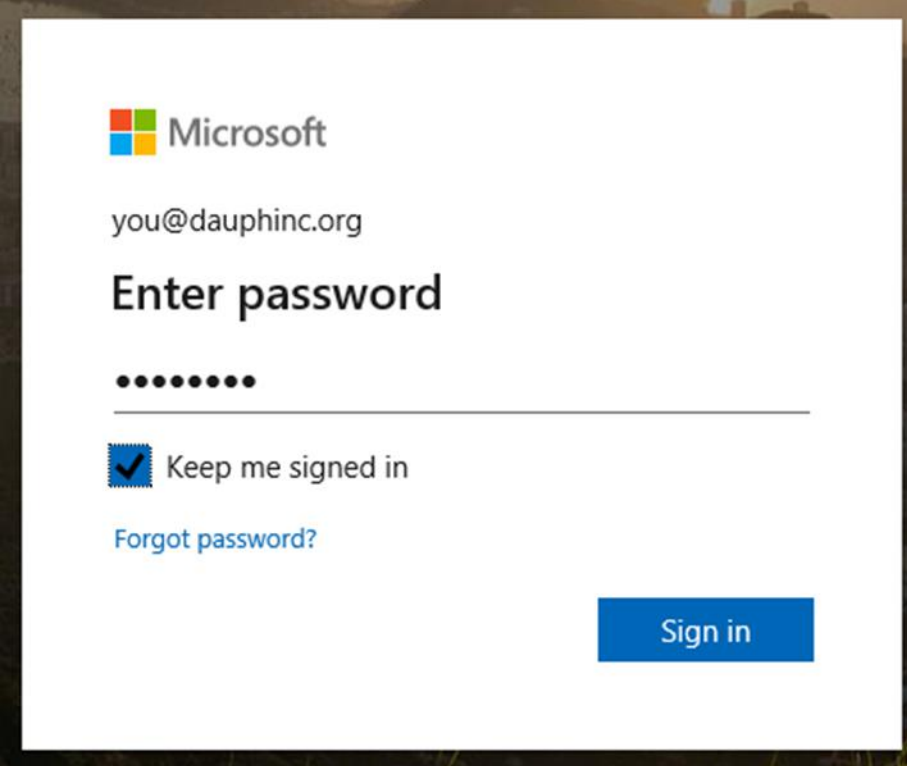
Go to dauphincounty.sharepoint.com

On the Sign In screen, enter your Dauphin County email address. Click Next.



The image shows the Microsoft Sign in screen. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "you@dauphinc.org" with a cursor at the end and a small "X" icon to the right. Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

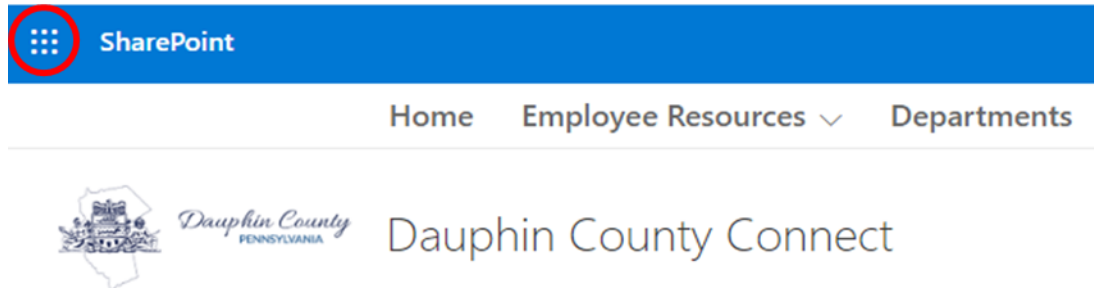
Enter your password and check "Keep me signed in".



The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the email address "you@dauphinc.org" is displayed. The main heading is "Enter password". Below this is a password input field represented by a series of dots. Underneath the password field is a checkbox with a checkmark and the text "Keep me signed in". Below that is a link "Forgot password?". At the bottom right, there is a blue "Sign in" button.

Accessing Office Apps from SharePoint

In the top left corner of the intranet, there is a square made of white dots. This is the application launcher.



Clicking on this will open a list of all your Office 365 applications, including Outlook. It will also show you a list of recent documents that you have saved to your OneDrive. Click on the application you want to use to launch it.

