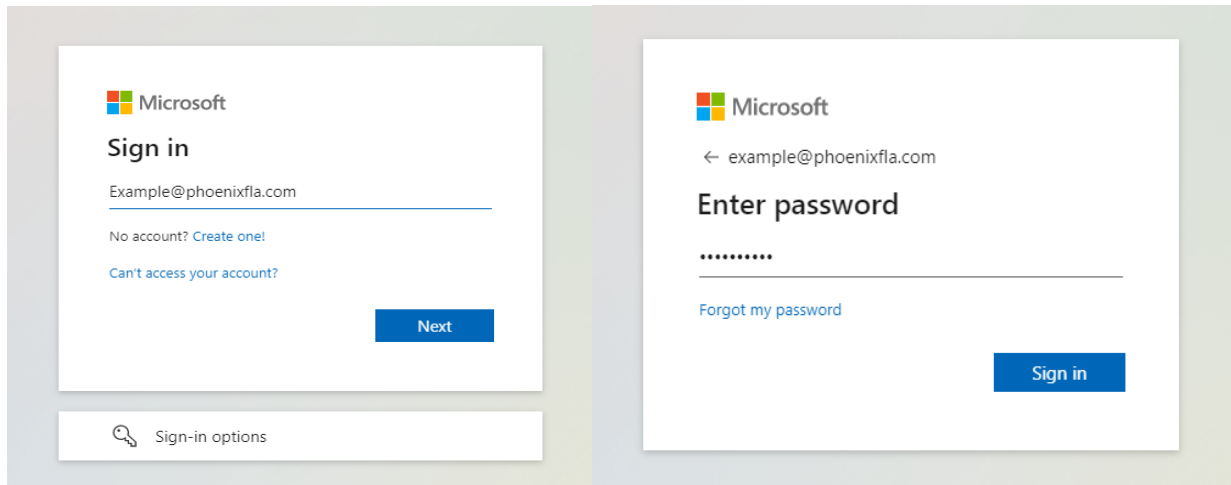


Phoenix Shared Drive Instructions

Step 1: Locate your email address and password provided by Phoenix IT.

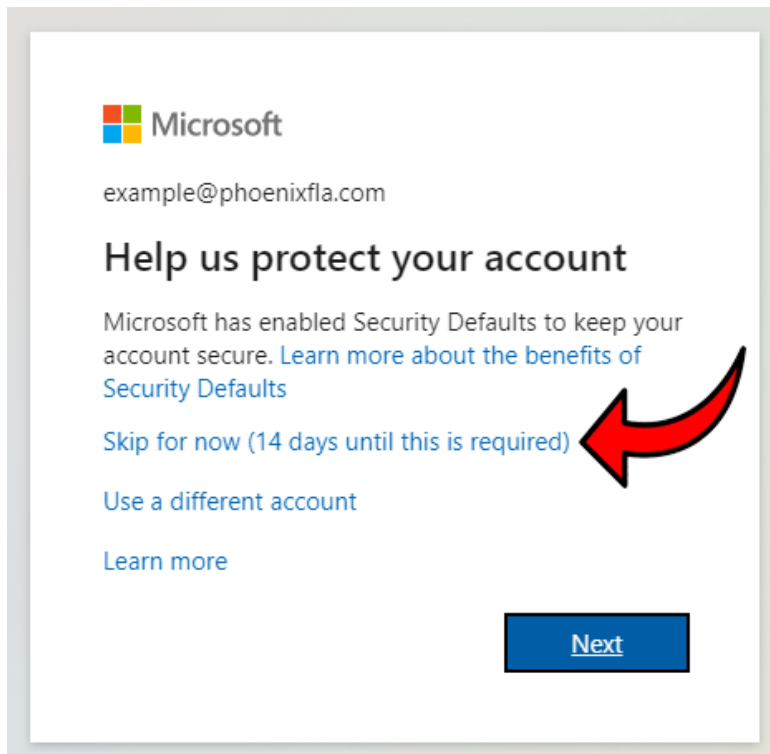
Step 2: Open a web browser and navigate to <https://portal.office.com/>

Step 3: Sign in with your provided email address and password.



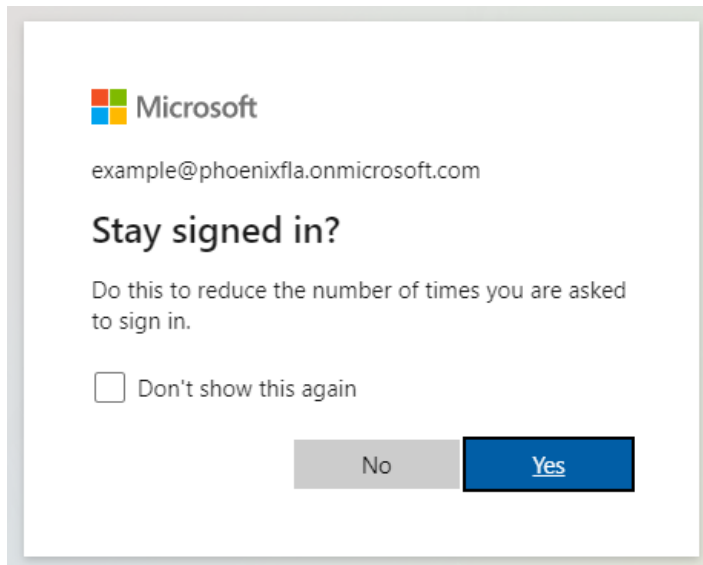
The image shows two screenshots of the Microsoft sign-in process. The first screenshot is the 'Sign in' page, featuring the Microsoft logo, the text 'Sign in', and a text input field containing 'Example@phoenixfla.com'. Below the field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is at the bottom right. The second screenshot is the 'Enter password' page, showing the Microsoft logo, the email address 'example@phoenixfla.com', and the text 'Enter password'. It has a password input field with masked characters and a 'Forgot my password' link. A blue 'Sign in' button is at the bottom right.

Step 4: Select Skip for now. (Please Note: You will need to see IT within 14days to add our Security Verification App to your phone.)

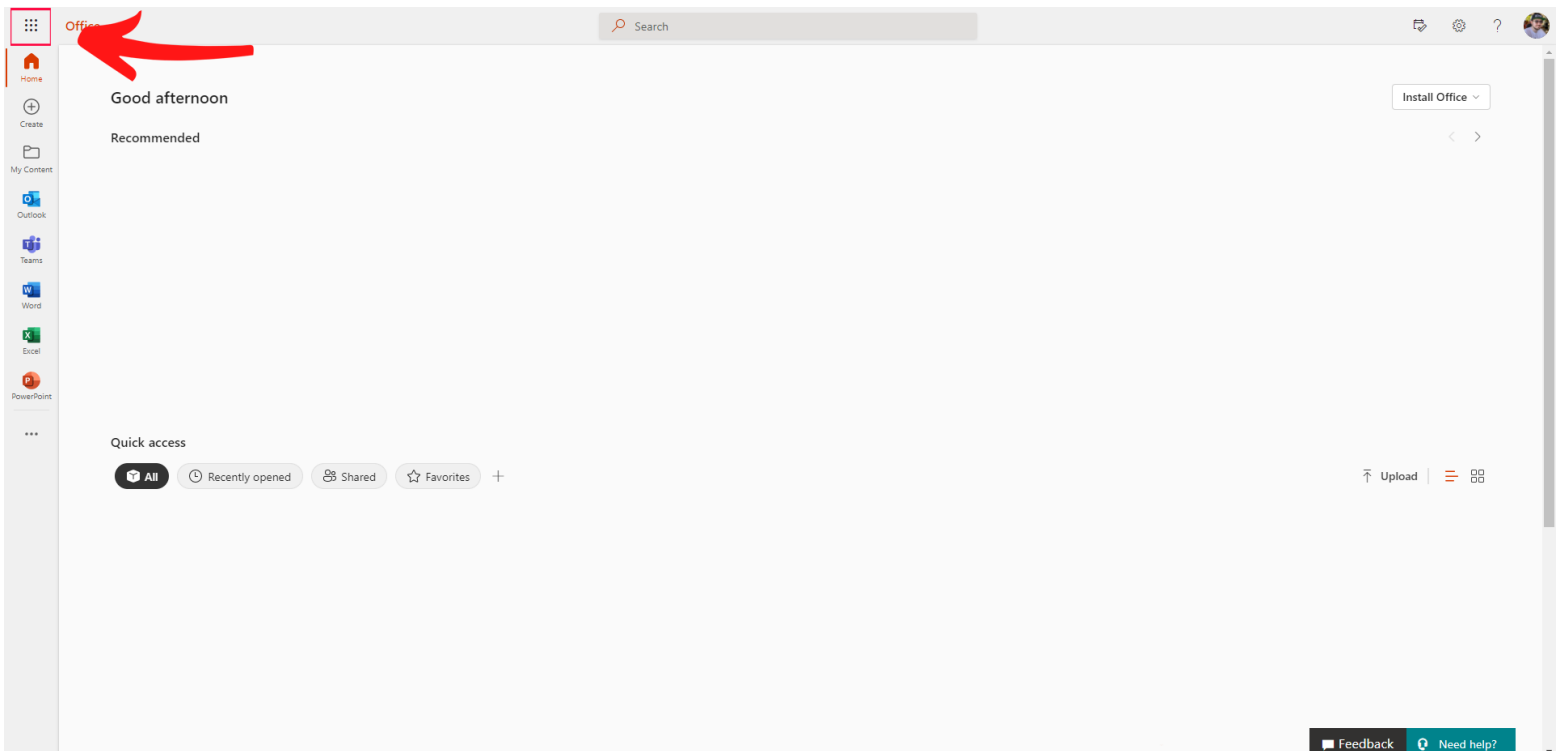


The image shows a screenshot of the Microsoft Security Defaults screen. It features the Microsoft logo, the email address 'example@phoenixfla.com', and the heading 'Help us protect your account'. Below the heading is a paragraph explaining that Security Defaults are enabled to keep the account secure, with a link to 'Learn more about the benefits of Security Defaults'. There are three options: 'Skip for now (14 days until this is required)', 'Use a different account', and 'Learn more'. A red arrow points to the 'Skip for now' option. A blue 'Next' button is at the bottom.

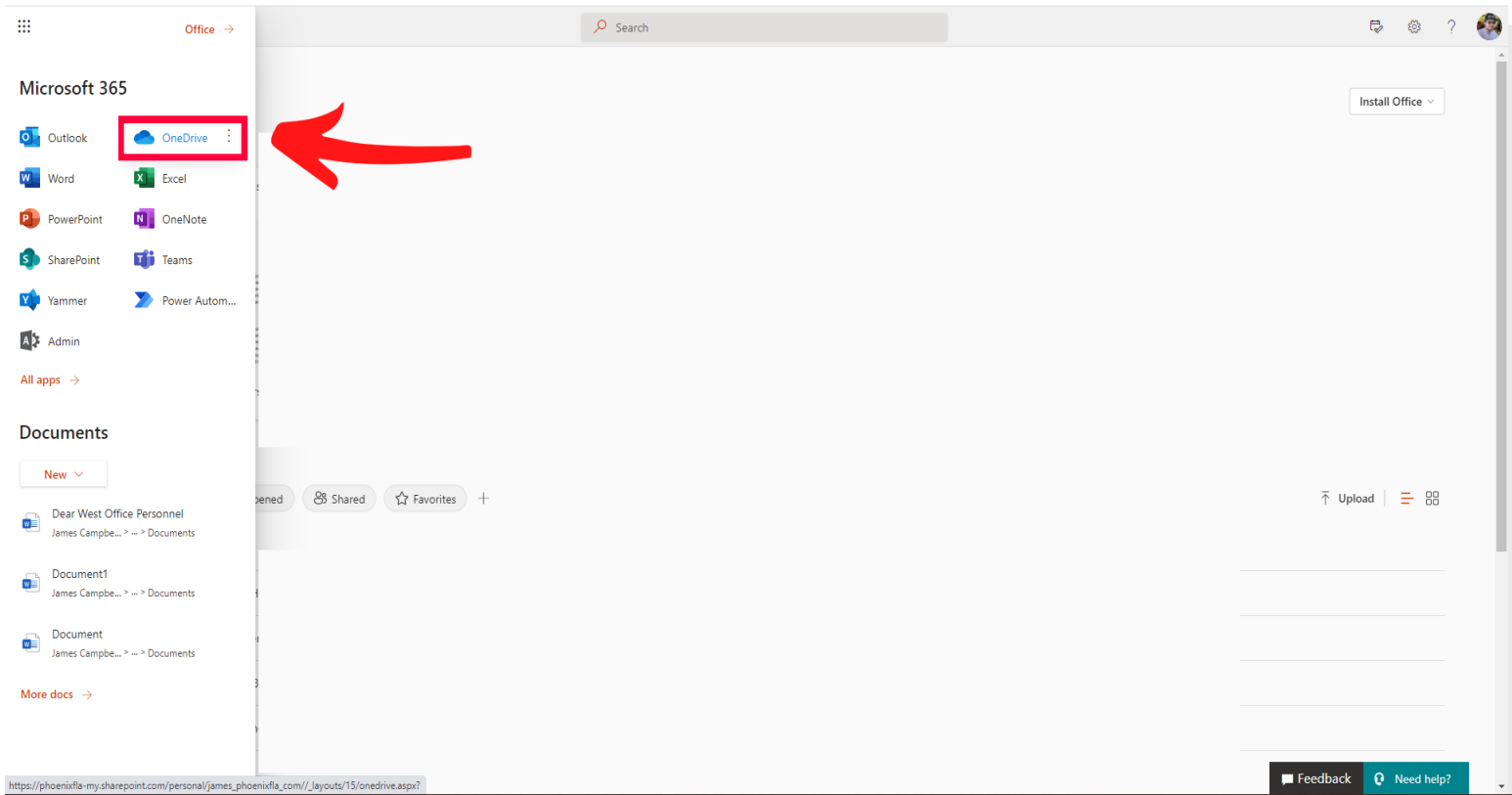
Step 5: Stay signed in? Select “Yes” if you are on your work or home computer. Select “No” if you are using a public or shared computer.



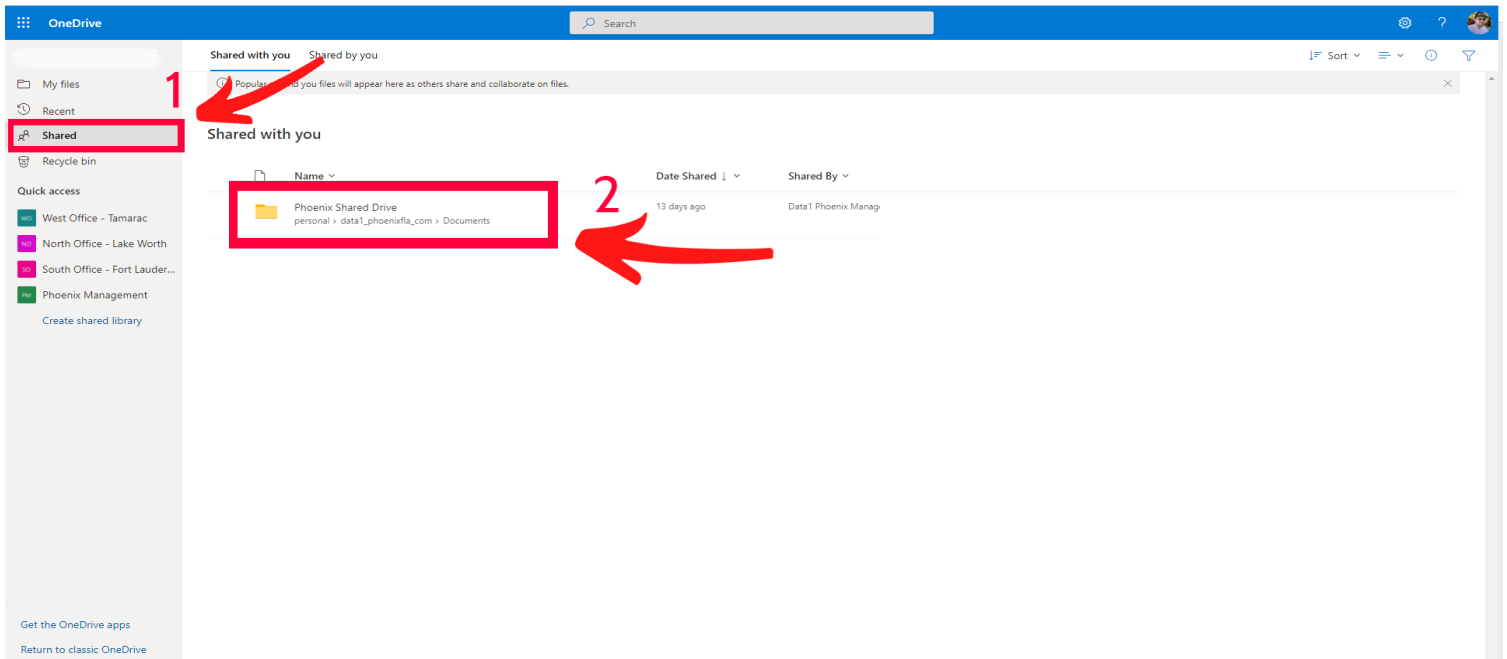
Step 6: You are now signed into your Microsoft 365 Homepage. From here you can access Outlook (Emails), Word, Excel, OneDrive, and Teams. Click on the 9 dots grid on the tops left.



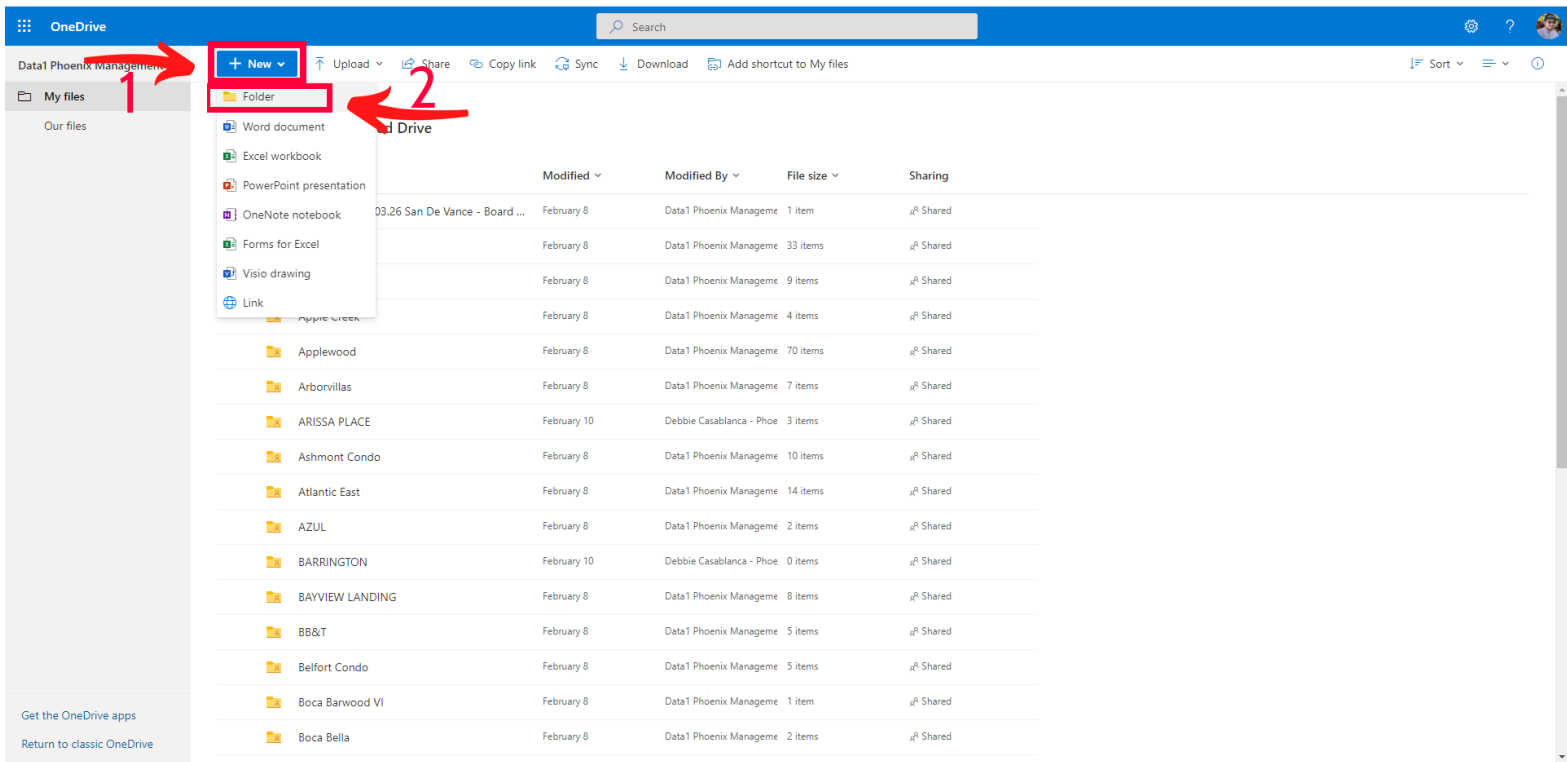
Step 7: Click on “OneDrive” it will open up in a new tab.



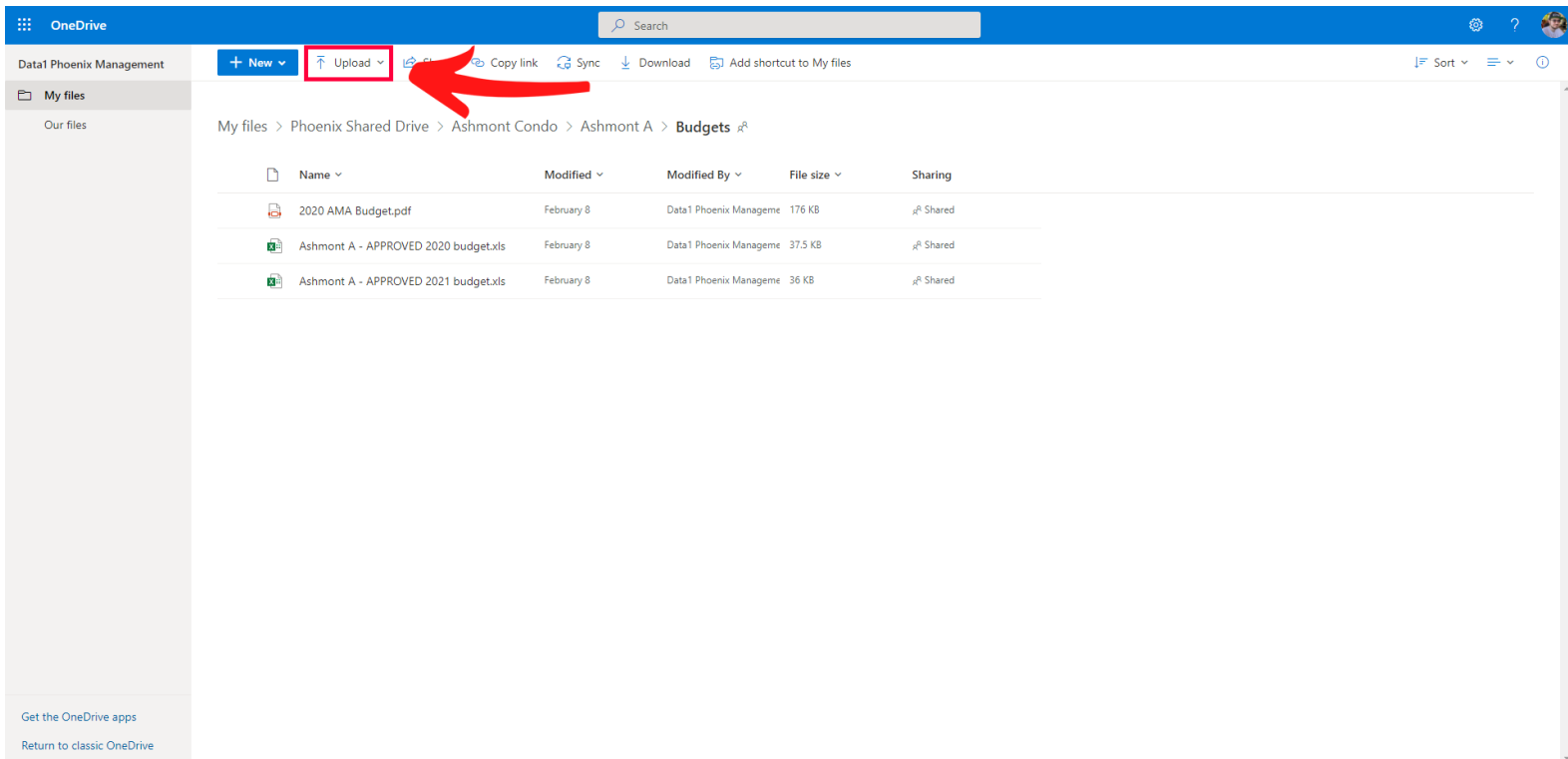
Step 8: From the OneDrive Home screen, on the left you click on “Shared”. Then you will see “Phoenix Shared Drive” appear in the center. Click on that.



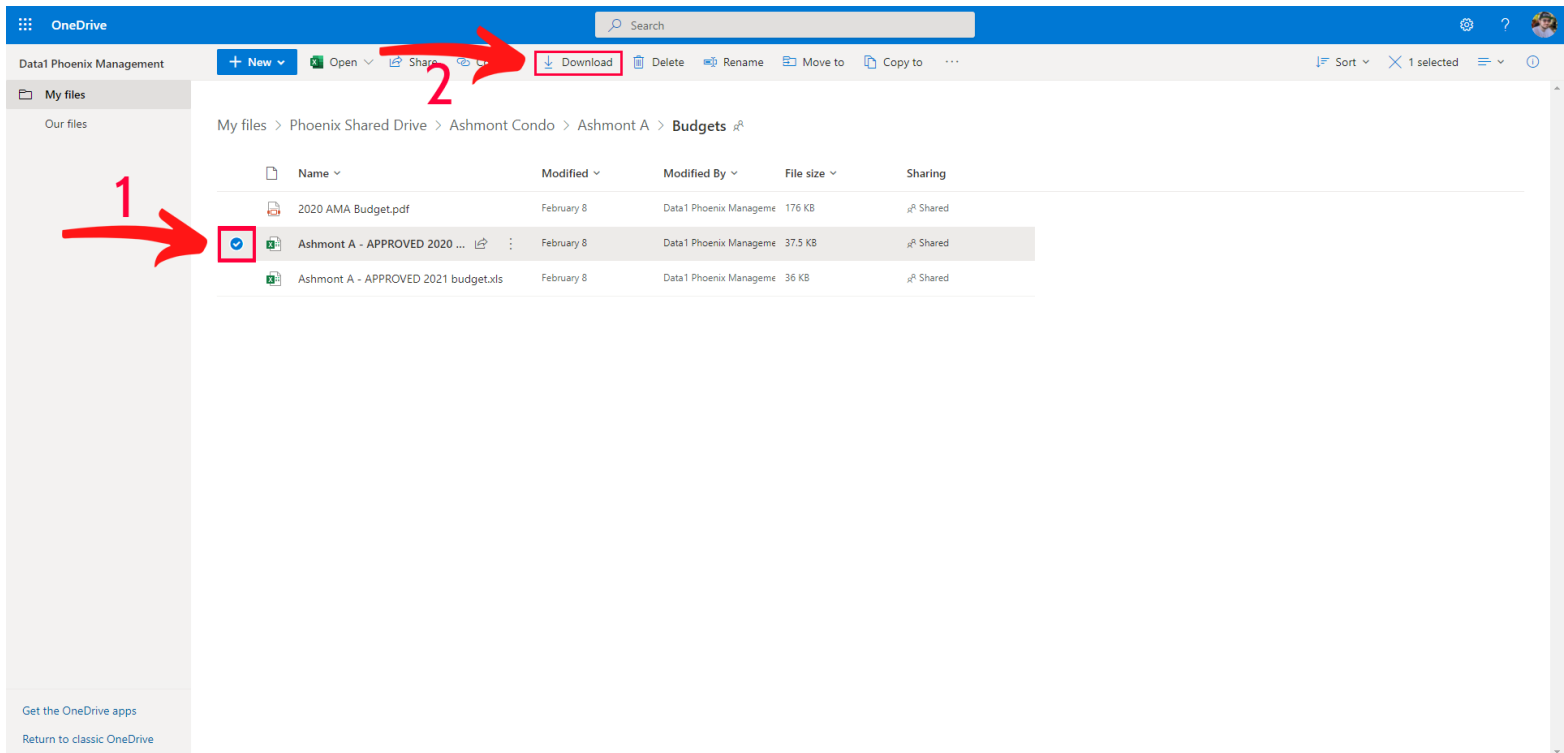
Step 9: Creating a new folder: To create a new folder, click on “New”, and then “Folder”.



Step 10: To Upload a document to a folder: Click on “Upload”



Step 11: To Download a Document: Click on the white circle to the left of the document. A Blue Check Mark will appear, you can select multiple documents at a time. Then Click “Download”.



Step 12: To view a document without downloading: Select the document by clicking the white circle to the left of the document. Then Click “Open”, then “Open in Browser”

