

Accessing Documents Shared With You in Office 365/OneDrive

Accessing Documents Shared With You in Office 365/OneDrive

Andrew Chavez shar	red "test" with you.	@, ~
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	Hi, please see the shared docum	ent! this message.
	Privacy. Statement	Linchor: 10km

•When a document has been shared with you, you may receive an email to your LBCC inbox with a notification and a link to that document.

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Information Technology Services

Accessing Documents Shared With You in Office 365/OneDrive

Signing in Microsoft 365

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Sign in		
1234567@lbcc.edu	L	
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Can't access your acc	ount?	
	Back	Next

If prompted, please enter your credentials as follows:

youremployeeID@lbcc.edu Ex) 1234567@lbcc.edu

Depending on the security associated with the document, you may need to sign into Office 365 before viewing or editing the document.

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Enter Credentials

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After confirming your credentials, you will be redirected to the document.

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Alternatively accessing documents



Alternatively, if you access your OneDrive account you can view a list of documents that have been shared with your account. OneDrive can be accessed by signing into your Office 365 account from the Viking Portal, then searching for the OneDrive app from your Office 365 dashboard.

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Accessing Documents Shared With You in Office 365/OneDrive

Click Shared Location

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Inside of your OneDrive account, click **Shared** located at the upper-left hand corner of the webpage.

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Accessing Documents Shared With You in Office 365/OneDrive

List Shared with you

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3	Recent	Shared with you			
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8	Recycle bin	D Name ~		Date Share:	Shared By V

What should populate is a list of documents that have been shared with you and that you should have access to.

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