Accessing Documents Shared With You in Office 365/OneDrive
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Jonathan Tejada has shared ‘test1’

Jonathan Tejada <no-reply@sharepointonline.com>
Tue 6/13/2017 10:07 AM

To: Jonathan Tejada
Cc: Jonathan Tejada;

Hi,
Please see document:

Open test1.docx

Get the SharePoint mobile app!

➢ You may receive a link via email.
➢ In this instance, you would click on the “Open filename.docx” link.
MS Office 365 | Accessing Documents Shared With You in Office 365/OneDrive

Accessing Documents Shared With You in Office 365/OneDrive

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

➢ Another method of accessing a shared document is via: the OneDrive folder within Office 365.
Accessing Documents Shared With You in Office 365/OneDrive

Good morning

Apps

OneDrive  Word  Excel  PowerPoint  OneNote  SharePoint  Teams  Class Notebook  Sw

Explore all your apps →

Documents

Recent  Pinned  Shared with me  Discover

Name  Last opened by you  Sharing  Activity
Accessing Documents Shared With You in Office 365/OneDrive

➢ From the Office 365 home screen when logged in, Click on the OneDrive icon
➢ Click on the “Shared with me” tab on the left side of the screen
### Accessing Documents Shared With You in Office 365/OneDrive

A list of documents will populate that have been shared with you and that you should have access to.

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>test1.docx</td>
<td>21 days ago</td>
<td>Jonathan Tejada</td>
</tr>
<tr>
<td>Test 1.docx</td>
<td>22 days ago</td>
<td>Jonathan Tejada</td>
</tr>
<tr>
<td>Equity Committee</td>
<td>11/17/2016</td>
<td>Shamilka Simpson</td>
</tr>
<tr>
<td>Halloween 2016 Pictures</td>
<td>11/2/2016</td>
<td>Mayra Aguilar</td>
</tr>
<tr>
<td>ITDL_Workshops_2015-16.docx</td>
<td>10/20/2016</td>
<td>Hussam Kashou</td>
</tr>
<tr>
<td>Calendar2016.xlsx</td>
<td>6/8/2016</td>
<td>Claudia Nguyen</td>
</tr>
<tr>
<td>LEADGroupProject2016</td>
<td>4/12/2016</td>
<td>CC Sadler</td>
</tr>
</tbody>
</table>
If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu
- **In-Person:** Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)