

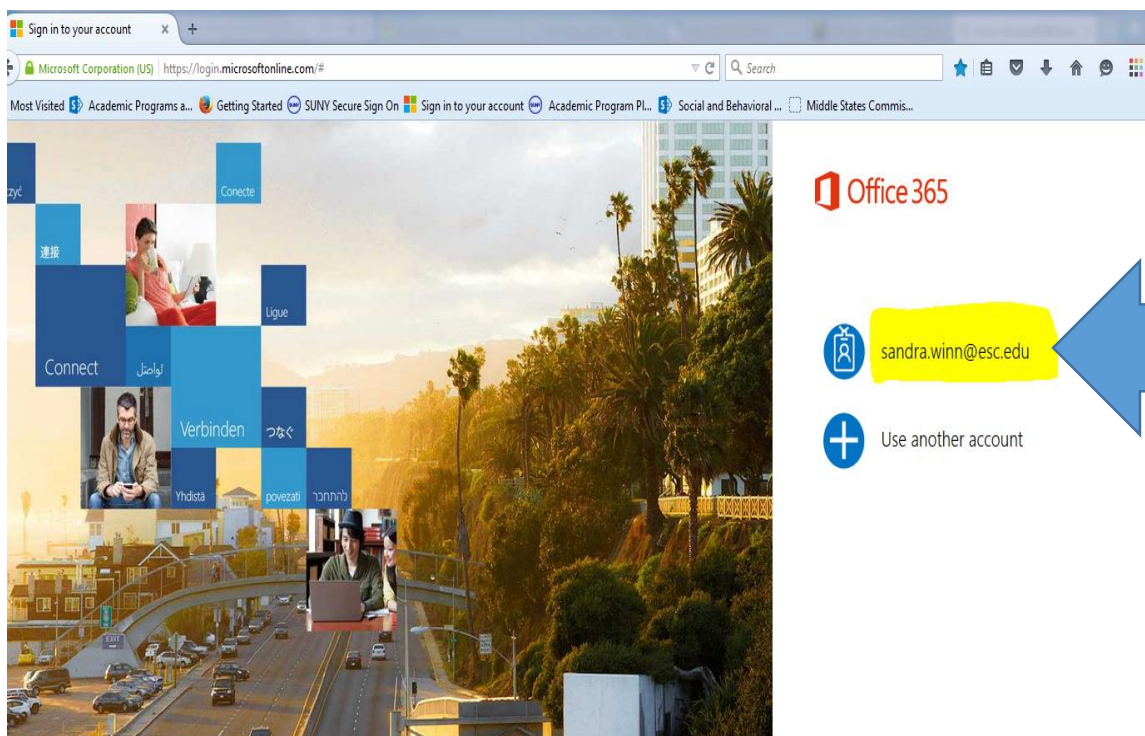
Greetings:

To make things easier for you, we have provided this step-by-step tutorial on how to use the FAQ SharePoint Site.

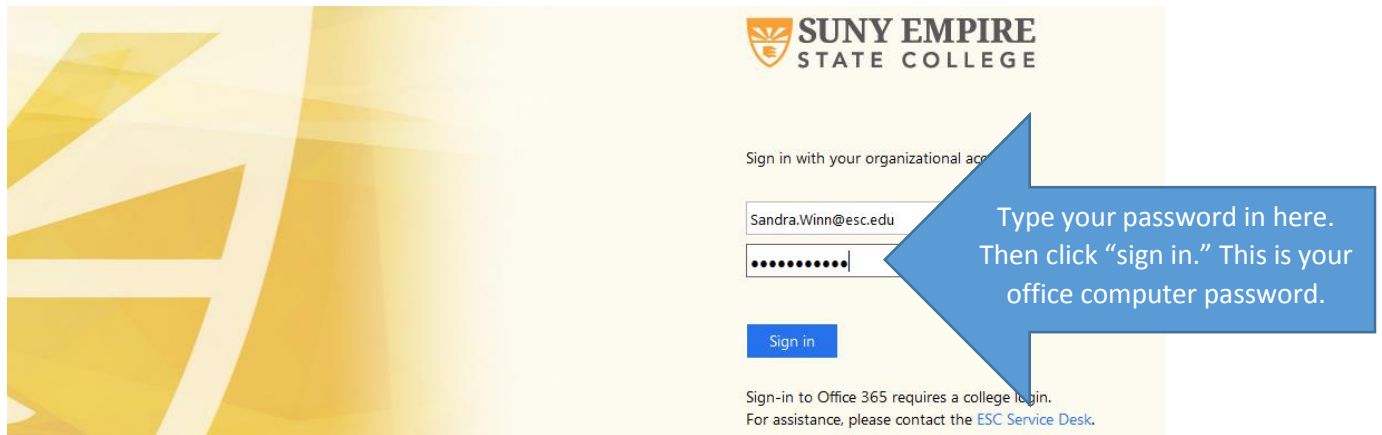
## PART I: Getting to SharePoint!

Let's start from the beginning:

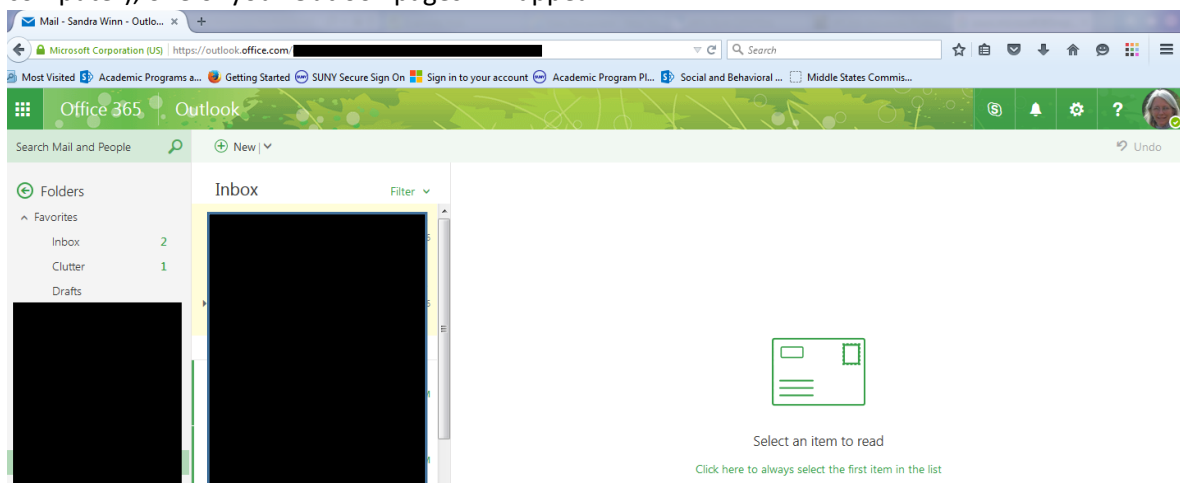
- 1) The SharePoint site is web based; therefore, you will have to log into your Microsoft web account.
- 2) Go to <https://login.microsoftonline.com/#>



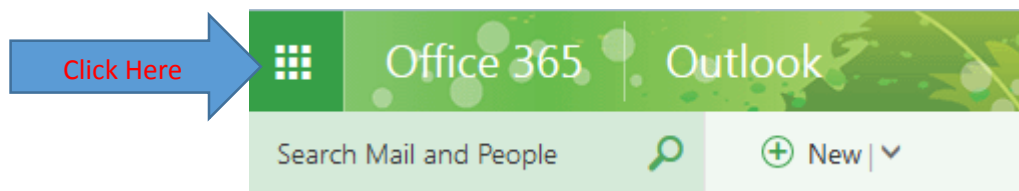
- 3) After you have typed in your email address (for example, [Sandra.winn@esc.edu](mailto:Sandra.winn@esc.edu)), the following page will appear



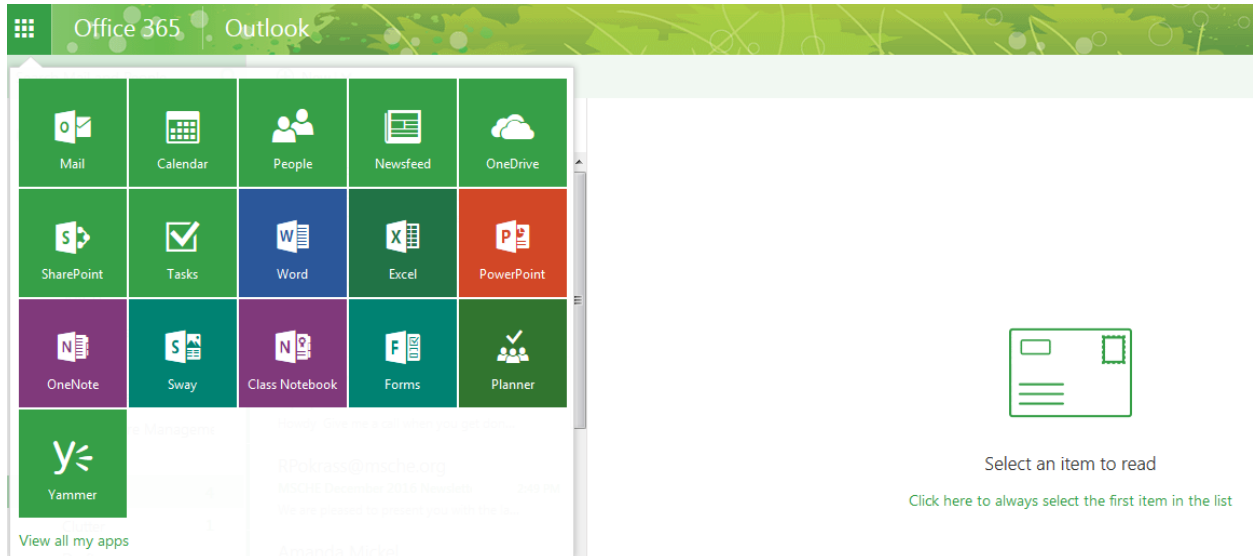
- 4) Once you have typed in your password (it is the same password that you use for your office computer), one of your Outlook pages will appear.



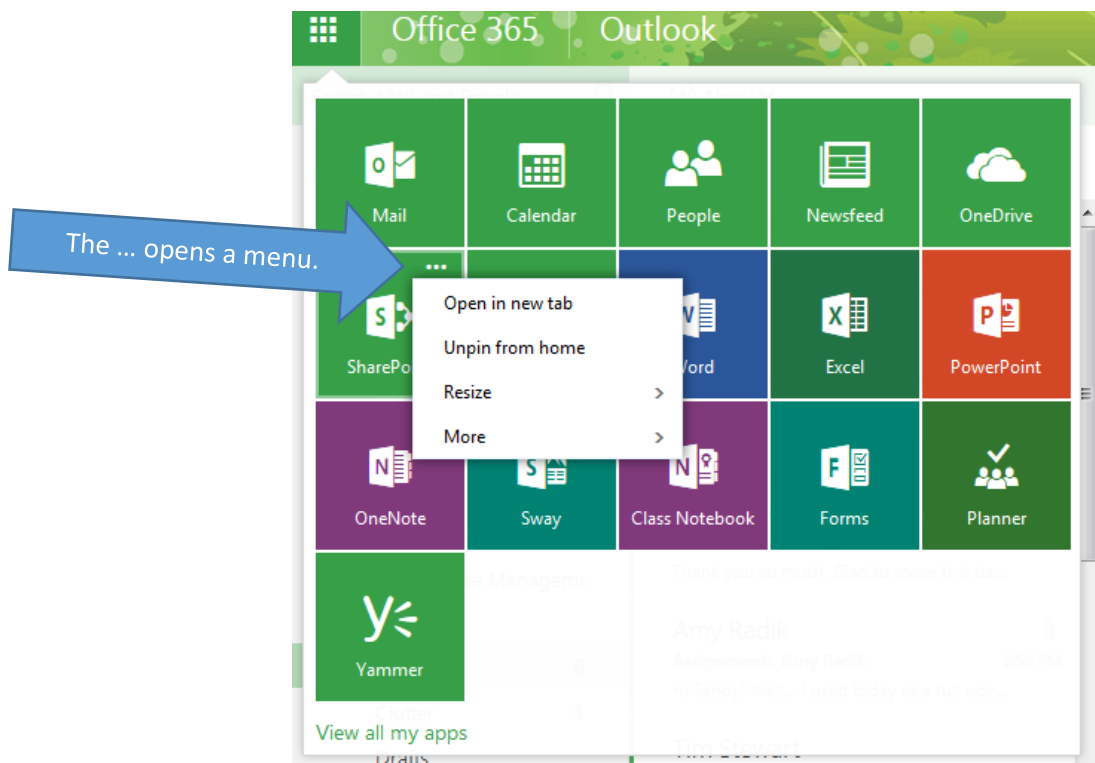
- 5) If SharePoint is not the page that has opened, you will have to select the SharePoint area to open. The arrow points to a white grid in the upper left hand corner. This is enlarged below.



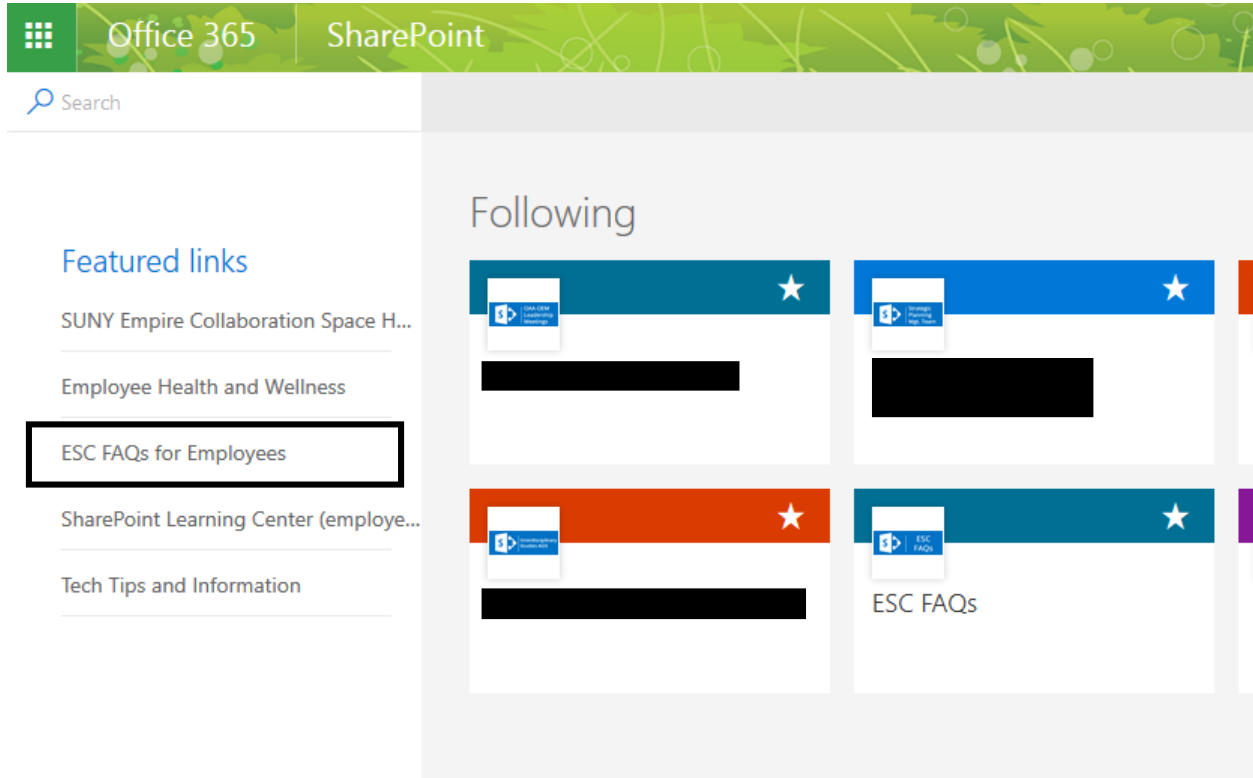
6) When you click on the grid, your Microsoft apps open. See below.



7) In the grid expansion, there are a number of boxes that contain different applications that you could use. One of these boxes is for SharePoint.



- 8) You have a choice. If you click on the application box, the application will open in the same web page. If you click on “open in new tab,” the application opens in a new tab on the web browser. When SharePoint is open, here is what the page might look like.



9) Click on ESC FAQs for Employees in the “Featured links” found in the left column. Below is part of the page that you should see.

Office 365 | SharePoint | SUNY EMPIRE STATE COLLEGE

ESC FAQs | Collaboration Space Home | EDIT LINKS

Home

Home

- Browse all FAQs
- View my submitted questions
- Recycle Bin
- EDIT LINKS

**Search the FAQs**

Welcome to the *internal* ESC Frequently Asked Questions (FAQ) site. This resource is meant to help employees understand current and coming changes and will continuously grow as more FAQs are added, so check back often. You may browse by office, topic or, if you are unsure of where your question might fall, you may use the search box located in the upper-right corner of this page. If you do not see an answer to your question, please use the provided submission form.

Submitted questions will be reviewed and directed to the appropriate office(s) and a response will be provided to the requestor.\*

*\*Questions that are asked frequently will be added to this FAQ.*

[Browse all FAQs](#)      [Organization Charts: Don't see an answer to your question?](#)

**Browse FAQs by Topic:**

- Academic Decisions
- Areas of Study
- CMAA

OAA  
[OAA Org Chart Sep\\_26\\_2016RevA.pdf](#)

OAA Academic Programs  
[OAAAcademicProgramsSept2016.pdf](#)

OEM

Enter your question here (255 characters):  
 If you need more space, use the "Question Details" box below.

My question is for this: **Other/Not sure**

