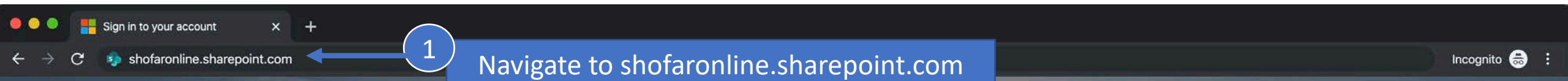


## How to Guide: Access SharePoint





1

Navigate to shofaronline.sharepoint.com

2 Enter your new shofaronline email address



## Sign in

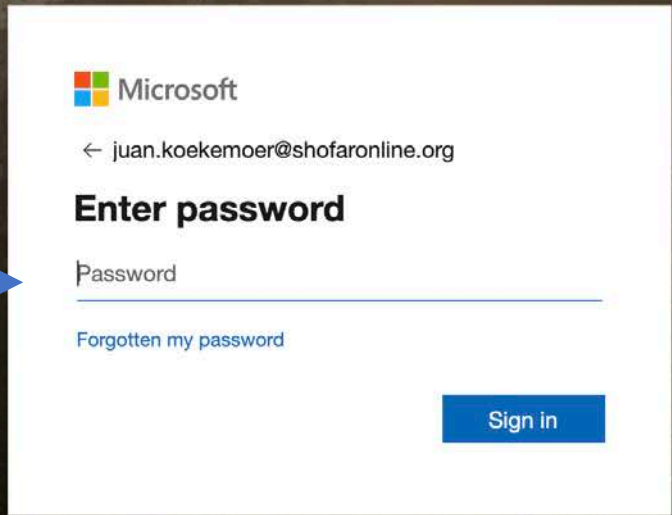
juan.koekemoer@shofaronline.org

[Can't access your account?](#)

[Sign-in options](#)

Next

3 Enter your new shofaronline password



Microsoft

← [juan.koekemoer@shofaronline.org](mailto:juan.koekemoer@shofaronline.org)

**Enter password**

Password

[Forgotten my password](#)

[Sign in](#)



+ Create site + Create news post



Bookmark this page

### News from sites



#### News from sites

Here you'll see news from sites you follow or visit frequently and other news suggested by the Microsoft Graph.



Convergence 2019

#### Furniture catalogue

**KW** Keith Whiting  
2019/08/05



Convergence 2019

#### Convergence 2019 Decor Inspiration

**SA** Sanet Anger  
2019/08/01

4

Shofar Support Centre SharePoint

### Sites

Frequent Following Recent Suggested

**shofar** ☆

Shofar Support Centre

- You viewed **Journal Posters A3** on 2019/11/27
- HO** Hanno Oostenbrink modified **Template\_Sal...** 53 minutes ago
- You viewed **Journal Order Form** on 2019/11/27

**C2** ☆

Convergence 2019 Group

- You viewed **Furniture catalogue** a few seconds ago
- HO** Hanno Oostenbrink modified **Access control...** on 2019/09/25
- You viewed **Convergence 2019 ...r Inspiration** on 2019/12/03

**BS** ☆

Bible School Development 2019 Group

- JB** Jan-Cor Brink modified **M6S2** 10 minutes ago
- LW** Louis van Wyk modified **M5S3** 1 minute ago
- M4S4** is popular

**SS** ☆

Shofar Somerset West Group

- You viewed **Sunday Slides for 2019.11.24** on 2019/11/25
- I** Ilze van der Walt modified **Somerset West Y...** 22 hours ago
- You viewed **Sunday Slides for 2019.11.10** on 2019/11/13

**SC** ☆

Support Centre Group

There's no recent activity on this site.

- Home
- Archive
- A-Team
- Apostolic Office
- Administration
- Corporate ID & Logos
- Cyrus Trust
- Finance & Legal
- HR
- Ministries**
- Resources
- Photo Library
- Church Stats
- VIEW Folder Sizes
- Site Contents
- Tech Department
- Users
- Recycle bin
- Edit

New Upload Quick edit Sync Export to Excel

### Ministries

Name	Modified	Modified by	
00 FINAL PRODUCTS	31 October	Juan Koekemoer	
Amplified	15 January	Juan Koekemoer	<a href="#">Open containing folder</a>
Awaken	22 October	Juan Koekemoer	<a href="#">Open containing folder</a>
Baby dedication	26 November	Juan Koekemoer	<a href="#">Open containing folder</a>
BibleSchool	7 March	Juan Koekemoer	<a href="#">Open containing folder</a>
Bridging Abilities	26 November	Juan Koekemoer	<a href="#">Open containing folder</a>
CCB	24 October	Juan Koekemoer	<a href="#">Open containing folder</a>
Children's Church	26 November	Juan Koekemoer	<a href="#">Open containing folder</a>
Children's ministry	7 March	Christo Viljoen	<a href="#">Open containing folder</a>
Coast-to-Coast	30 April	Juan Koekemoer	<a href="#">Open containing folder</a>
Community Keepers	26 November	Juan Koekemoer	
Convergence	7 May	Juan Koekemoer	
Cyrus Trust	30 April	Juan Koekemoer	<a href="#">Open containing folder</a>
Divorce Care	26 November	Juan Koekemoer	<a href="#">Open containing folder</a>

2 Certain departments have private libraries which only they can access

1 The 'Ministries' library contains most of the working files

Ministries

More details

James Pringle edited James Songlist.xls 6 hours ago

This week

Tosca Ferndale edited Letsgo Ministries.docx Monday at 13:49

Last week

Ilze van der Walt edited Training Session 4 Forms.doc 6 days ago

James Pringle deleted Holy Love\_TEASER.mp3 from James EP 6 days ago

James Pringle deleted HL Shoot Script.pptx from James EP 6 days ago

You edited IMAGE.DAT 6 days ago



Only Shofar Support Centre staff and A-Team members has access to this SharePoint

- Archive
- A-Team
- Apostolic Office
- Administration
- Corporate ID & Logos
- Cyrus Trust
- Finance & Legal
- HR
- Ministries**
- Resources
- Photo Library

Ministries > Awaken

Name	Modified
00 Public	22 October
2011	26 November
2012	26 November
2013	26 November
2014	26 November
2015	26 November

3 Each ministry / event has an '00 Public Folder'

5 This '00 Public Folder' is used to share files with shofar staff (non SC) and users outside of the organization.

- Home
- Archive
- A-Team
- Apostolic Office
- Administration
- Corporate ID & Logos
- Cyrus Trust
- Finance & Legal
- HR

+ New Upload Quick edit Share Copy link Sync

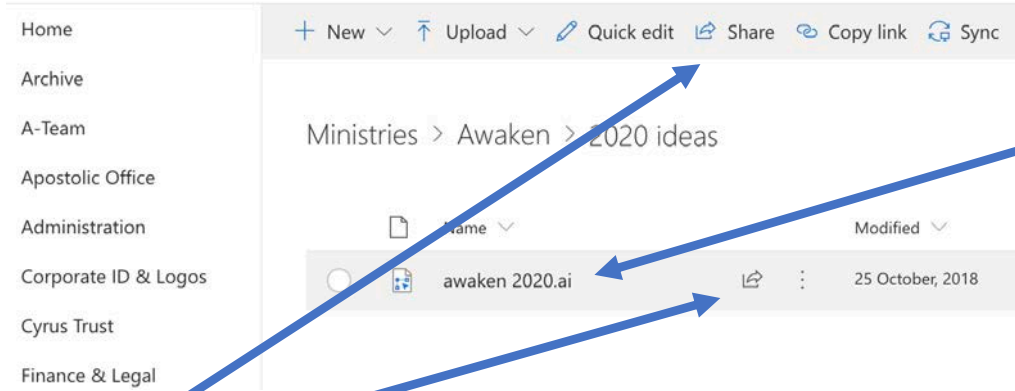
Ministries > Awaken > 00 Public

Name	Modified
Marketing Material	22 October



The public folder protects our internal data and helps us control our public sharing

# How to Guide: Share Files Externally (to SC staff only)

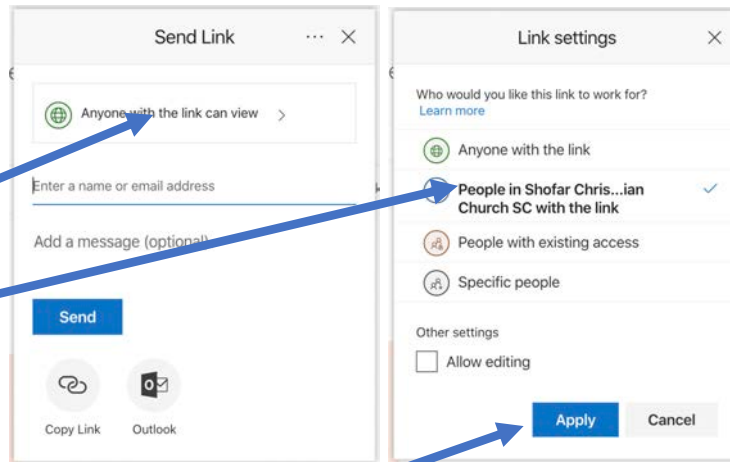


1

Find file to share. This does not have to be in 00 Public folder.

2

Click on the 'Share' button



3

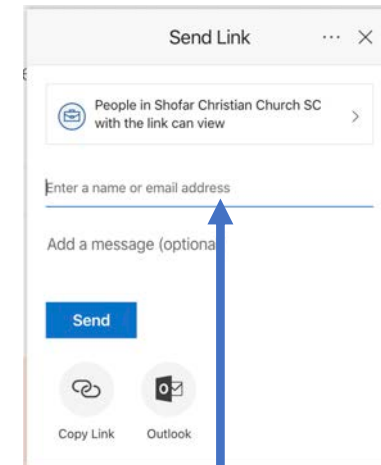
Click on the 'Anyone with link...' and change to 'People in Shofar...'

4

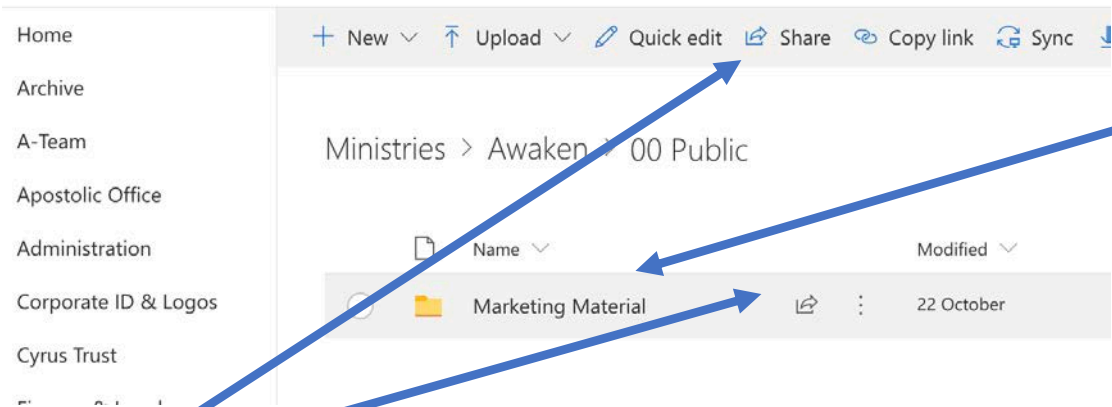
Click Apply

5

Enter shofar staff email and send



# How to Guide: Share Files Externally (non SC staff & external)

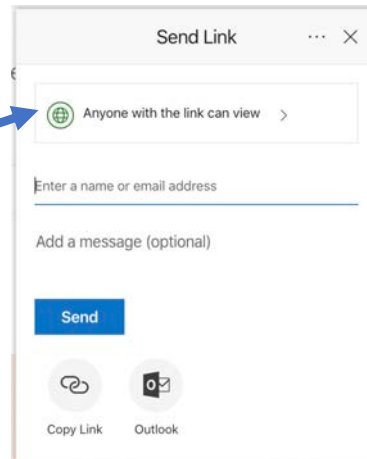


1

Find file/folder to share and copy it to the '00 Public' folder

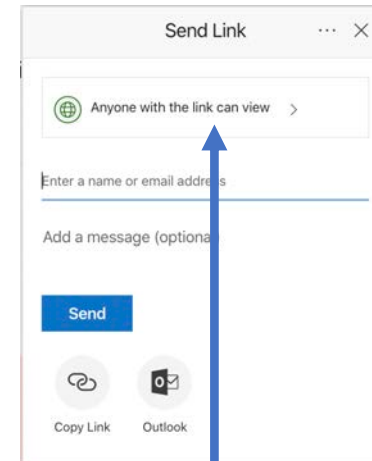
2

Click on the 'Share' button



3

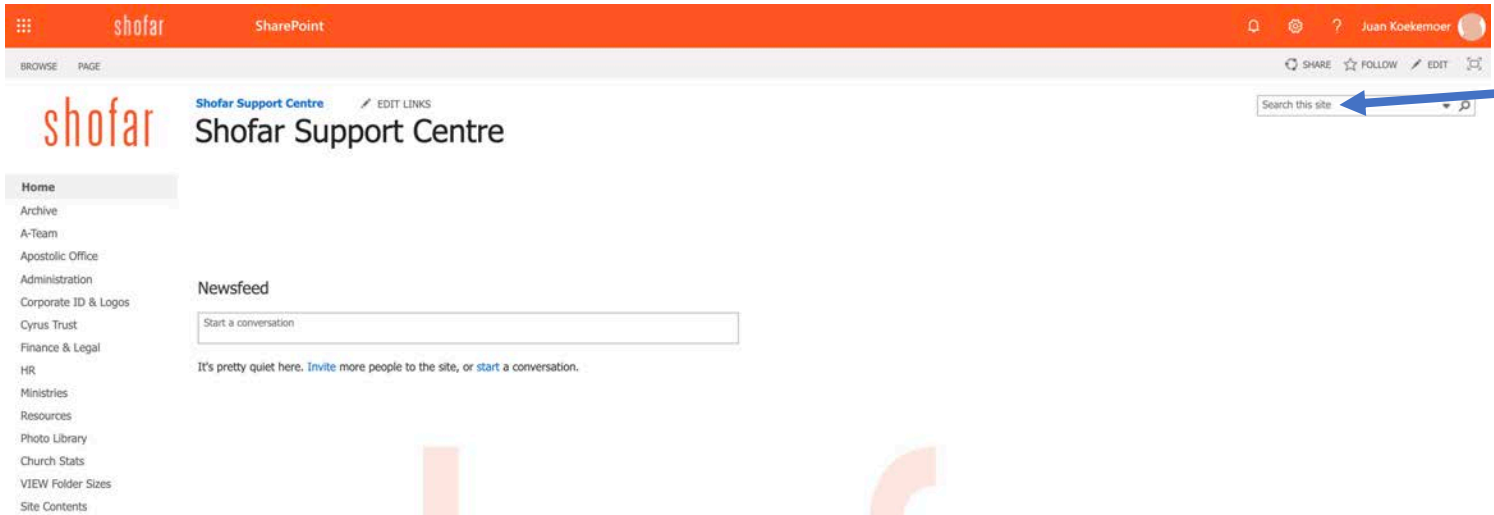
Select 'Anyone with link...'



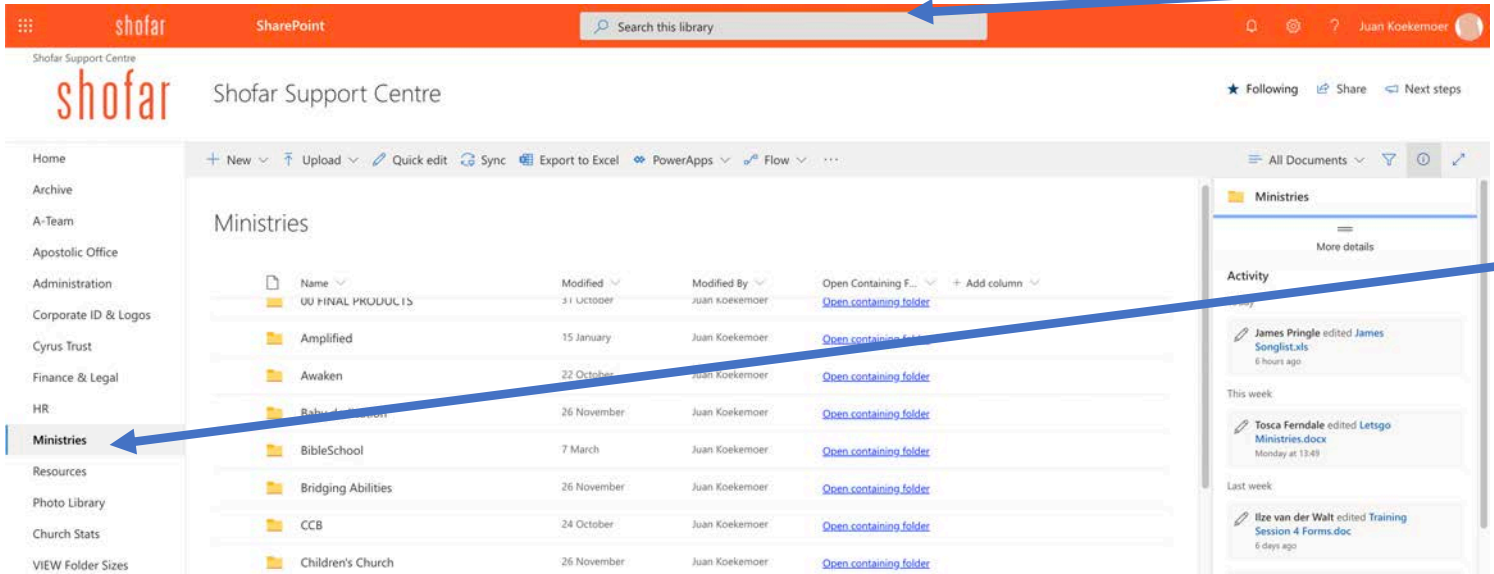
4

Enter email and send

# How to Guide: Search Sharepoint




1 On 'Home' page: this search bar searches the whole site



2 When a folder/library is selected: this search bar searches only the content of that library.

3 Any search performed here will only search within the selected 'Ministries' library.

## News from sites




### News from sites

Here you'll see news from sites you follow or visit frequently and other news suggested by the Microsoft Graph.


Convergence 2019

#### Furniture catalogue

 Keith Whiting  
2019/08/05

Convergence 2019


#### Convergence 2019 Decor Inspiration


 Sanet Anger  
2019/08/01


# DONE!


## Sites


Frequent Following


 ★  
**Shofar Support Centre**


 ★  
**Convergence 2019 Group**


 ★  
**Bible School Development 2019 Group**


 ★  
**Shofar Somerset West Group**


 ★  
**Support Centre Group**


 You viewed **Journal Posters A3** on 2019/11/27


 Hanno Oostenbrink modified **George Missio...** 29 minutes ago


 You viewed **Journal Order Form** on 2019/11/27


 You viewed **Convergence 2019 Decor Inspiration** 2 hours ago


 Hanno Oostenbrink modified **Access control...** on 2019/09/25


 You viewed **Furniture catalogue** 2 hours ago


 Louis van Wyk modified **M7S2** 21 minutes ago

 **MODULE 3 Quizzes** is popular

 Louis van Wyk modified **M7S1** 58 minutes ago

 You viewed **Sunday Slides for 2019.11.24** on 2019/11/25

 Ilze van der Walt modified **Somerset We...Planner** yesterday

 **NEW PLAYAS MENU 12.02.19 (004)** is popular

There's no recent activity on this site.