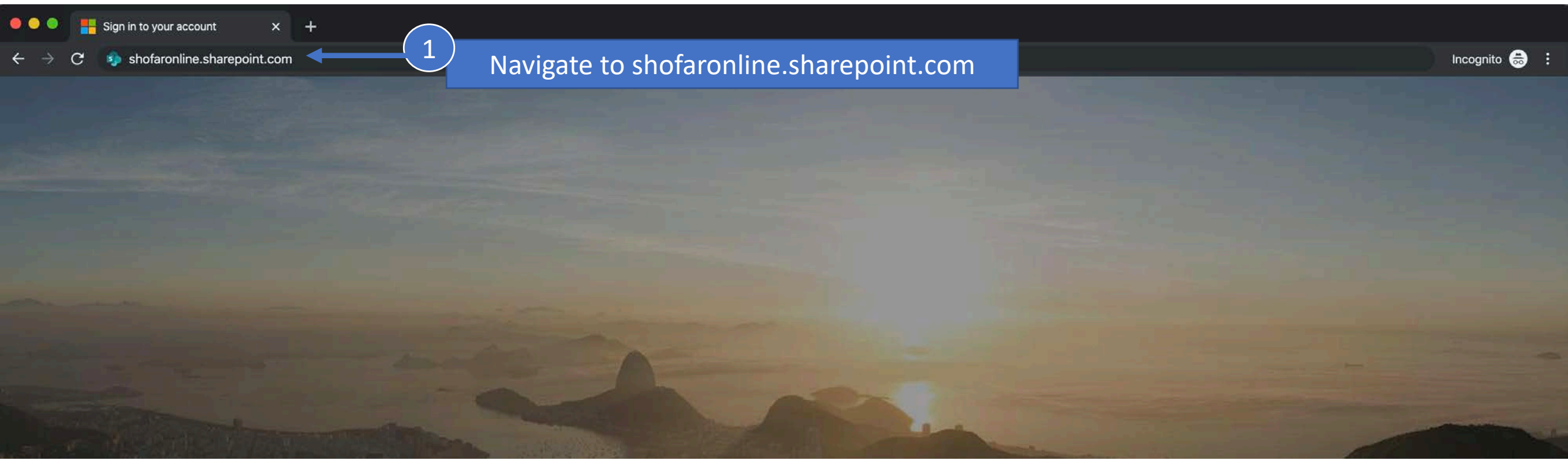


## How to Guide: Access SharePoint





1

Navigate to shofaronline.sharepoint.com

2 Enter your new shofaronline  
email address



## Sign in

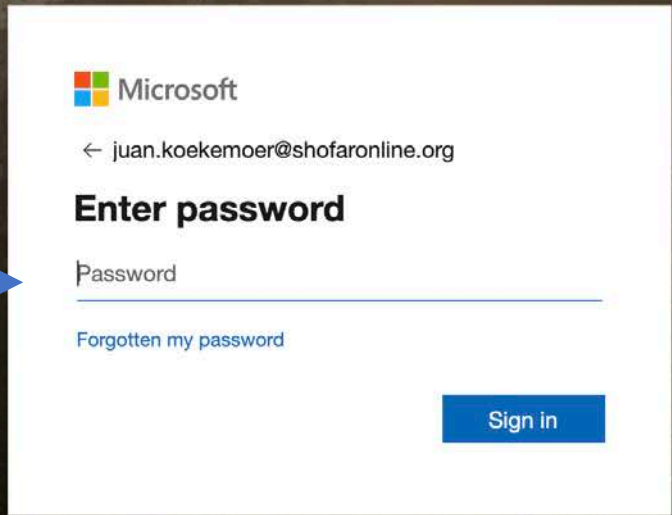
juan.koekemoer@shofaronline.org

[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



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### 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

### Your SharePoint sites

### 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

+ New | Upload | Quick edit | Sync | Export to Excel | PowerApps | Flow

### Ministries

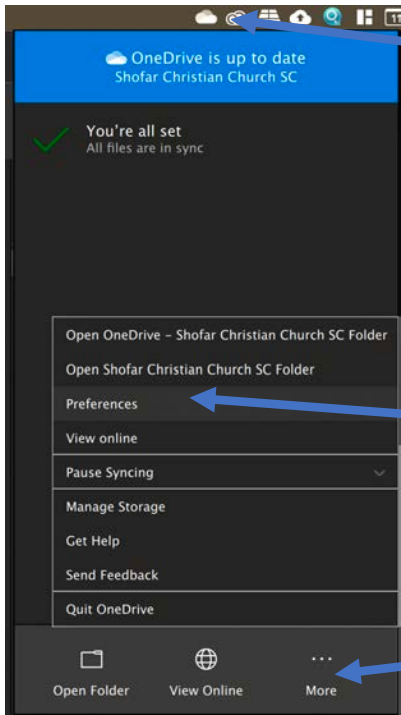
Name	Modified	Modified By	Open Containing F...	+ Add column
00 FINAL PRODUCTS	31 October	Juan Koekemoer	<a href="#">Open containing folder</a>	
Amplified	15 January	Juan Koekemoer	<a href="#">Open containing folder</a>	
Awaken	22 October	Juan Koekemoer	<a href="#">Open containing folder</a>	
Baby dedication	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>	

1 Click 'Sync' To sync folder to computer

2 Click 'Open Onderive'



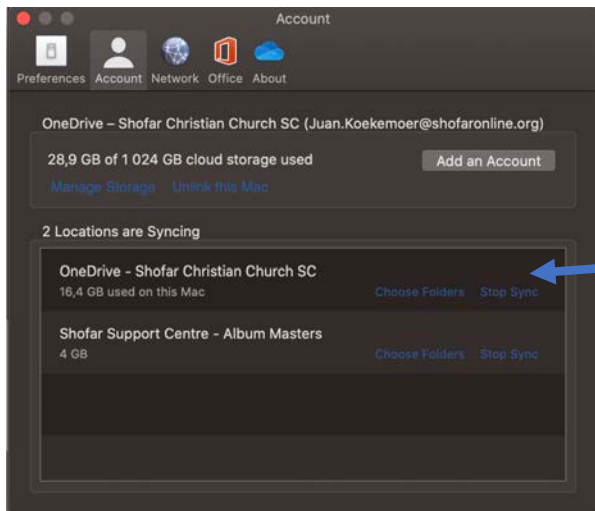
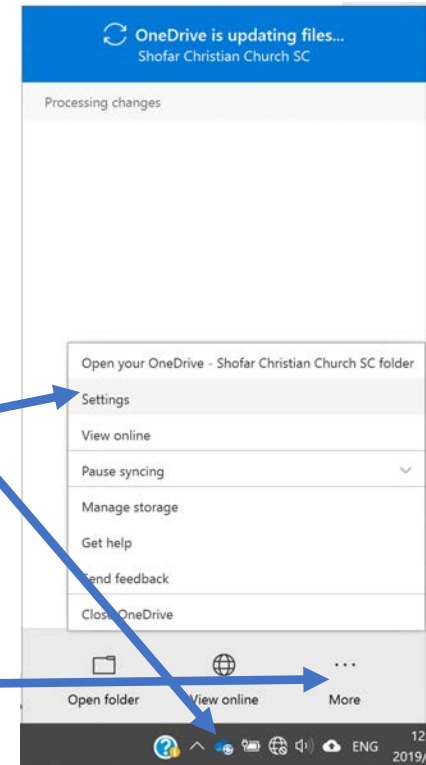
Sharepoint uses the OneDrive app to sync folders to your computer



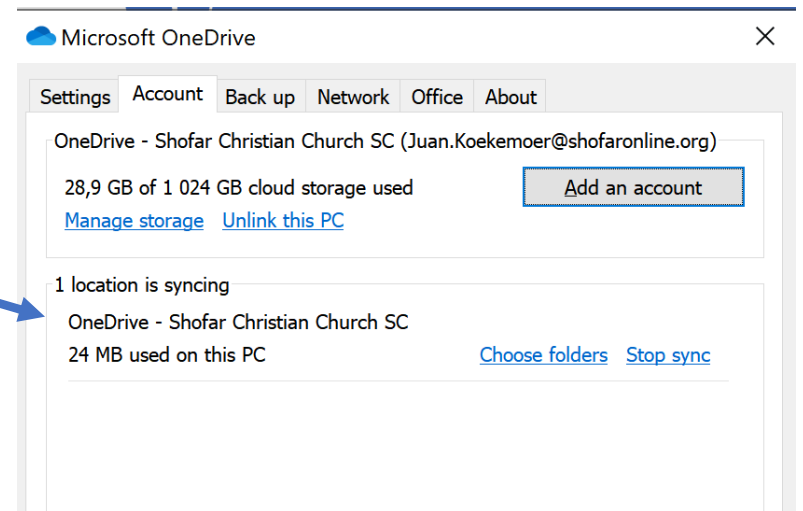
3 Click OneDrive icon

5 Click 'preferences' / 'settings'

4 Click 'more'



5 List of folders you are syncing

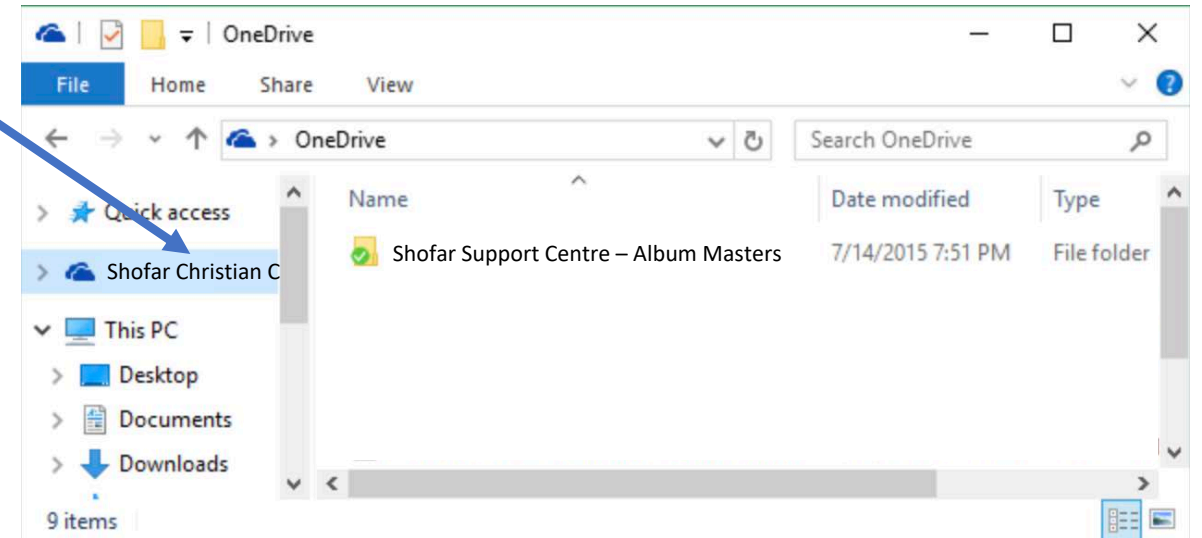
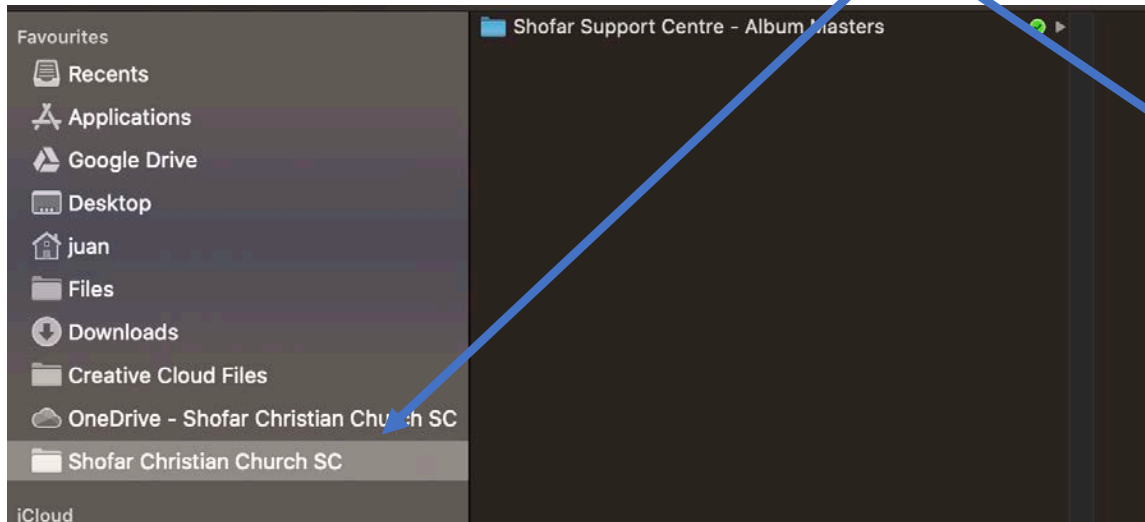




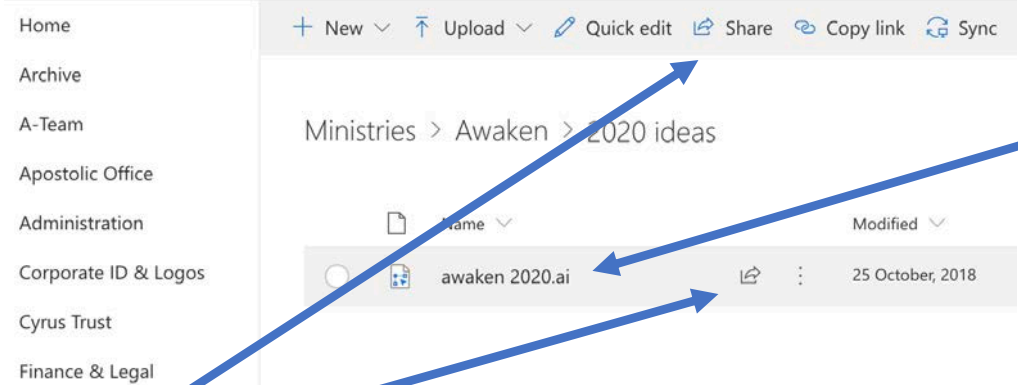
## OneDrive on the web

6

### Synced Folder

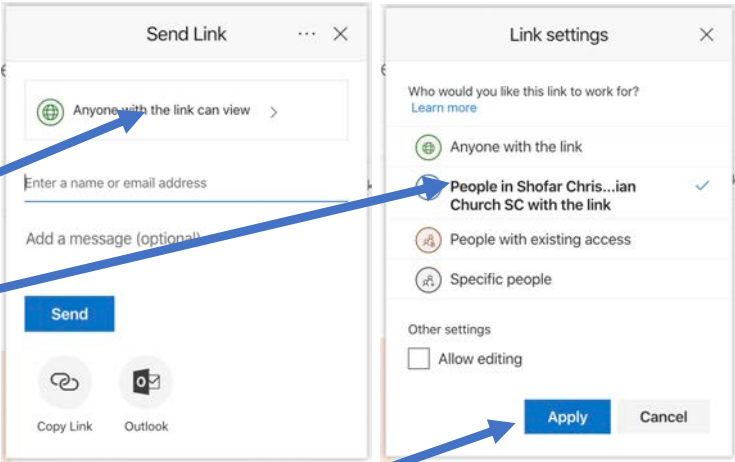


# How to Guide: Share Files From Web



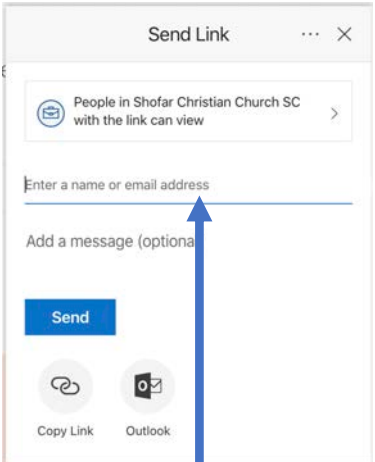
1 Find file to share.

2 Click on the 'Share' button



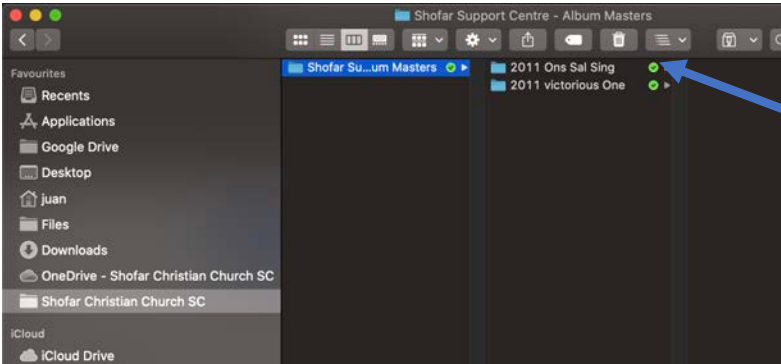
3 Select who to share it with

4 Click Apply

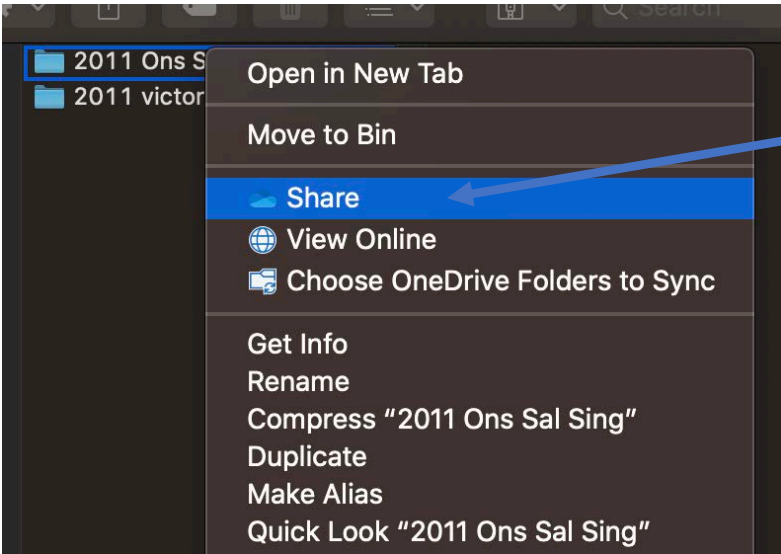
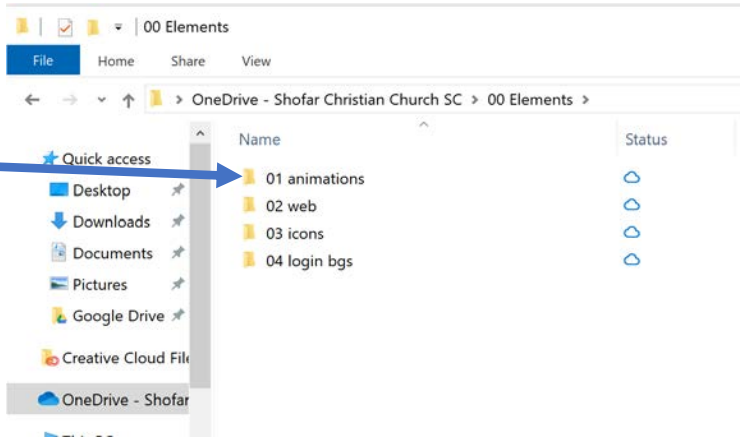


5 Enter email address and send

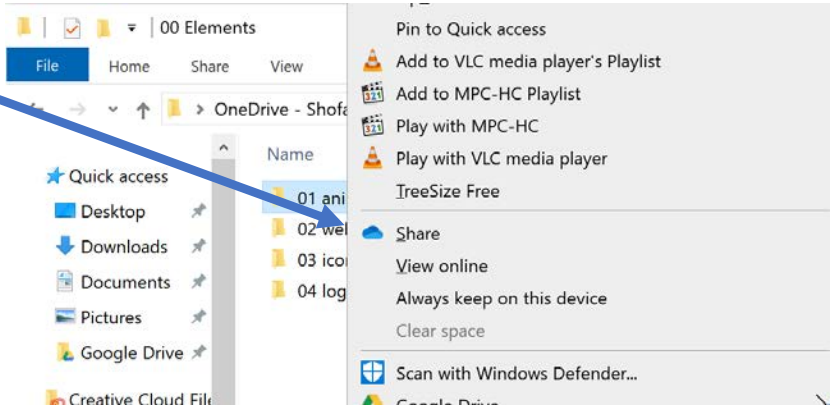
# How to Guide: Share Files From Explorer / Finder



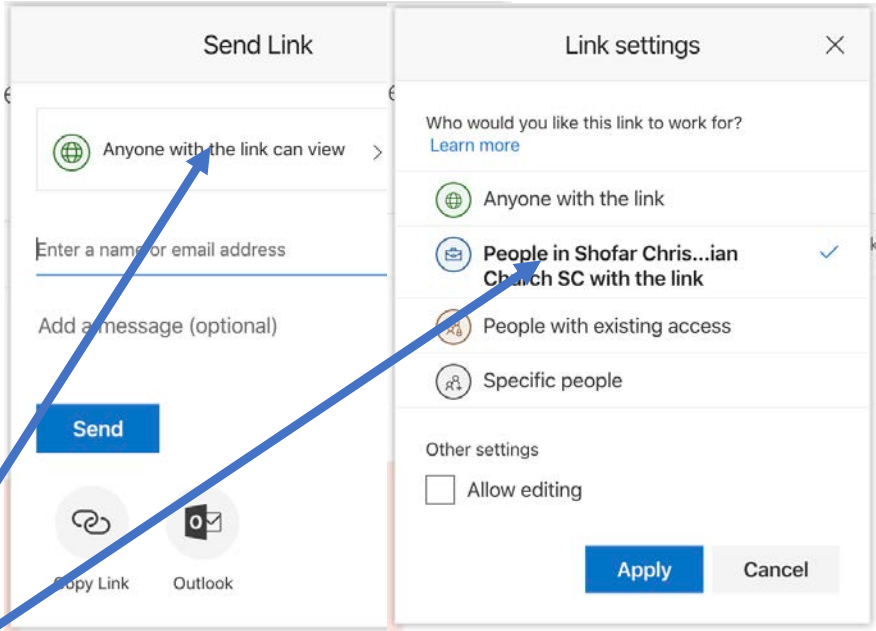
1 Find file to share.



2 Right Click on the folder / file and click 'Share'

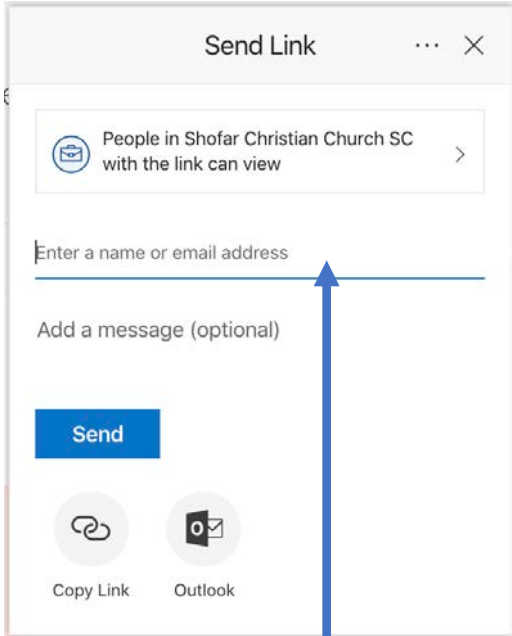


# How to Guide: Share Files From Explorer / Finder



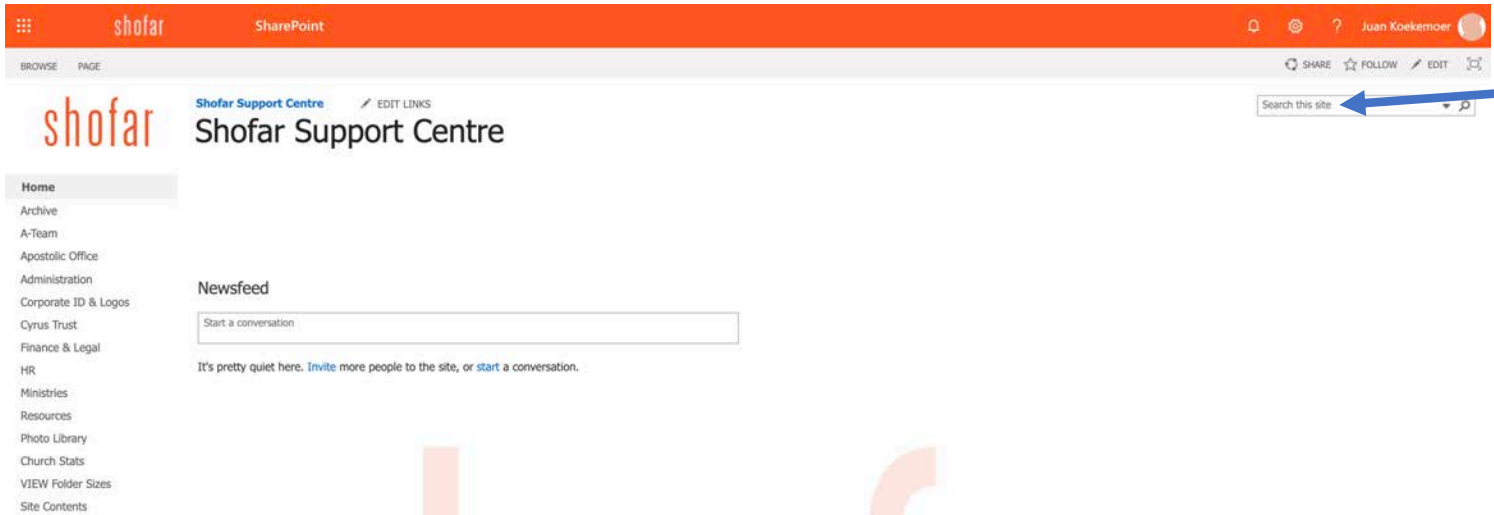
3 Select who to share it with

4 Click Apply

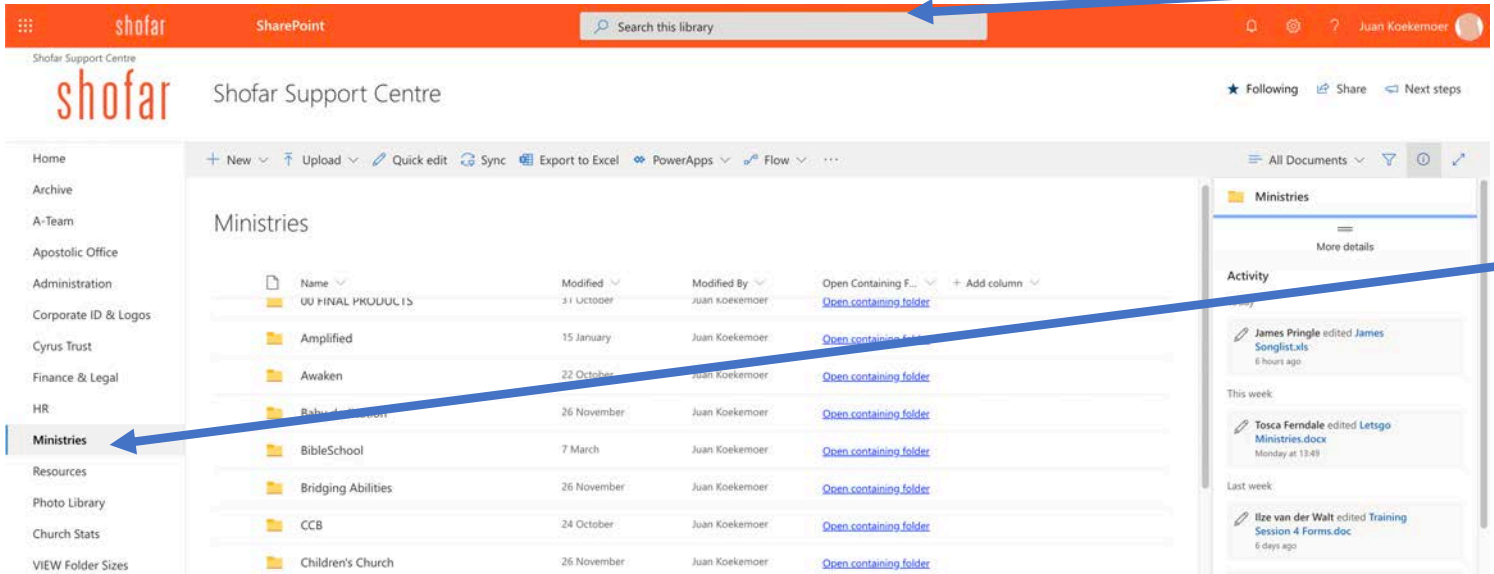


5 Enter email address and send

# 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.