

# Guide to Accessing Shared SJOG Folders or Files

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## Introduction:

As a Guest/External User will receive an email in your Email client e.g. Gmail from an SJOG account when a SJOG user shares a File or a Folder with you. There is no longer any need to login to a web portal like ShareFile.

By following the steps below, you will be able to open the shared files in a safe and secure manner on any of your devices.

## Devices:

### Laptop/Desktop PC - How to access Shared Folders/Files

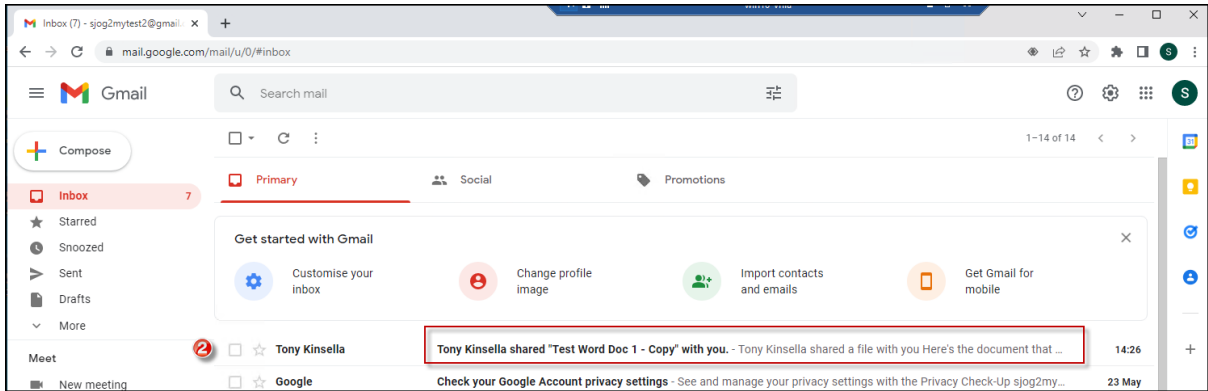
For this section I am going to use a Gmail account and the Gmail in the browser.

1. Login and open your Gmail Client in the browser.

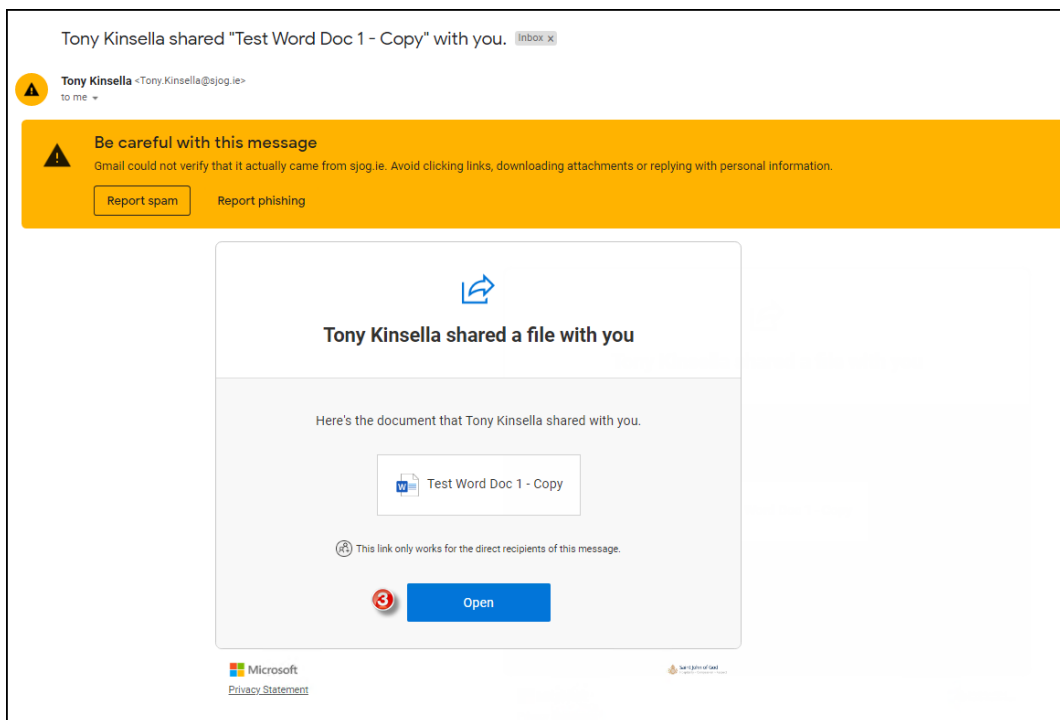


**Notice** – The shared folder/file email may initially end up in your Junk/Spam folder and you should move it to your InBox before opening.

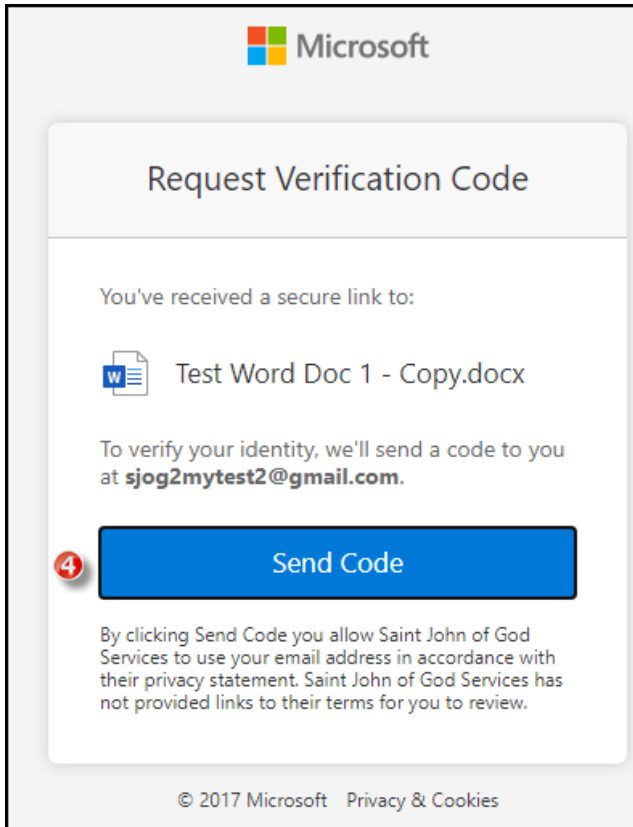
2. Open the email from the SJOG user with a Subject for example “John Doe shared “File Name.docx” with you



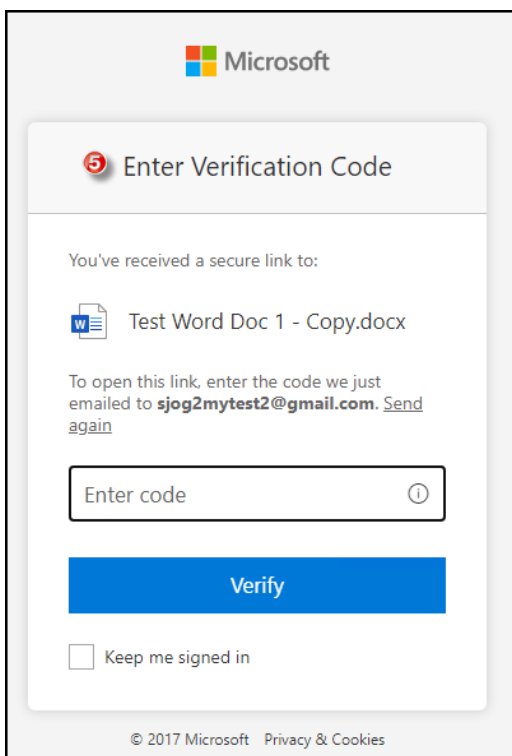
### 3. Select the **Open** button



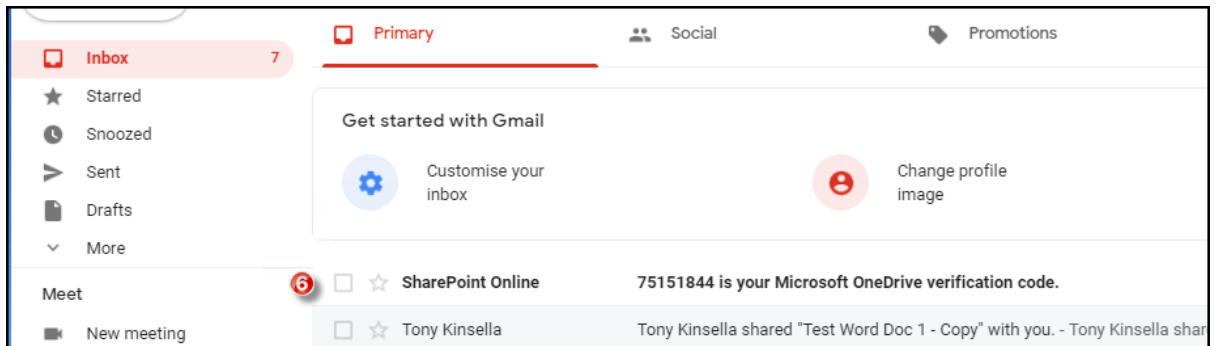
### 4. You will receive a message asking you to verify who you are. To do this click the **Send Code** button.



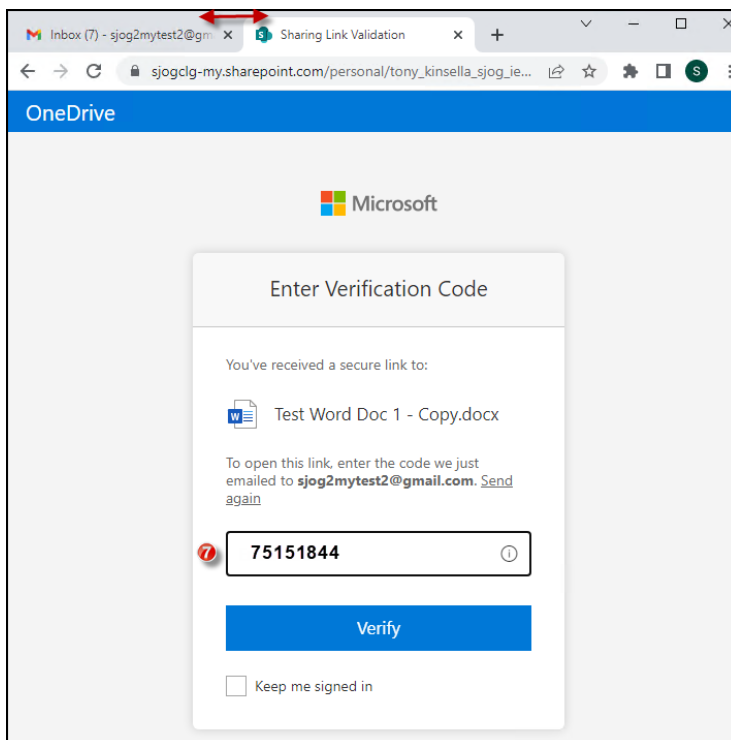
5. When you click on Send Code the window will change to **Enter Verification Code**.



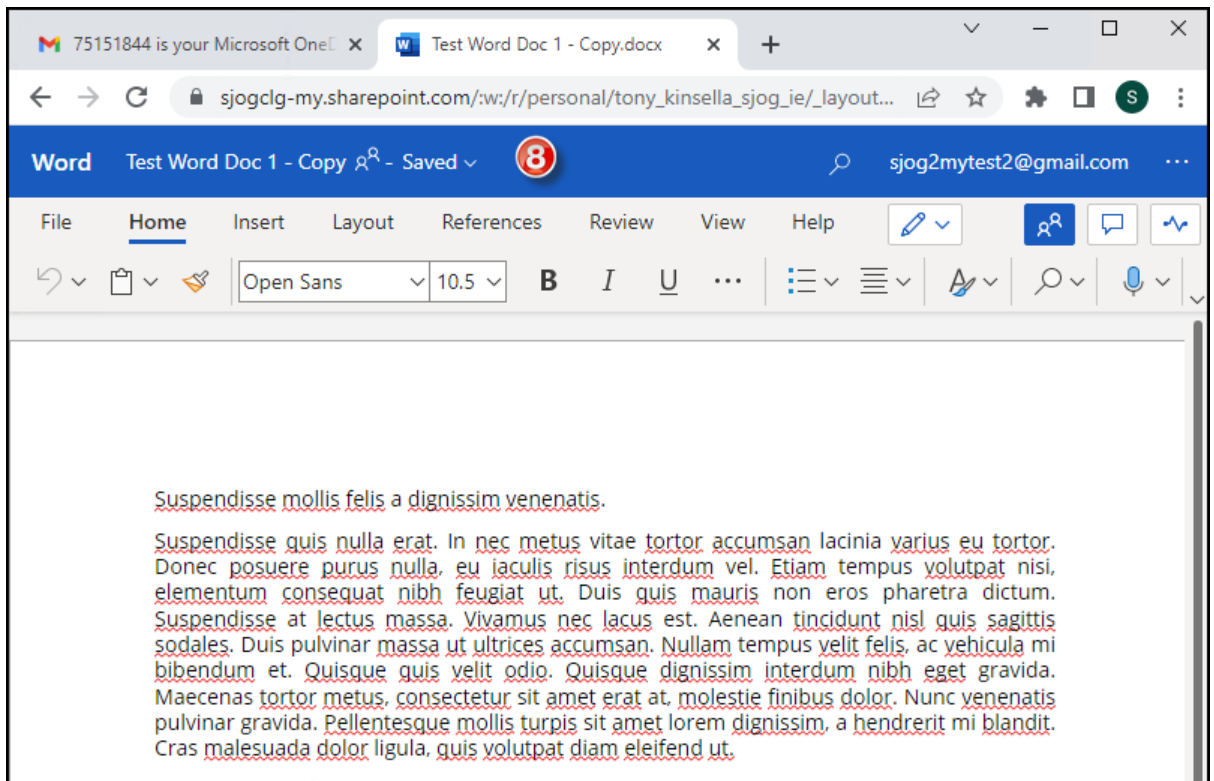
6. You will now need to return to your Gmail home page where you should see an email from **SharePoint Online** titles **xxxxxxx is your Microsoft OneDrive verification code**. (You may need to wait a short while for it to come in. Try refreshing your email)



7. Copy this code and return to Enter Verification Code screen (this can be done by switching to its tab in the browser  $\longleftrightarrow$ ) and paste/type in your verification code and click on the **Verify** button.



8. The document will now open for you. Please note it may look like that this document is opening on your PC or Laptop but in reality, is it opening in the Microsoft 365 cloud and as the sharer has in this case allowed you to Edit the document you are provided with all the editing capabilities of Microsoft Word (even if you do not have MS Word instated on your PC/Laptop)

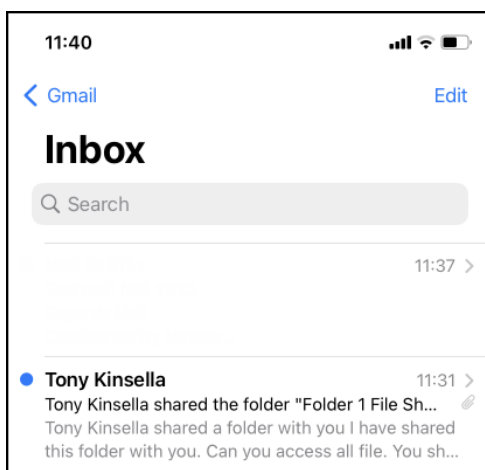


If the file is share without Edit permissions you will only be able to view the file.

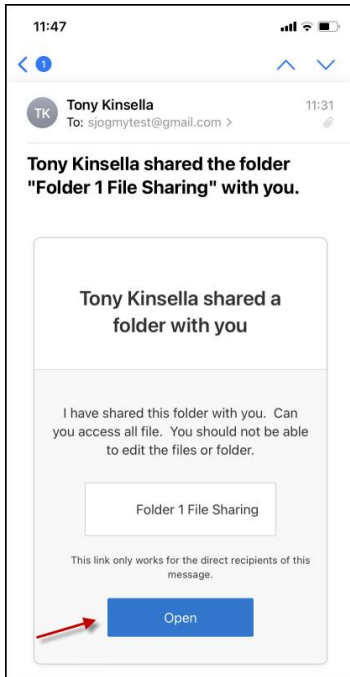
## iPhone - How to access Shared Folders/Files

Here's how it will look on an iPhone, the process is pretty much the same as for the Laptop/Desktop PC and likewise for your Android (Samsung Mobile phone, Tablets etc.) Devices.

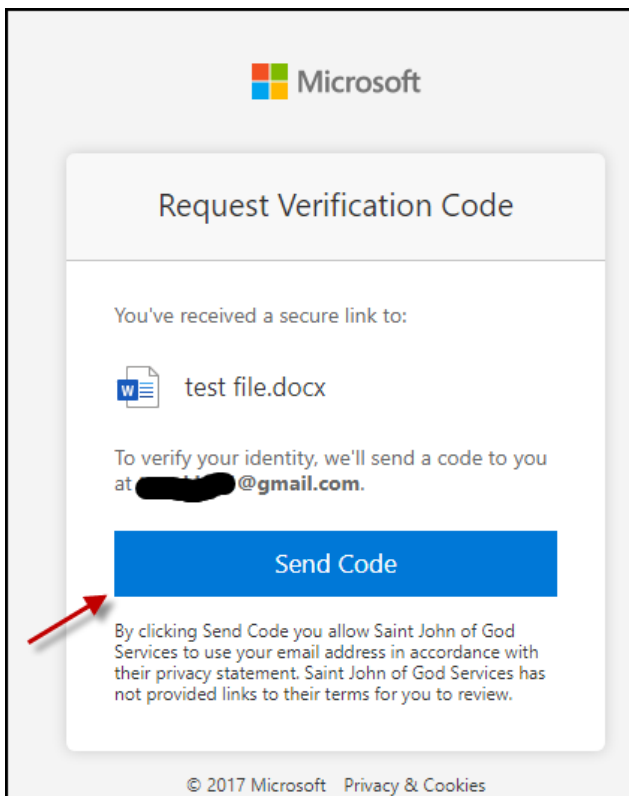
For this section of the document, I have the iPhone email application configured for the Gmail account.



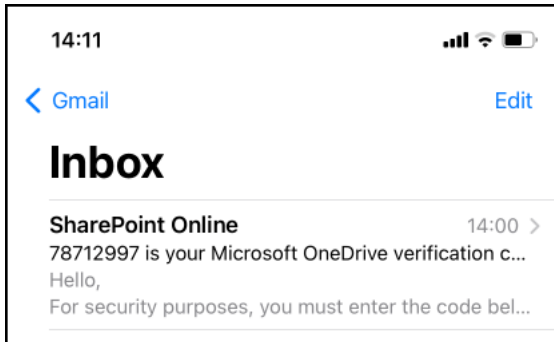
1. Open the email and select the Open button.



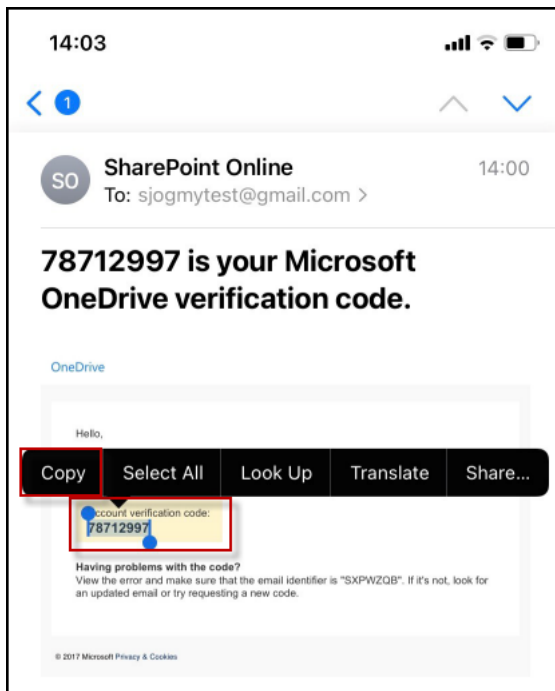
2. If this is the first time you are receiving an email from this SJOG MS365 user, you will be prompted to Request a Verification by clicking on Send Code.



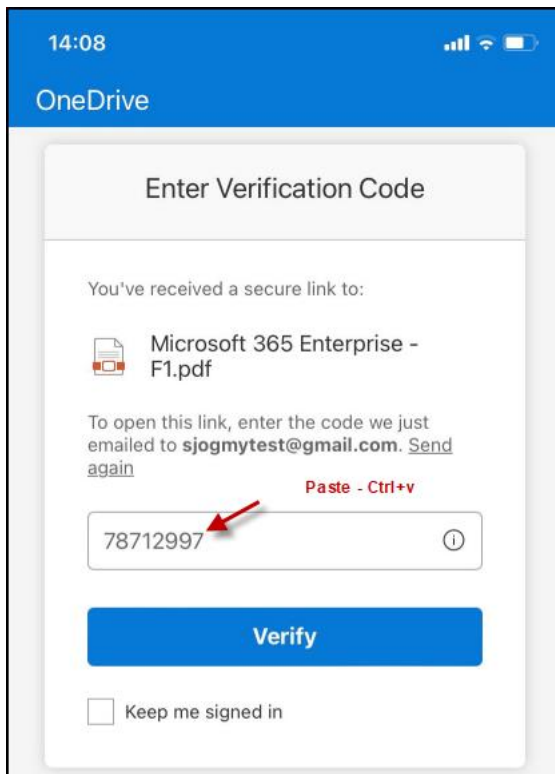
3. You will then receive an email from SharePoint Online with the Verification code



4. Open this email and long press on the account verification code and select Copy



5. You will now need to switch to your **Browser** and open the Enter Verification Code tab where you can now paste the verification code (which you have just copied) into the code field.



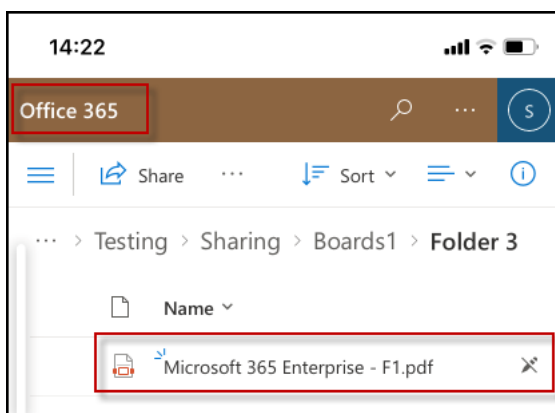
(Should you want to avoid using Copy and Paste you can simply write down the verification code in step 4 and type it in in step 5.)

Once verified the document will open in your browser allowing them to edit the document (if edit permissions have been provided by the sharer).

Notice that you now have access to the Office 365 folder of the Sharer, the small pencil symbol



after the file name indicates that the sharer has configured it so the you cannot edit this file but can view it.



If you have already had content in this folder shared with you will get immediate access to the sharers Office 365 folder (This folder is in the Microsoft 365 Cloud and not on your device) and prompted whether you want to download the contents to your phone.