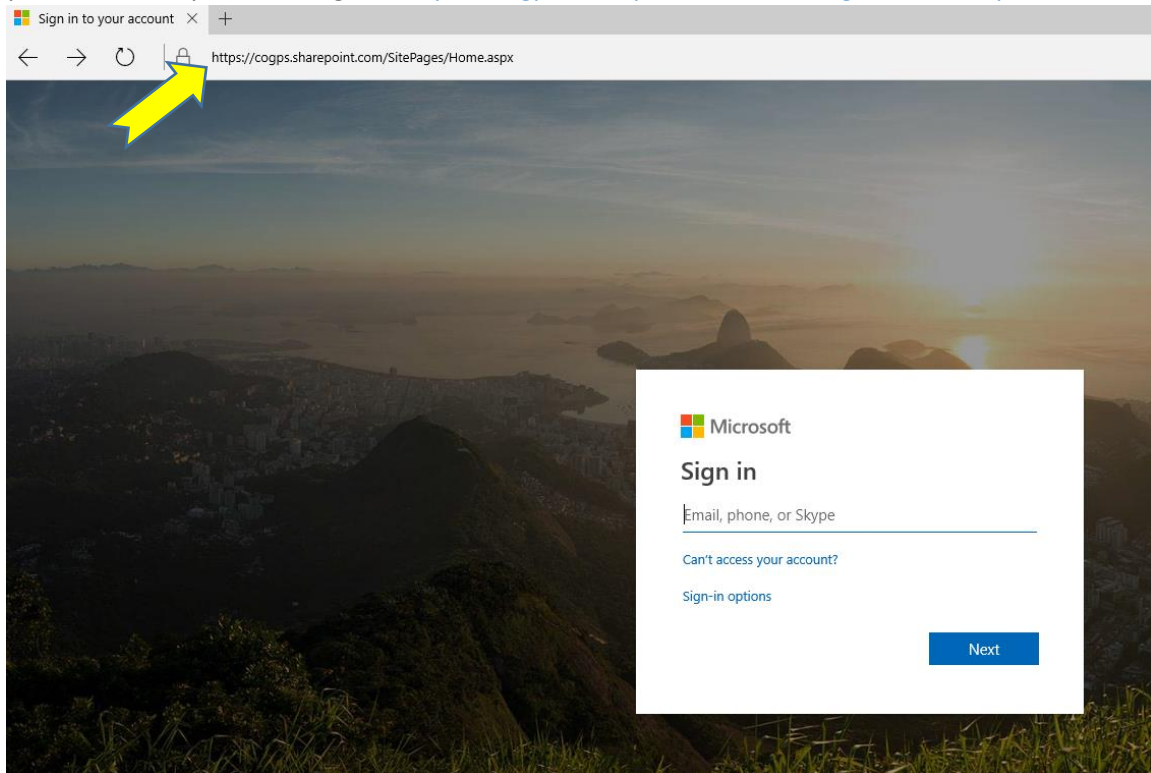


The following instructions will guide you through accessing SharePoint on Office 365 and mapping a Network Location in File Explorer. If you have any questions contact helpdesk@cog-ps.com.

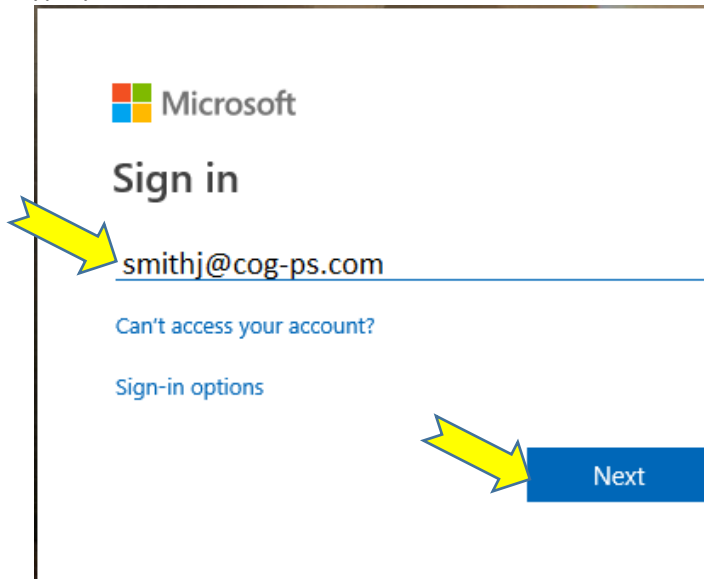
This is a two (2) step process: 1. Accessing SharePoint on Office 365; 2. Mapping a Network location in File Explorer

1. Accessing SharePoint on Office 365

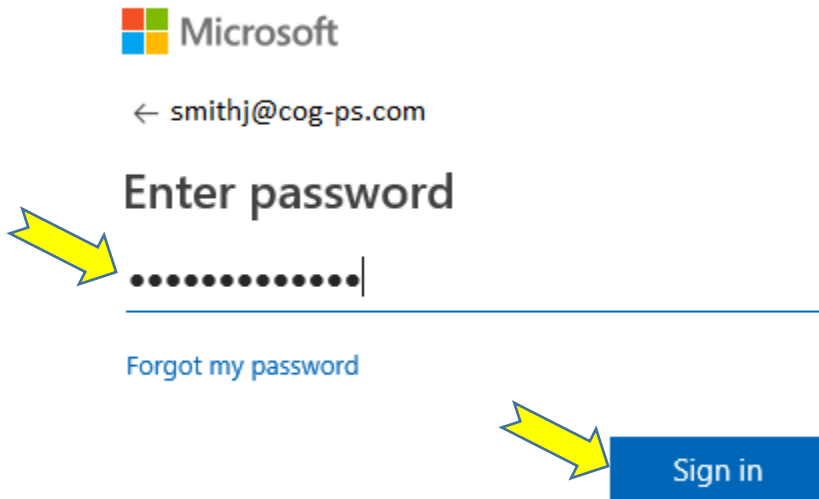
- a. Open Internet Explorer or Edge to <https://cogps.sharepoint.com/SitePages/Home.aspx>



- b. Type your Office 365 Username and click "Next" (ex. smithj@cog-ps.com)



- c. Type your current Active Directory Password; this password is your current SharePoint, Email, and Time account password; click “Sign In”



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the email address 'smithj@cog-ps.com' with a back arrow. The main heading is 'Enter password'. Below the heading is a password input field with a yellow arrow pointing to it. Underneath the input field is a link that says 'Forgot my password'. To the right of the input field is a blue 'Sign in' button with a yellow arrow pointing to it.

- d. Click the checkbox for “Don’t show this again” and click “Yes”



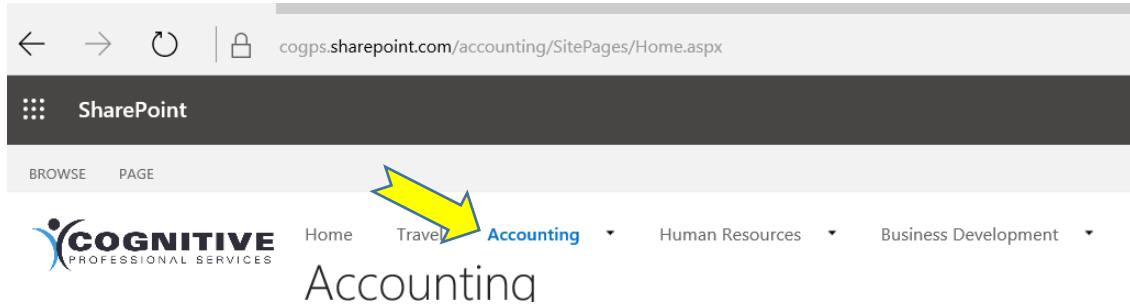
The screenshot shows the 'Stay signed in?' confirmation step. At the top left is the Microsoft logo. Below it is the email address 'smithj@cog-ps.com'. The main heading is 'Stay signed in?'. Below the heading is the text 'Do this to reduce the number of times you are asked to sign in.' Below this text is a checkbox labeled 'Don't show this again' with a yellow arrow pointing to it. At the bottom are two buttons: a grey 'No' button and a blue 'Yes' button with a green border and a yellow arrow pointing to it.

2. Mapping a Network location in File Explorer

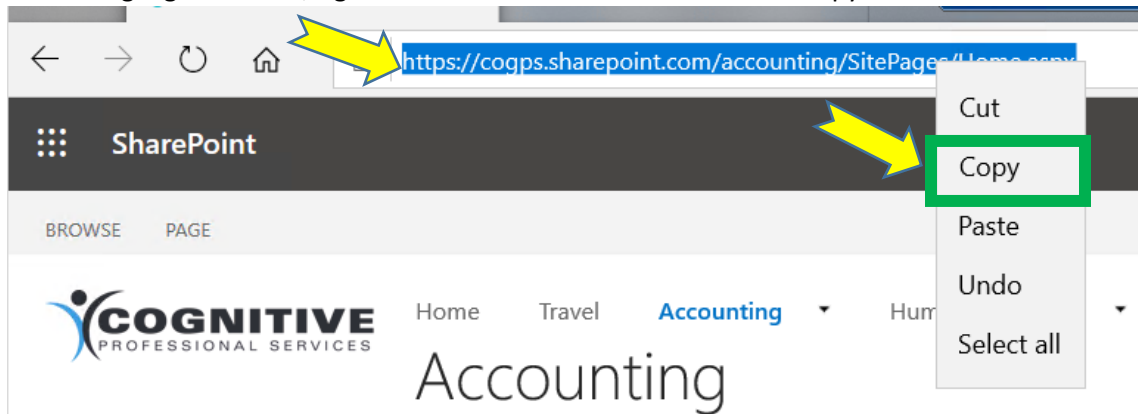
Note: Step 1 must be complete before Step 2 can be completed

a. Using the browser logged into SharePoint, navigate to the site that needs to be mapped

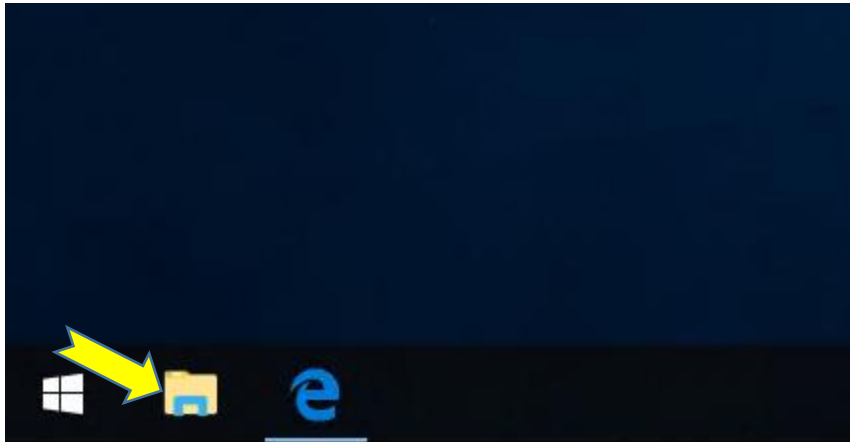
- For example, Accounting <https://cogps.sharepoint.com/accounting/SitePages/Home.aspx>



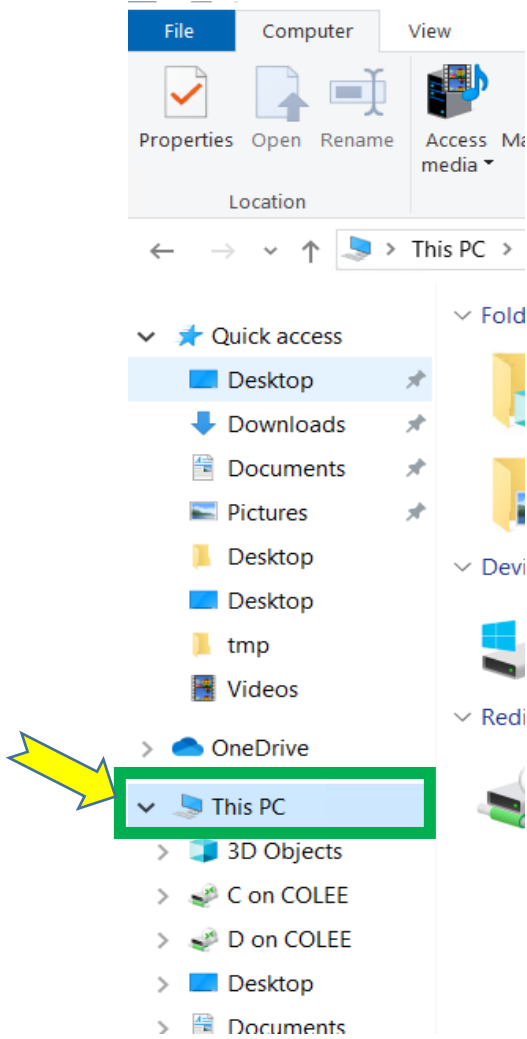
b. Select or highlight the URL, right click the selected URL and left click Copy



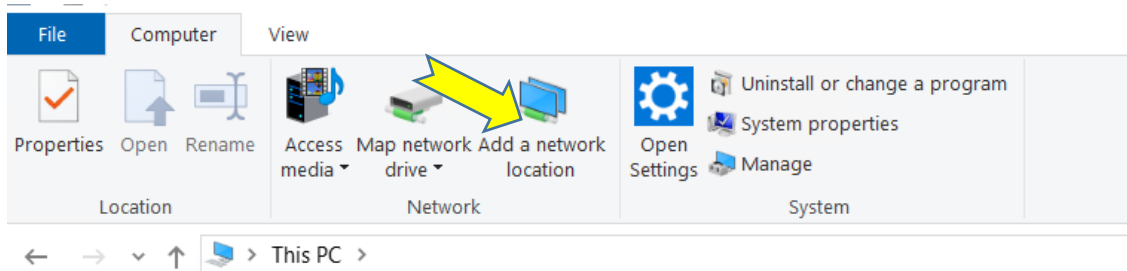
c. Locate File Explorer shortcut on the taskbar next to the Start button, click to open.



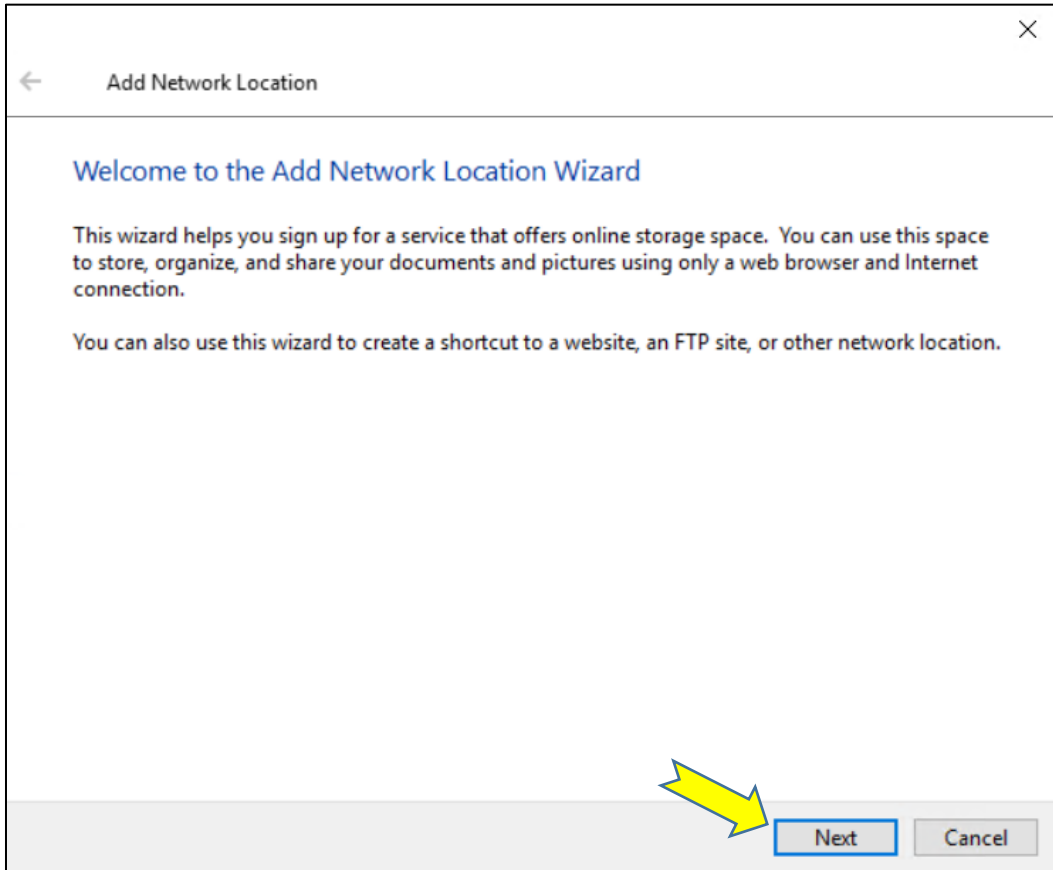
d. In the left window pane of File Explorer click “This PC”



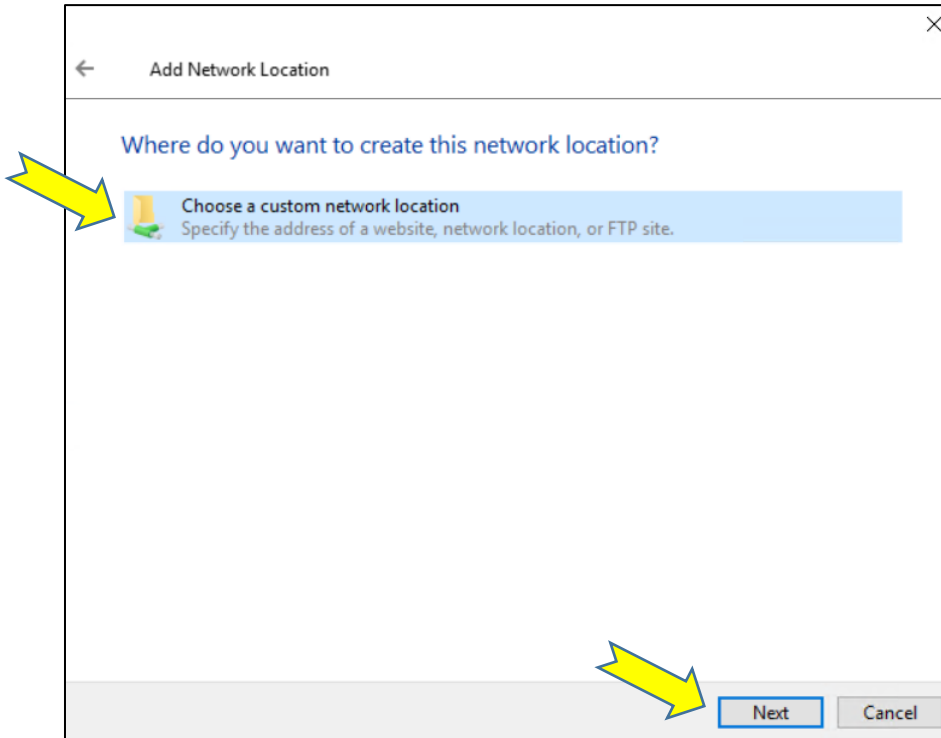
e. In the Ribbon at the top of the window Click “Add a network location”



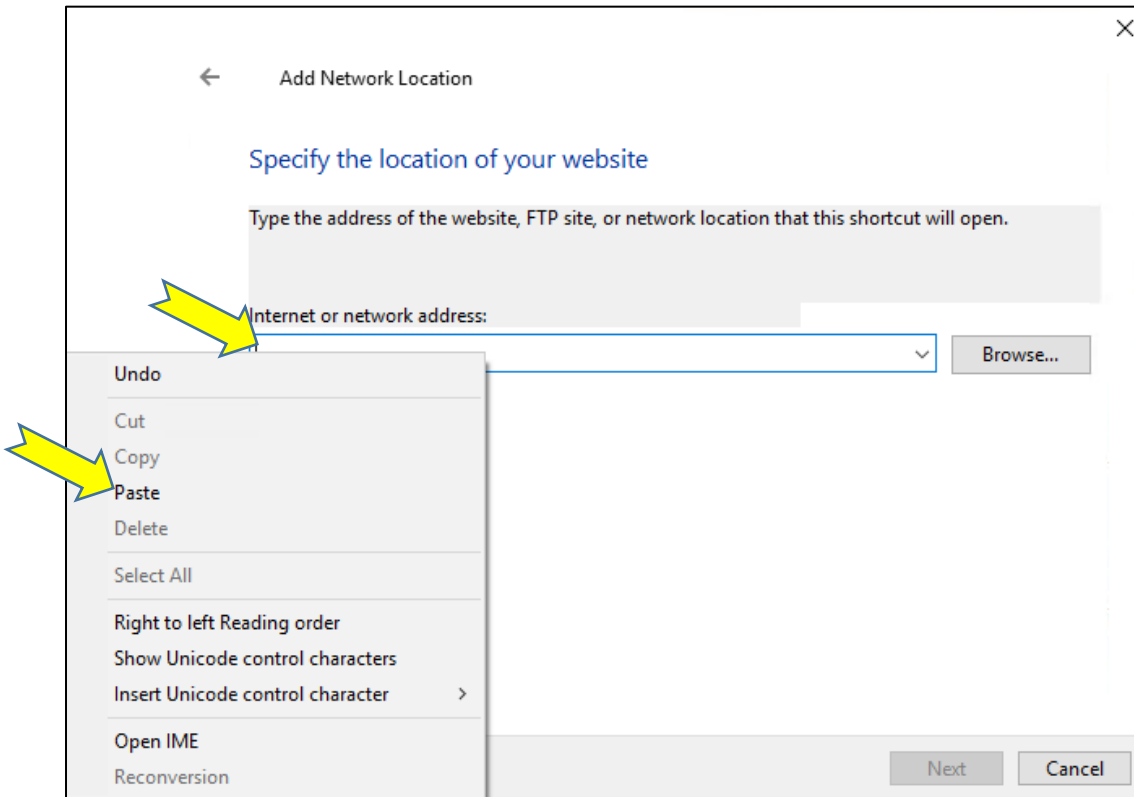
f. Click “Next”



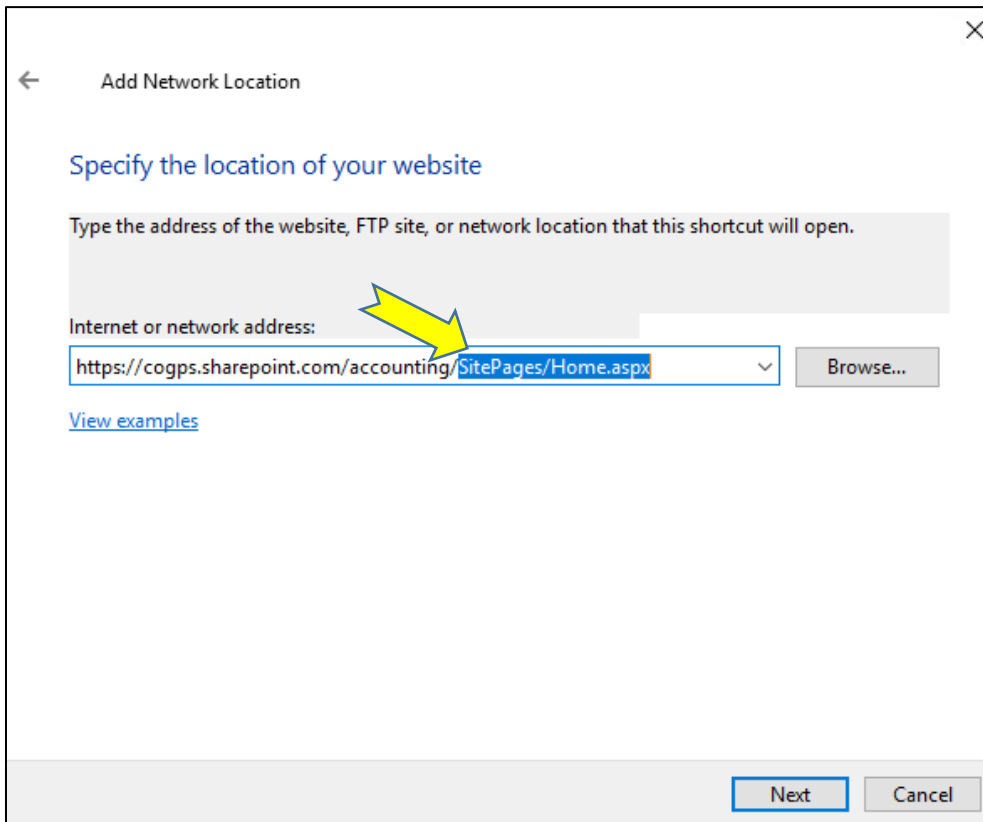
g. Click “Choose a custom network location” and click “Next”



h. Right click and paste the URL copied above in the “Internet or network address:” box



i. Select SitePages to the end of the URL and delete selected by pressing the “Delete” key



j. Click “Next”

← Add Network Location

Specify the location of your website

Type the address of the website, FTP site, or network location that this shortcut will open.

Internet or network address:

Browse...

[View examples](#)

Next Cancel

k. Type a name for this network location in the box and Click “Next”

← Add Network Location

What do you want to name this location?

Create a name for this shortcut that will help you easily identify this network location:

https://cogps.sharepoint.com/accounting/.

Type a name for this network location:

Next Cancel

I. Click “Finish”

