# Introduction to SharePoint




# Why we use SharePoint

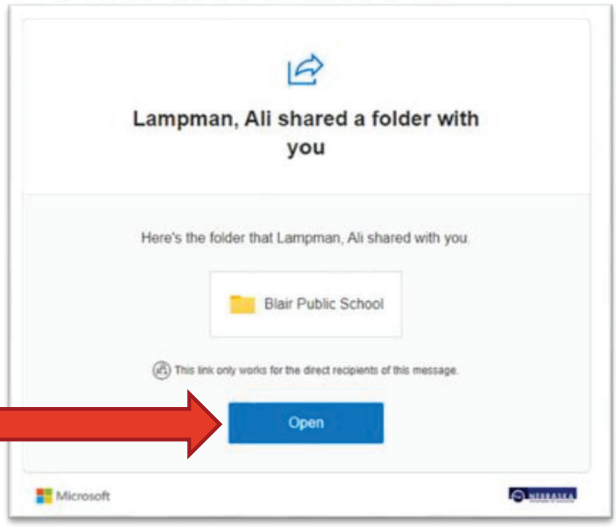
- Submit your RFP Package to NDE Specialist
- Utilize SharePoint site instead of emailing
- SharePoint will be our collaboration platform
- Each school has access to a folder assigned to them
- Make sure you save a copy
- You have been provided FSMC RFP SharePoint Quick Guide

# Accessing the SharePoint Invitation

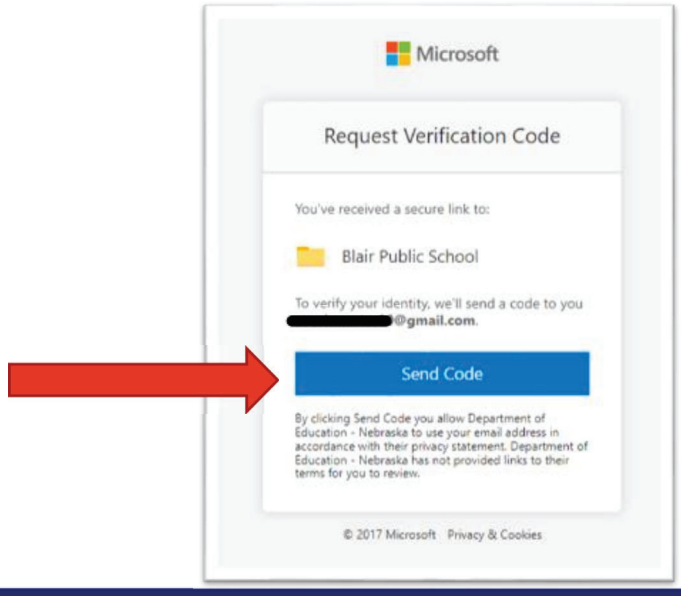
- You have received an email from

***Ali.Lampman@education.ne.gov***

- Only the recipient(s) of the message will have access
- If additional staff need access, we will need their email address
- Check Spam/Trash folders if you do not see the email

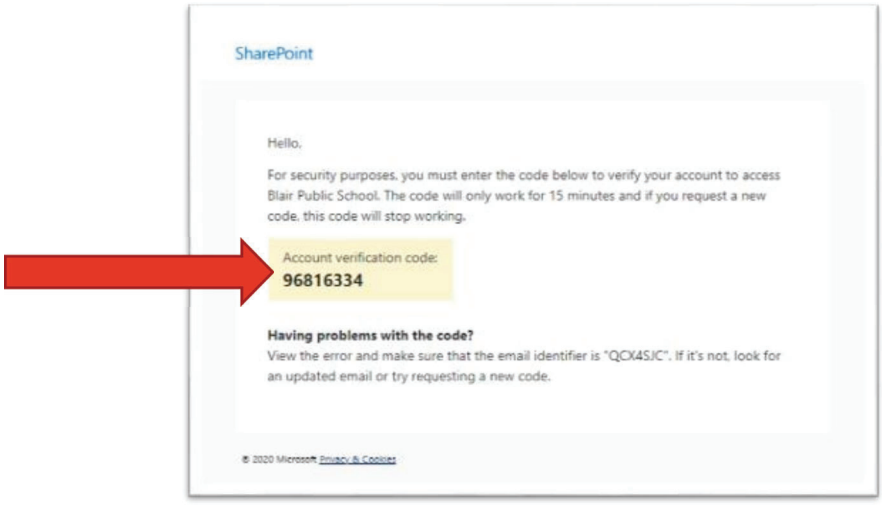



# Requesting a Verification Code



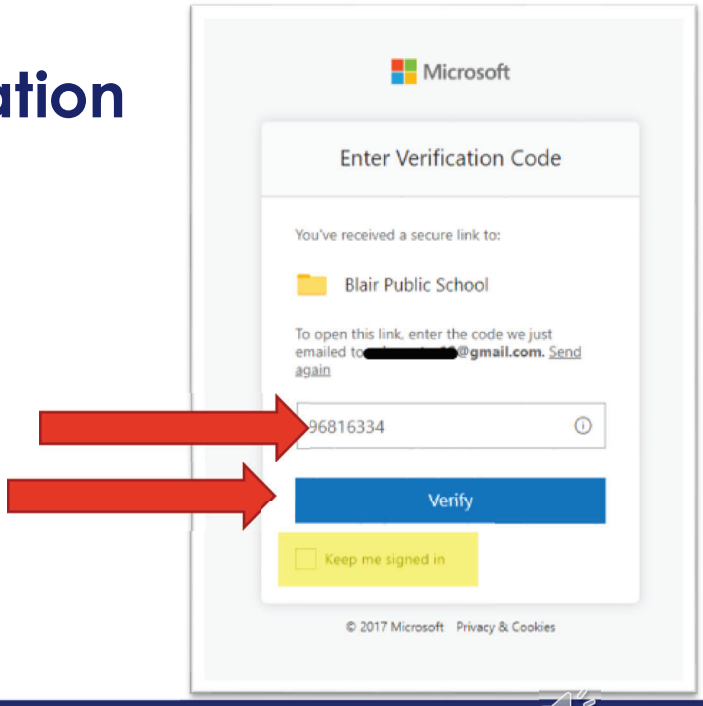
# Receiving the Verification Code

- Copy code
- Note the code will only work for 15 minutes and if you request a new code this code will stop working

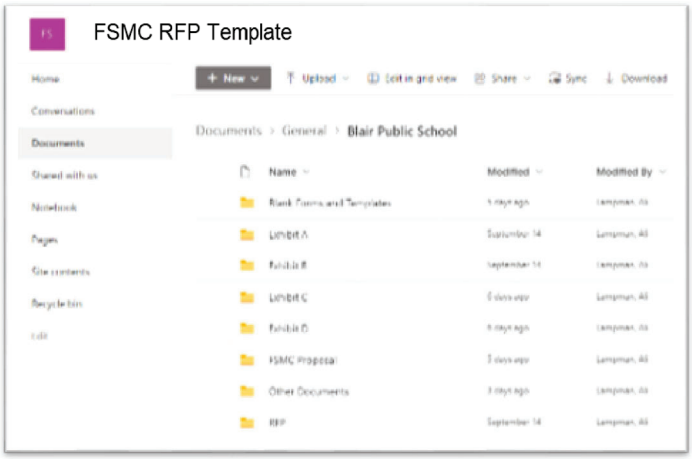



# Completing Verification

- Check box to keep me signed in
- Enter code
- Click verify

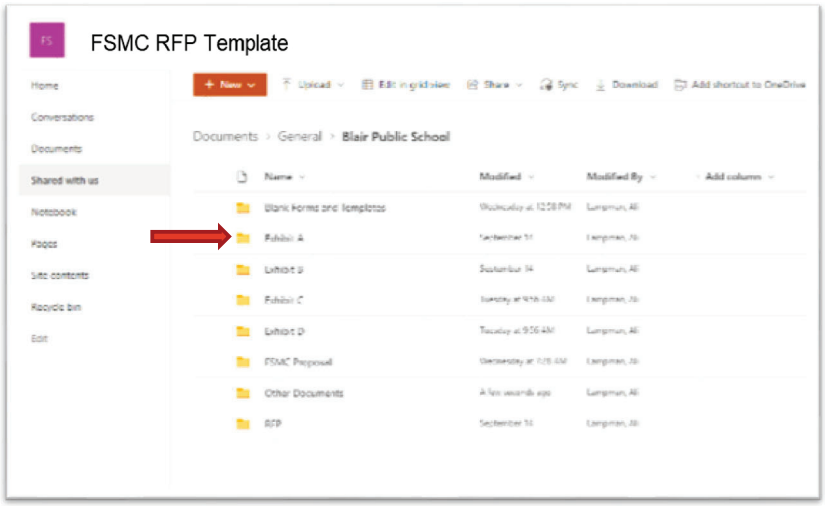


# Your SharePoint Folder



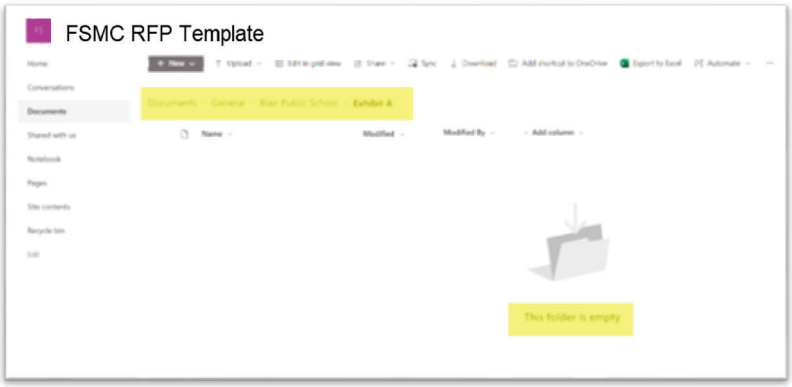

# Understanding Folder Organization

- Each school has organized folders
- Be sure to keep original copies of everything before uploading
- Work in folders Exhibits A-D, RFP during this time
- Folders FSMC Proposal and Other Documents will be used after the RFP package is approved



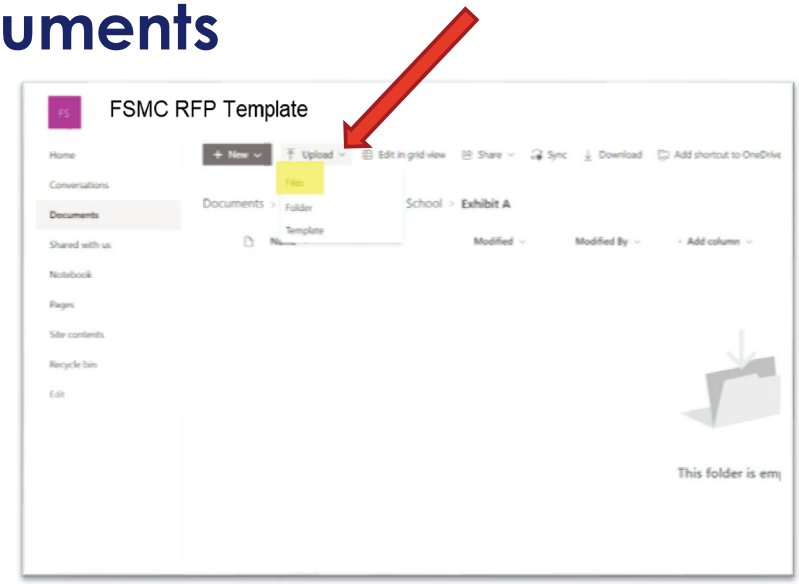
# Navigating the Site

- The navigation line shows you where you are
- Notice the folder is empty
- Let's upload a document



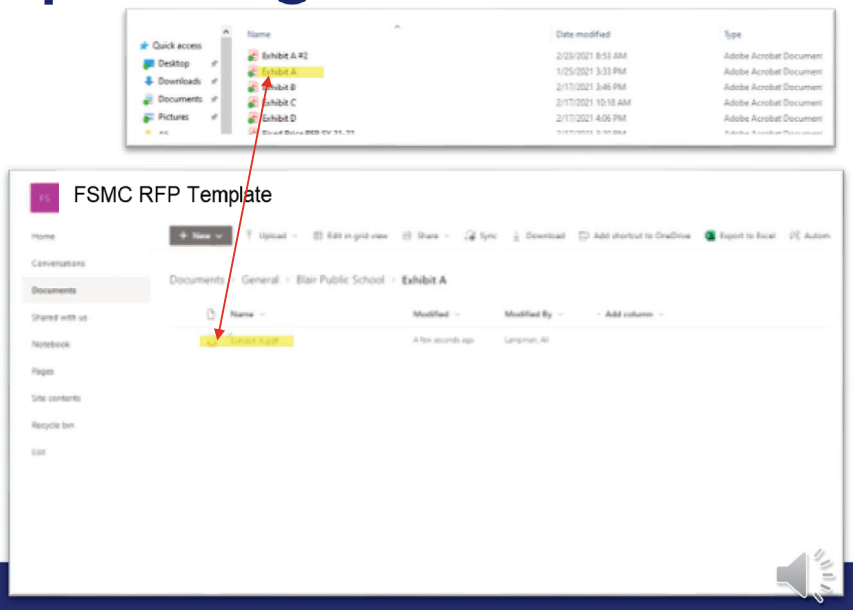

# Uploading Documents

- Select upload at the top
- Drop down will appear
- Select files from your computer



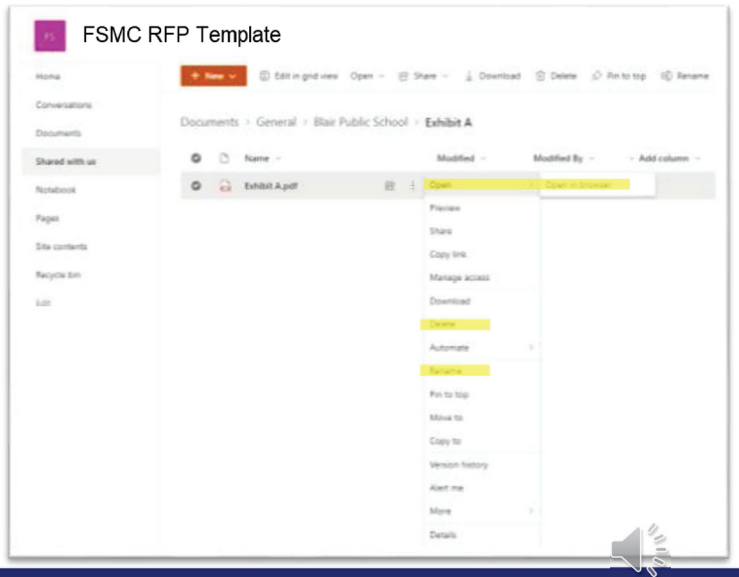
# Selecting and Uploading a File

- This will bring up your files on your computer (top)
- Select the document you want to upload
- If you cannot upload a document let us know and we can check your permissions



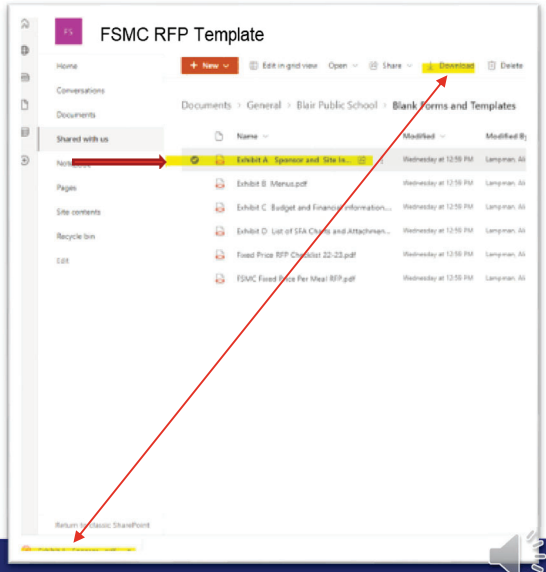

# Working Files

- What if you want to open the document to look at it?
- What if I want to delete the document?
- How do I edit the document?



# Downloading Forms and Templates

- Download extra forms/fillable templates by selecting only the form you need
- You will not be able to edit PDF or fillable forms in the site




# Conclusion and Questions

- We think you will find this process of using the SharePoint site helpful
- Eliminates searching emails and emails limited on attachment size
- We will help you navigate the site
- Use the quick guide with instructions
- It is a safe, secure and user-friendly site with limited access