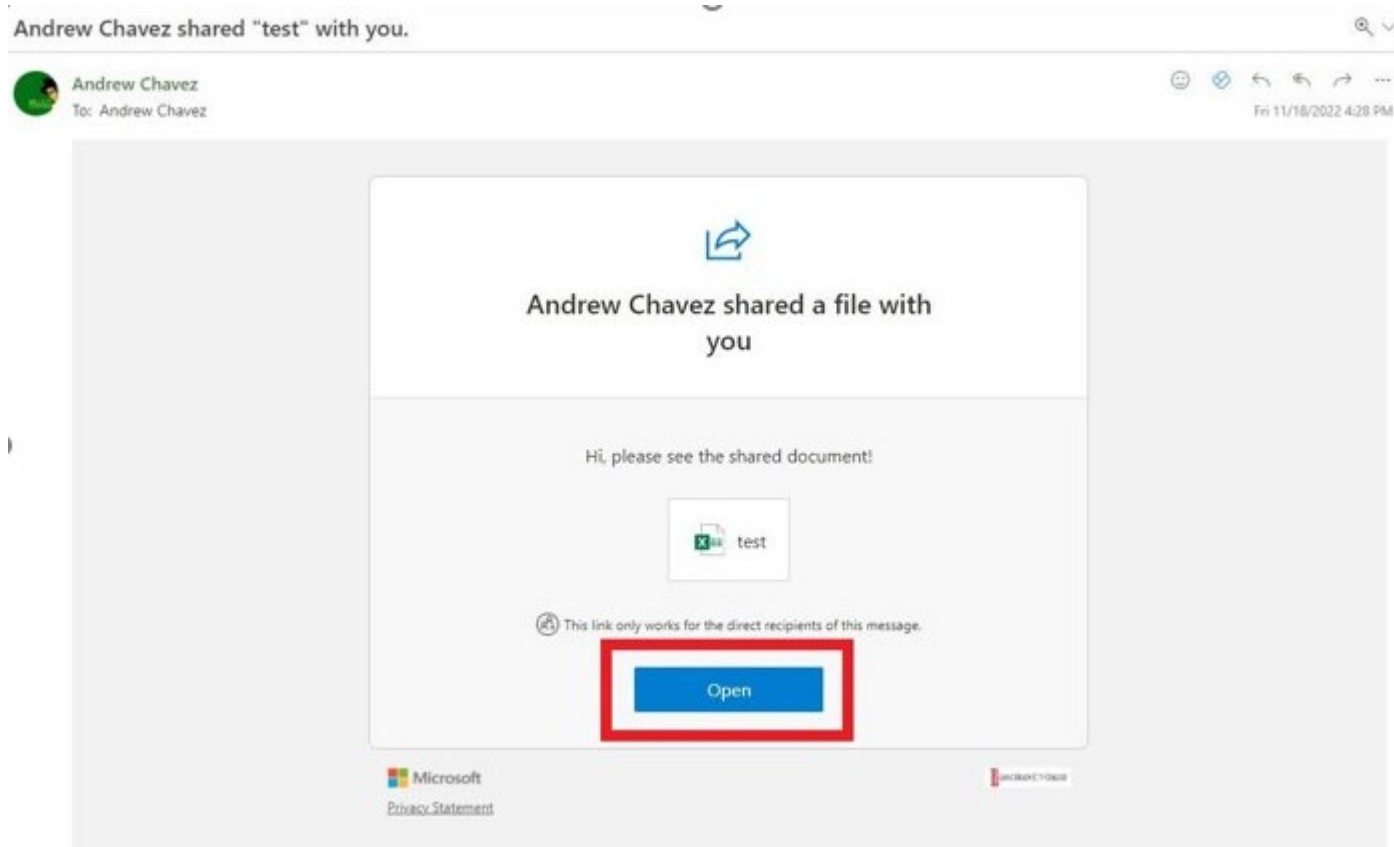
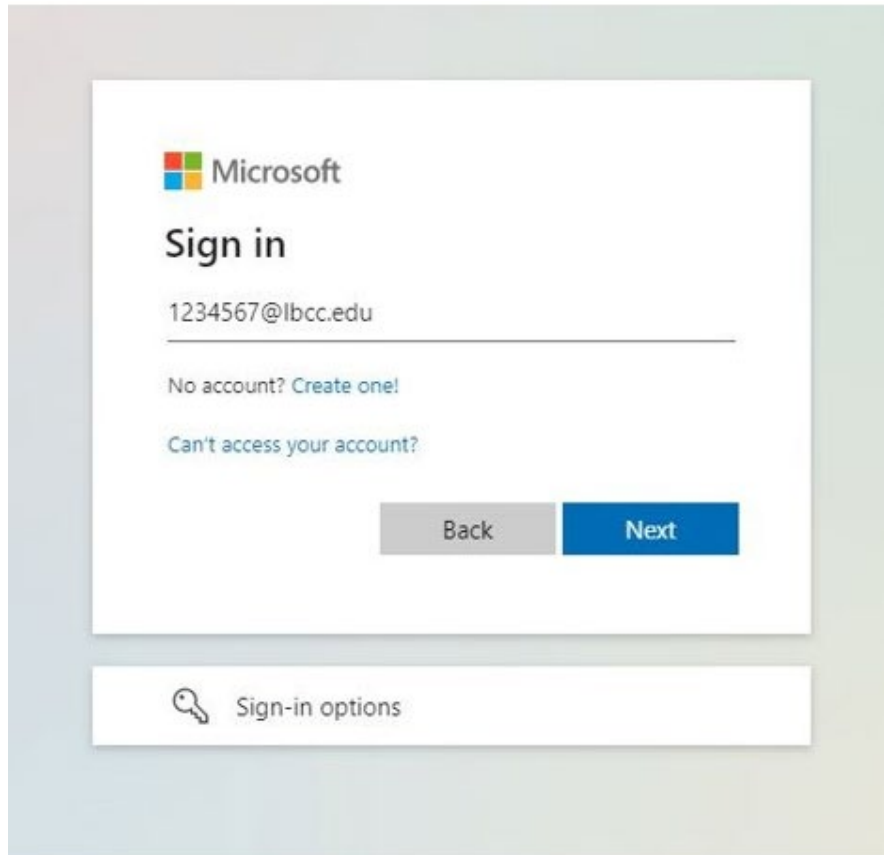


# Accessing Documents Shared With You in Office 365/OneDrive



- When a document has been shared with you, you may receive an email to your LBCC inbox with a notification and a link to that document.

# Signing in Microsoft 365



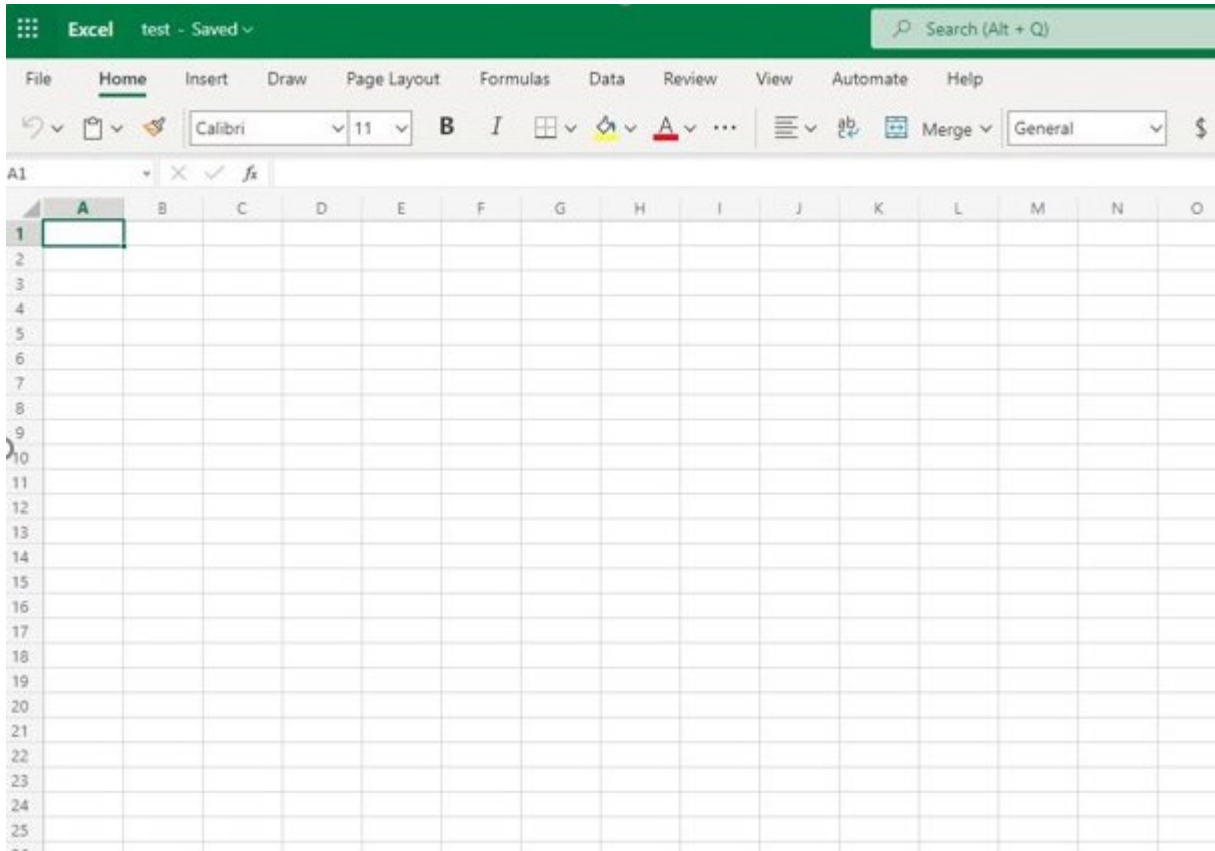
If prompted, please enter your credentials as follows:

**youremployeeID@lbcc.edu**

Ex) [1234567@lbcc.edu](#)

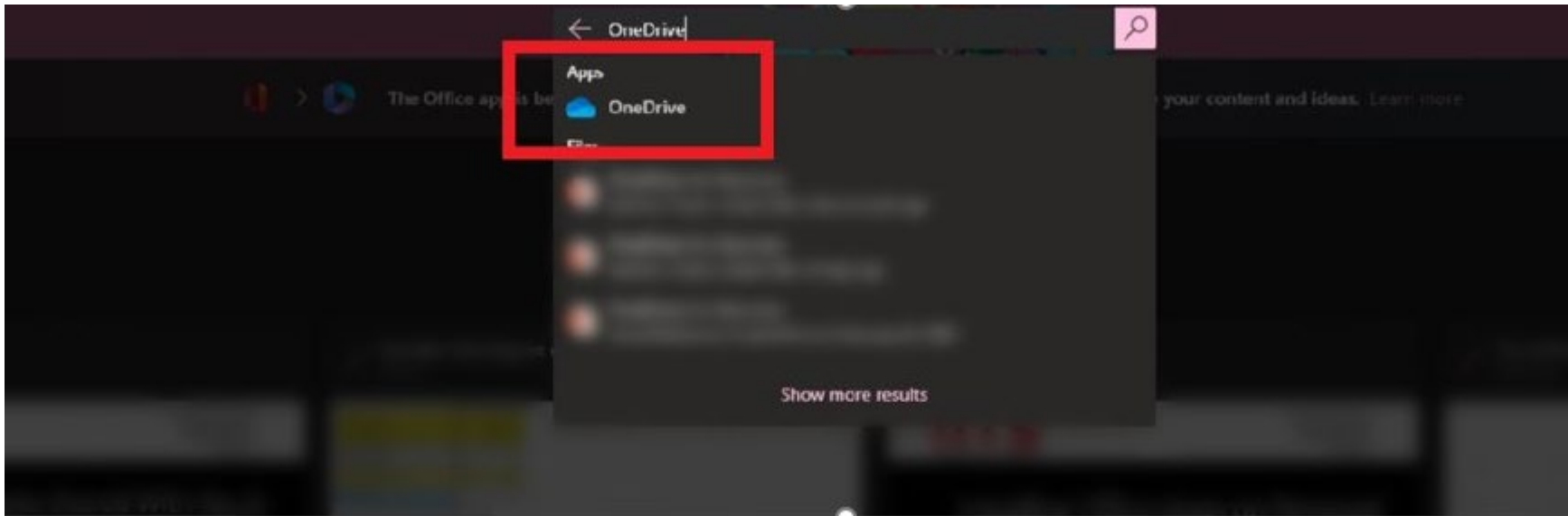
Depending on the security associated with the document, you may need to sign into Office 365 before viewing or editing the document.

# Enter Credentials



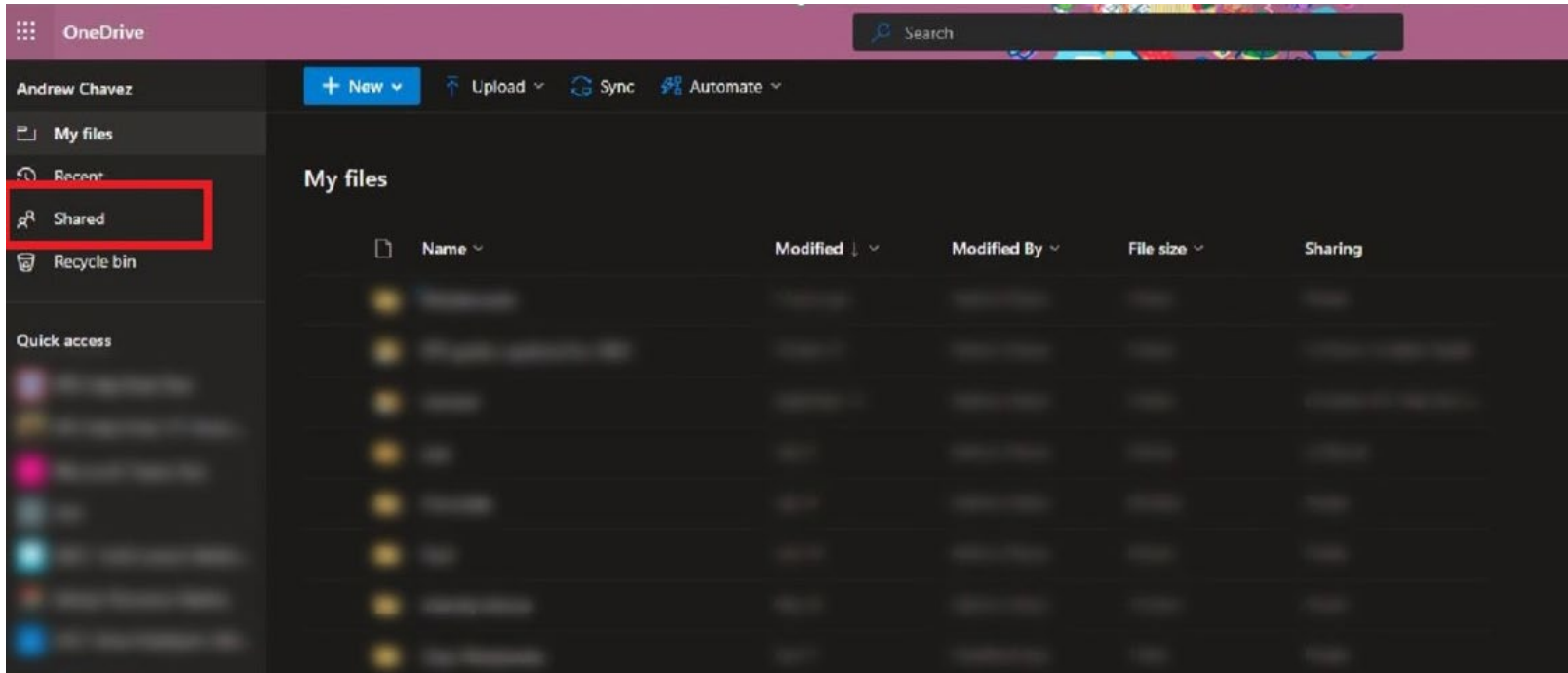
After confirming your credentials, you will be redirected to the document.

# Alternatively accessing documents



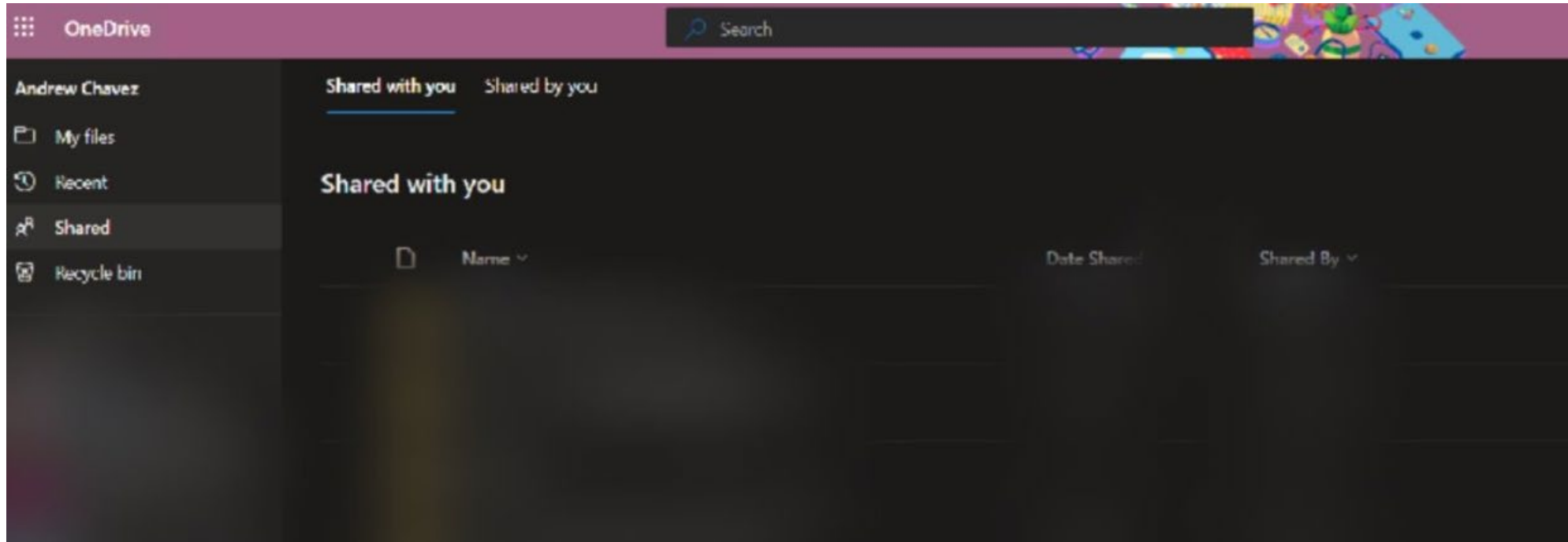
Alternatively, if you access your OneDrive account you can view a list of documents that have been shared with your account. OneDrive can be accessed by signing into your Office 365 account from the Viking Portal, then searching for the OneDrive app from your Office 365 dashboard.

# Click Shared Location



Inside of your OneDrive account, click **Shared** located at the upper-left hand corner of the webpage.

# List Shared with you



What should populate is a list of documents that have been shared with you and that you should have access to.