



DINE ACCESSING SHAREPOINT SITE

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1. PURPOSE

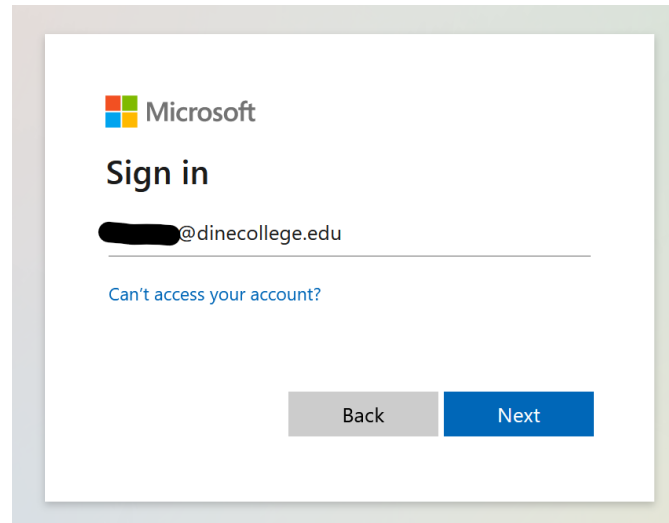
The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for accessing and using the SharePoint site within Dine College. SharePoint is a collaboration platform used to store, share, and collaborate on documents and information securely.

2. SCOPE

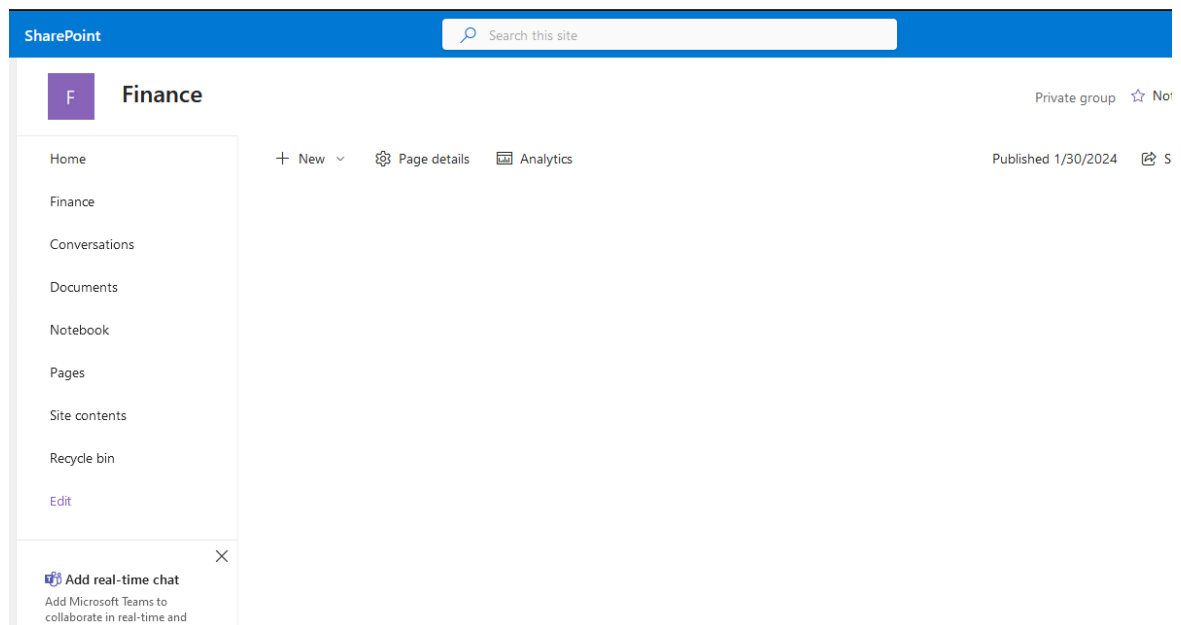
This SOP applies to all employees and authorized personnel who need access to the SharePoint site within Dine College. It outlines the steps for accessing the document library, Folders for Finance departments.

3. HOW TO ACCESS SHAREPOINT SITE AND DOCUMENT LIBRARY

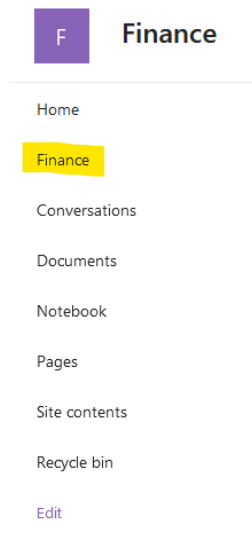
1. Go to url <https://dinecollege.sharepoint.com/sites/Finance> , Login with your O365 Account



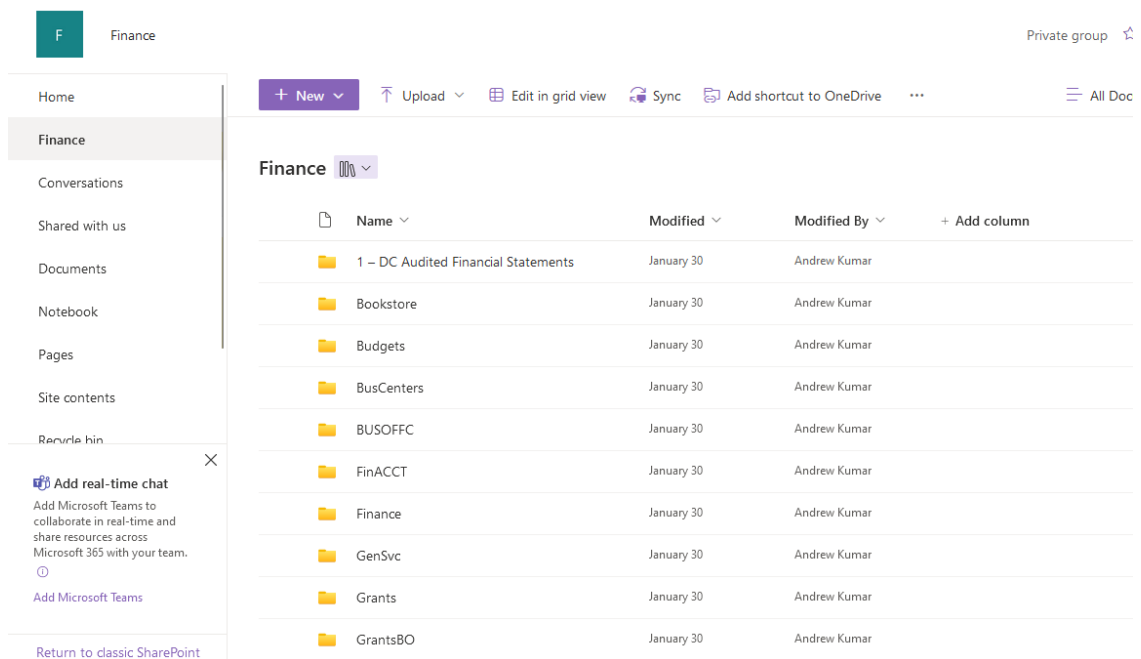
2. After successful login you will be able to see the page below.



3. Go to “Finance” document library on the left navigation bar

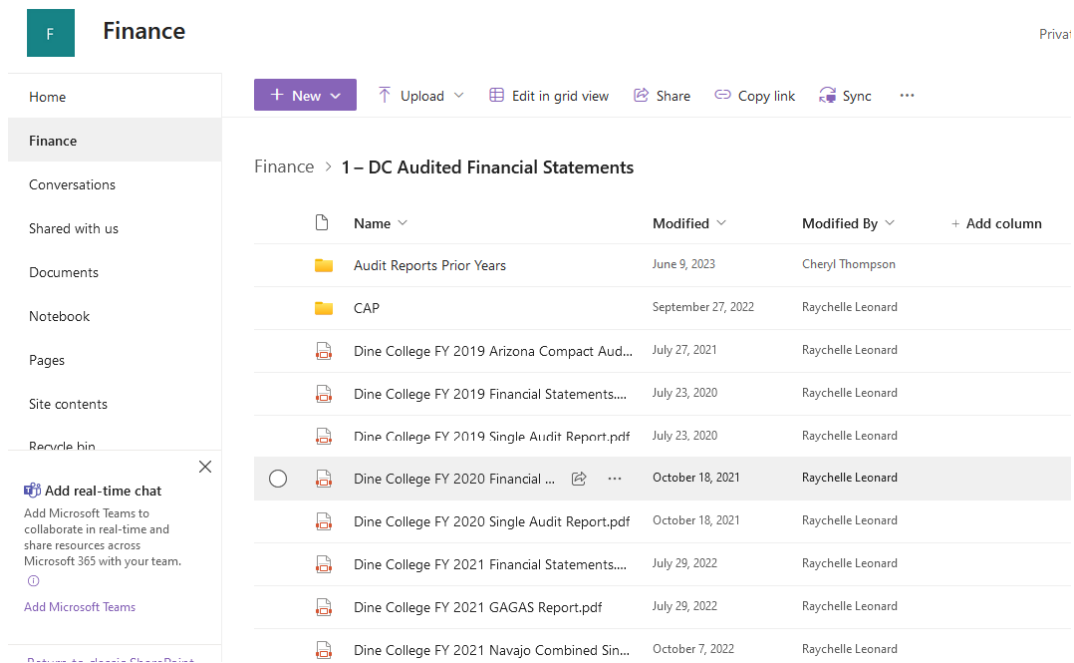


4. All the folders under Finance document library

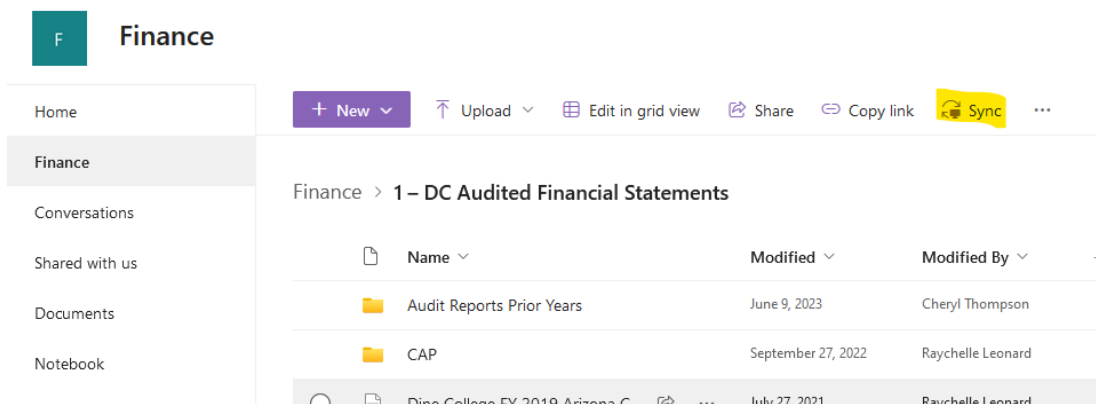


4. HOW TO SYNC FOLDER IN YOUR LOCAL COMPUTER

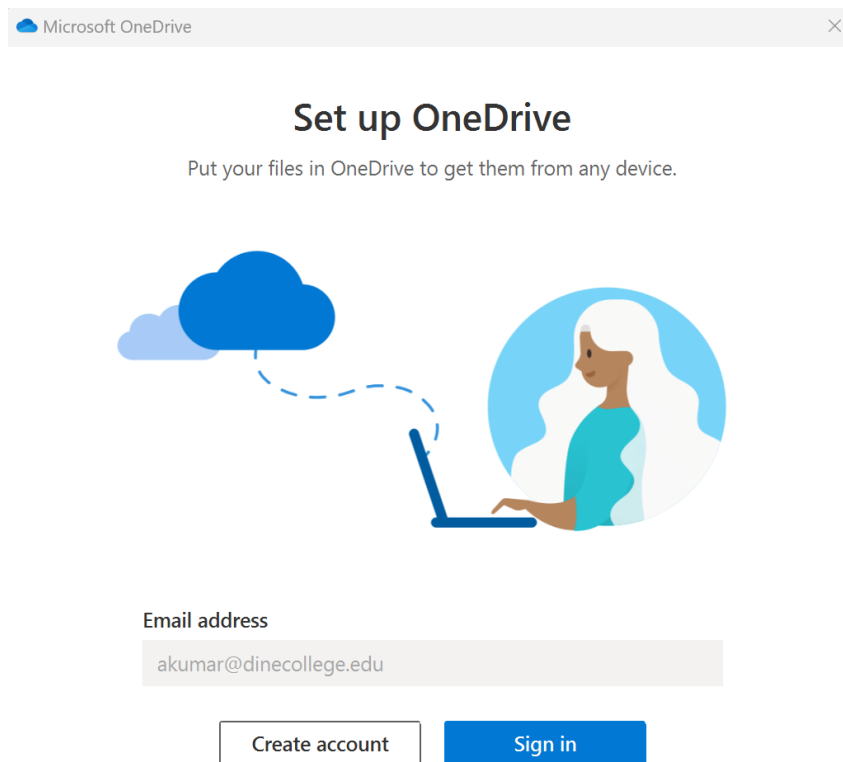
1. Go to the folder that you want to sync on your local computer.



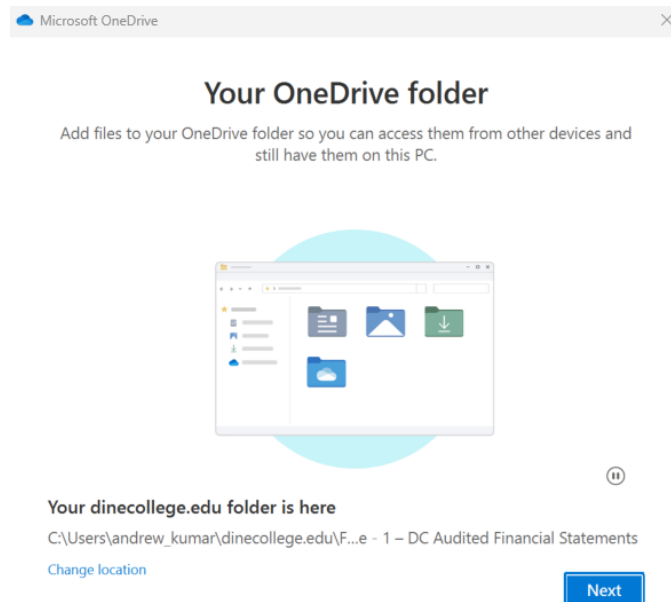
2. Click on **Sync** button on the top.




3. Below Window will appear on the screen, Click on “Sign in”




4. Click on “Next”



5. Once you successfully login to on Drive, Go to **My Computer**
6. On the left navigation pane, you will be able to see the Folder.

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 Finance - 1 – DC Audited Financial Statements

NOTE: Data Synchronization might take some time

Once Data synchronization completed you will be able to see all files and folders in your local computer