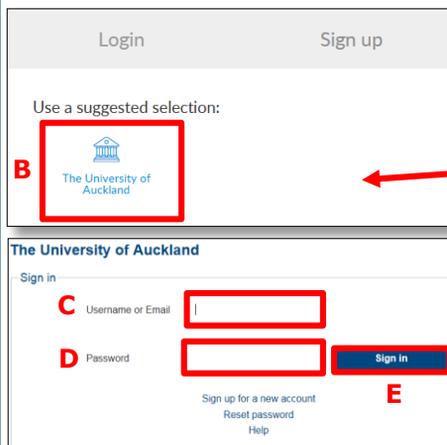


1. Logging in

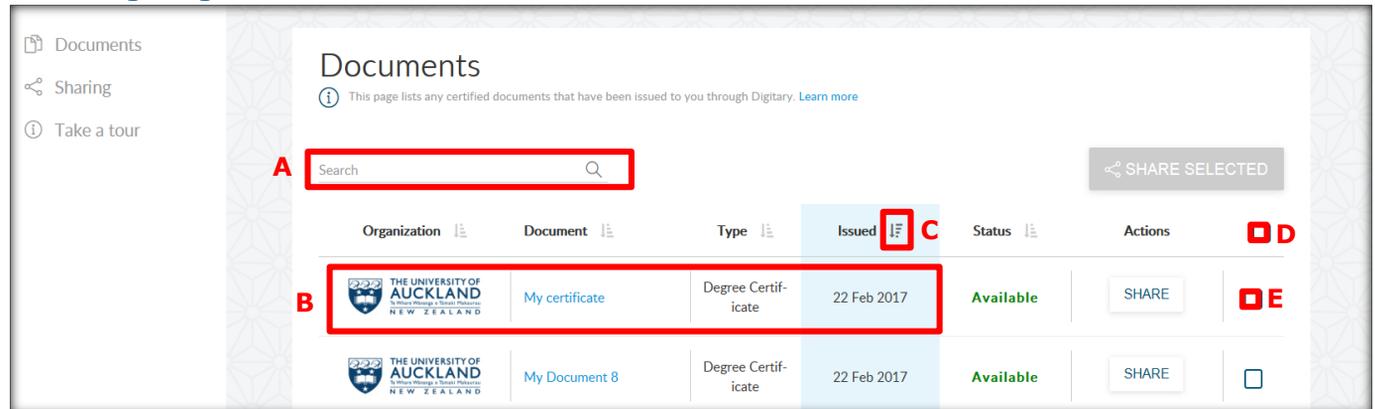
Click on the link in the email you received



1. Click the institution icon (A)
2. Click **The University of Auckland** selection (B)
3. Enter your **Username** (C) and **Password** (D)
4. Click **Sign in** (E)

If you have single sign-on you won't need to complete this step

2. Navigating the home screen

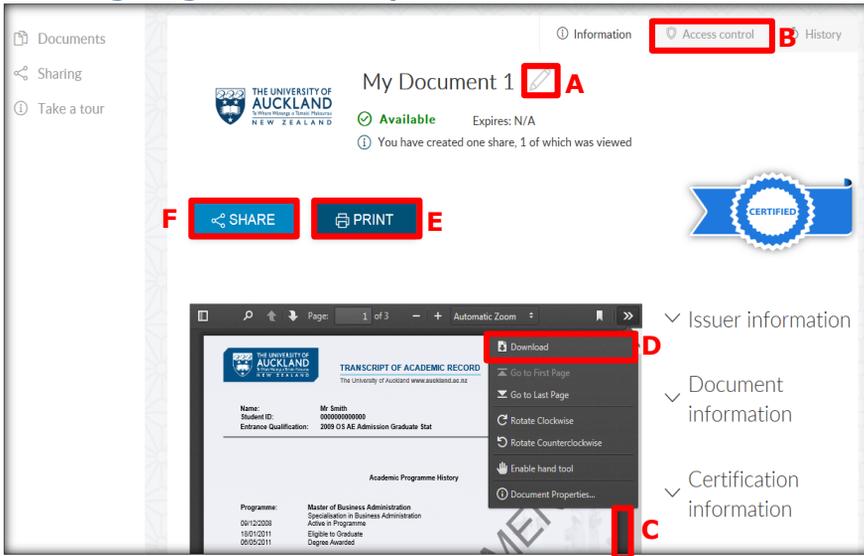


1. Enter the name of a document in **Search** to search for a document from the list (A)

The search results will appear as soon as you start typing

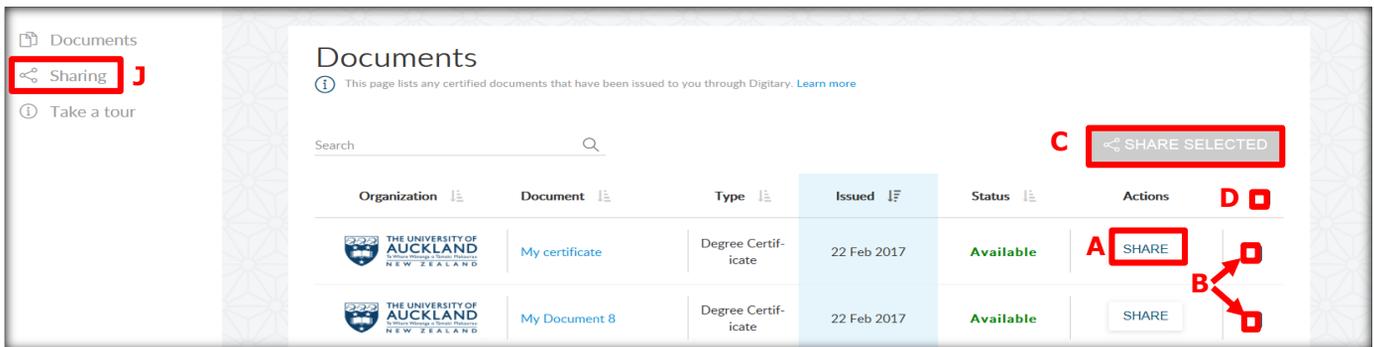
2. Click on the University logo, document name or date (B) to open it
3. Click on  (C) to change the order of the list in each column
4. Click the (D) to select all documents or the (E) beside an individual document to select it

3. Navigating when in an open document



1. Click on **(A)** to change the name of your document (you can also name a share)
2. Click **Access control (B)** to disable and change PINs for documents you've shared
3. Use the scroll bar **(C)** to move up and down the document
4. Use the function within the document frame **(D)** to download the document
5. Use the **PRINT** button **(E)** to print a copy
6. Use the **SHARE** button **(F)** to share your document or refer to step 4. **Sharing documents** below to see how to do this from the home screen

4. Sharing documents



To share a single document:

1. Click **SHARE (A)** beside the document to be shared

To share all documents:

4. Click **(D)** to highlight all documents
5. Click **SHARE SELECTED (C)**
6. Click **Generate a link to my documents (E)**
7. Type in the email address **(F)** of the recipient
This will act as the recipient's username
8. Create a PIN number **(G)** (optional)
9. Enter an expiry date **(H)** (optional)
10. Click **SHARE (I)**
11. Click **Sharing (J)** to monitor and control who currently has access to your documents

To share more than one document but not all:

2. Click on **(B)** beside all the documents you wish to share
3. Click **SHARE SELECTED (C)**

Documents sharing

E Generate a link to my documents

Send my documents to a registered organisation

F Email (optional)

G Access PIN (optional)

H Expiry date (optional)

CANCEL **SHARE (I)**

Users can choose to just generate a link which they can share in documents or create a username / PIN / expiry date and provide the link to another person (each step is optional)

To insert a link to your document in another document e.g. your CV:

12. Click **Generate a link to my documents (E)**
13. Click **SHARE (I)** (leave **Email, Access PIN** and **Expiry date** blank)
14. Click **COPY LINK (K)** then paste that link into your document
15. Click **CLOSE (L)**

