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

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)

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)