Access a SharePoint site

1. Using the Internet Explorer web browser, navigate to the address of your SharePoint site (i.e. https://share.uvic.ca/DEPT/). You will be prompted with a login box and asked to enter your account details.

2. In the User name field, enter yourNetLinkID@uvic.ca and your password. If you are using a computer at a secure location, you can check the box marked Remember my password, which will allow for easier access to SharePoint in the future.

3. From the Tools menu (located in the top right corner of the screen), select Internet options. Then click on the Security tab.

4. Select the Local intranet icon and click on the Sites button. Click on the Advanced button in the new window. Type share.uvic.ca into the Add this website to the zone field and click Add. You can now close the open windows.