

# Accessing Documents Shared With You in Office 365/OneDrive

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

# Accessing Documents Shared With You in Office 365/OneDrive

Jonathan Tejada has shared 'test1'

⤴ REPLY   ⤵ REPLY ALL   ➔ FORWARD   ⋮

Mark as read



Jonathan Tejada <no-reply@sharepointonline.com>

Tue 6/13/2017 10:07 AM

To: Jonathan Tejada;

Cc: Jonathan Tejada;

Hi,  
Please see document.

➔ [Open test1.docx](#)



Get the SharePoint mobile app!



- You may receive a link via email.
- In this instance, you would click on the “Open filename.docx” link.

# Accessing Documents Shared With You in Office 365/OneDrive



 LONG BEACH CITY COLLEGE

Sign in with your organizational account

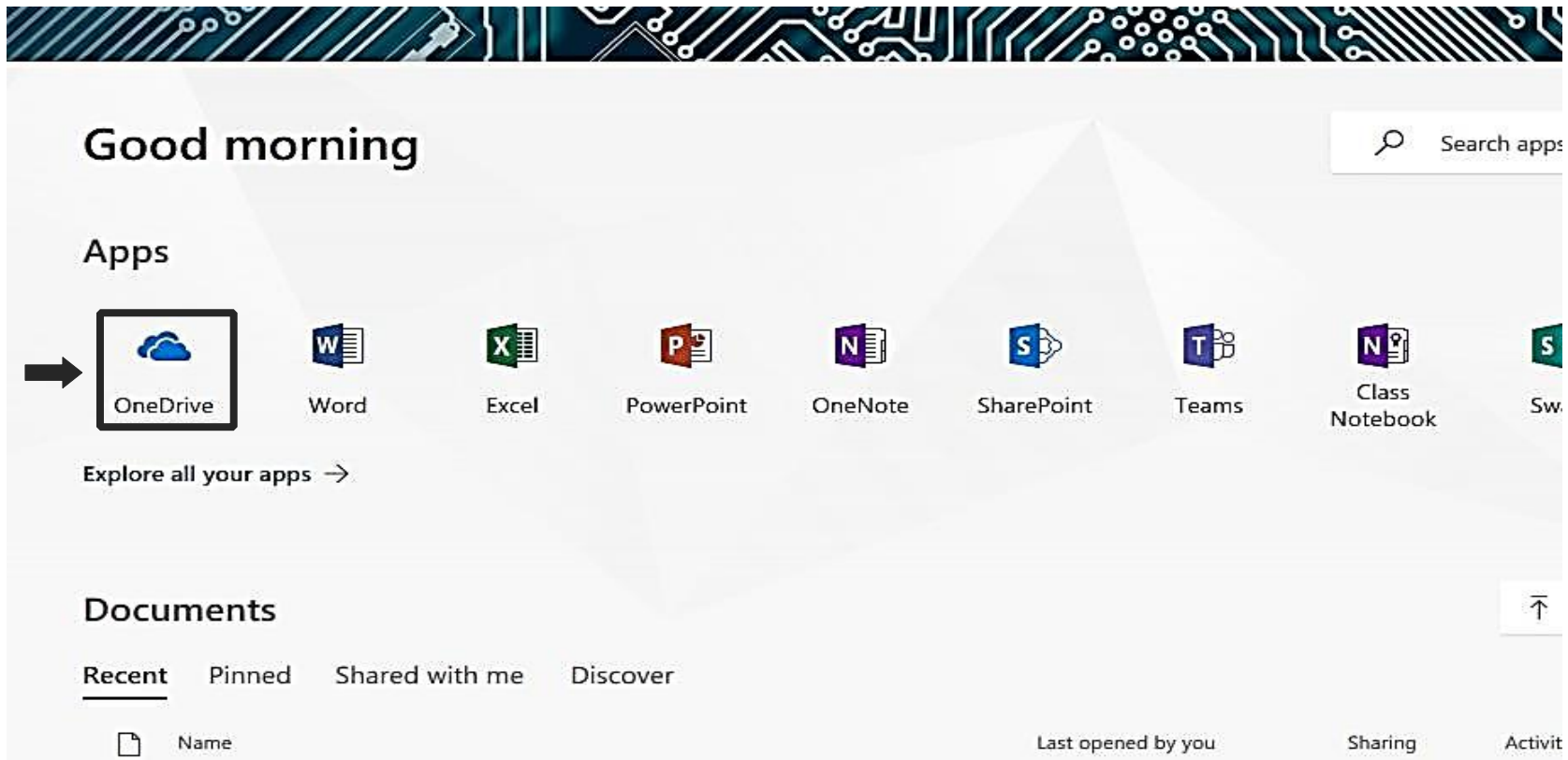
  


Sign in

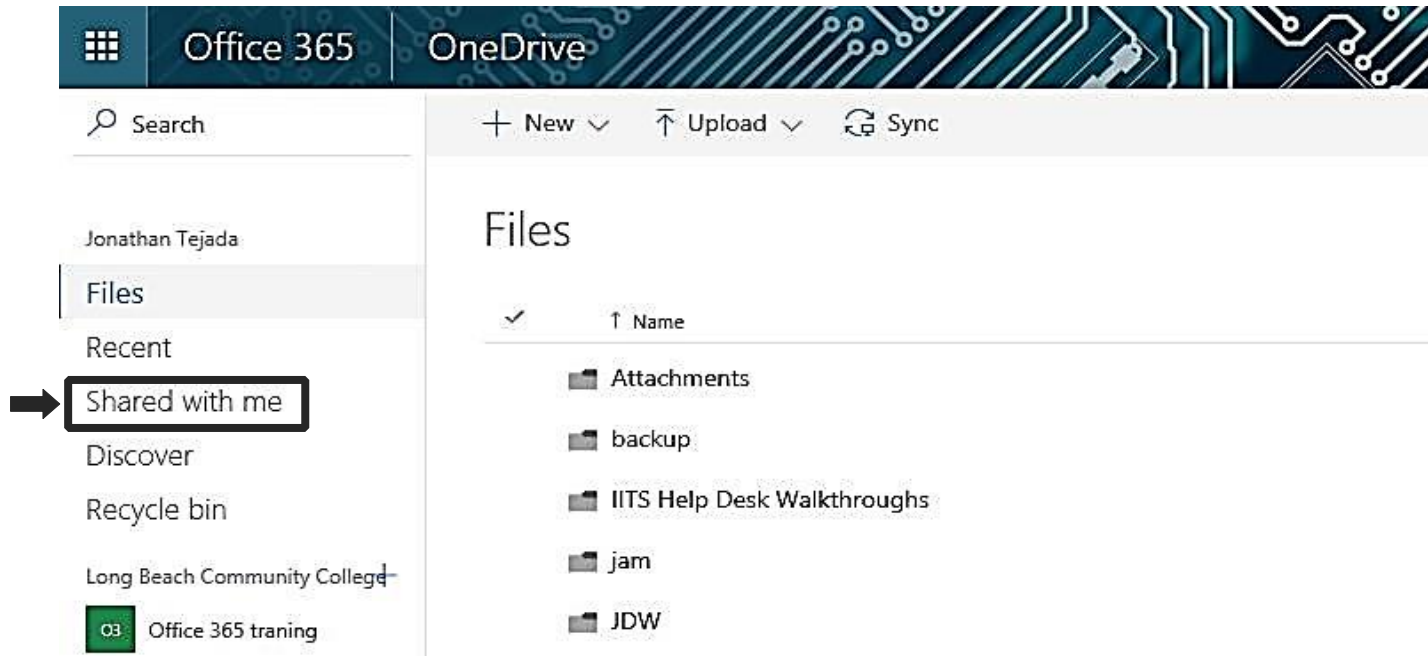
Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu).

- Depending on the security associated with the document, you may need to sign into Office 365 before viewing or editing the document.
- Another method of accessing a shared document is via : the OneDrive folder within Office 365.

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# Accessing Documents Shared With You in Office 365/OneDrive



- From the Office 365 home screen when logged in, Click on the OneDrive icon
- Click on the “Shared with me” tab on the left side of the screen

# Accessing Documents Shared With You in Office 365/OneDrive

The screenshot shows a web browser window displaying a OneDrive 'Shared with me' page. The address bar shows the URL: `lbccd-my.sharepoint.com/personal/0770638_lbcc_edu/_layouts/15/onedrive.aspx?view=3`. The page header includes 'Office 365' and 'OneDrive' tabs. A search bar is visible on the left. The main content area is titled 'Shared with me' and contains a table of shared documents.

Name	Modified	Modified By
test1.docx	21 days ago	Jonathan Tejada
Test 1.docx	22 days ago	Jonathan Tejada
Equity Committee	11/17/2016	Shamika Simpson
Halloween 2016 Pictures	11/2/2016	Mayra Aguilar
ITDL_Workshops_2016-17.docx	10/20/2016	Hussam Kashou
Calendar2016.xlsx	6/8/2016	Claudia Nguyen
LEADGroupProject2016	4/12/2016	CC Sadler

➤ A list of documents will populate that have been shared with you and that you should have access to.

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu)
- In-Person: Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)