How to access SharePoint sites

Action

When someone wants to work collaboratively on SharePoint Workspaces/Communities, follow the steps below.

Instructions

1. Go to the Division for Research-University at Albany - SUNY page.

2. Look for the "Click here to Access SharePoint" at the right side of the page.

3. Click on the "Click HERE to Access SharePoint" link. (Note: If you don't have the access then you might get an error page. In that case, please contact aitwari@albany.edu for further assistance).

4. After clicking on that, you will be able to go to the home page of UAlbany SharePoint, where you can see all the workspaces/communities you have participated till now. (Note: It will take a couple of minutes to load all the workspaces for the first time).
5. You will see a search bar on top where you can start typing any keyword to find the workspaces/communities.

For Example: If you have typed a keyword “rise” then it should show you all the workspaces/communities which has “rise” text in their names.

6. Once you find the workspace/community, then you can click on it and you will be redirected to the respective workspace/community.
7. If you have any question then you can directly contact me at aitiwari@albany.edu or call me at 518-437-4553.

This article is only for individuals invited to a Research Collaboration Platform community site.

Need more help? Contact the ITS Service Desk.