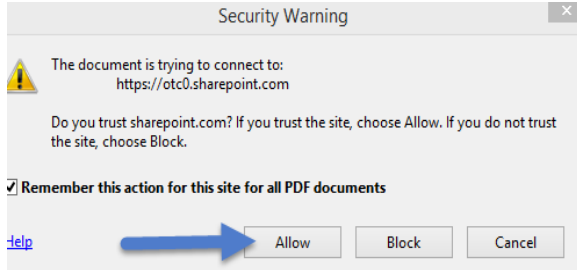
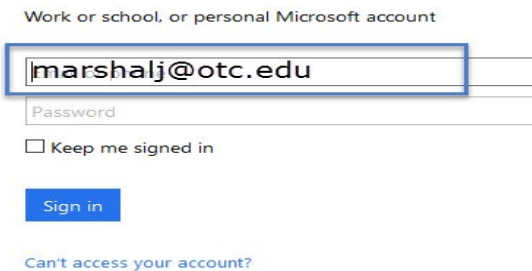


1) Open a web browser and go to: <https://otc0.sharepoint.com/teams/ac/>.

2) If you get a security window as shown below, select “Allow”:



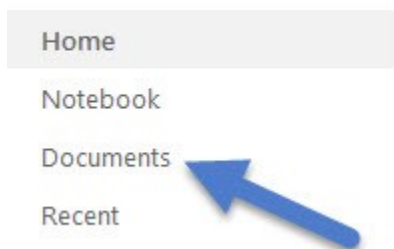
3) Enter your OTC username:

A screenshot of a Microsoft account sign-in page. It says 'Work or school, or personal Microsoft account'. There is a text input field containing 'marshalj@otc.edu' and a 'Password' input field. Below these is a checkbox for 'Keep me signed in' and a blue 'Sign in' button. At the bottom, there is a link that says 'Can't access your account?'.

4) You will be directed to another page, enter your OTC password and select “Sign in”:

A screenshot of the Ozarks Technical Community College sign-in page. It features the college's logo at the top. Below the logo, it says 'Please sign in with your OTC user name and password.' There are two input fields: one for the username 'marshalj@otc.edu' and one for the password. Below the password field is a blue 'Sign in' button. A blue arrow points to the 'Sign in' button.

5) On the left side of the page, select “Documents”:



6) You have access to three folders:

