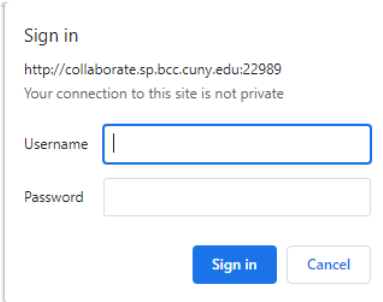


Signing into the SharePoint Site

1. Sign into the SharePoint site using your BCC credentials. (Note: If you do not have rights to a site the message will appear, “*Sorry, this site hasn’t been shared with you.*”)
2. Click the **Sign in** button.



Sign in
http://collaborate.sp.bcc.cuny.edu:22989
Your connection to this site is not private

Username

Password

Sign in Cancel

3. After signing in to the site. View the left navigation to select the following items:

- Home (*Navigation to site’s home page*)
- Notebook (*Navigation to OneNote*)
- Documents (*Navigation to document library*)
- Pages (*Navigation to pages*)
- Site contents (*Navigation to Site contents*)
- Recycle bin (*Navigation to Recycle bin*)
- Edit

