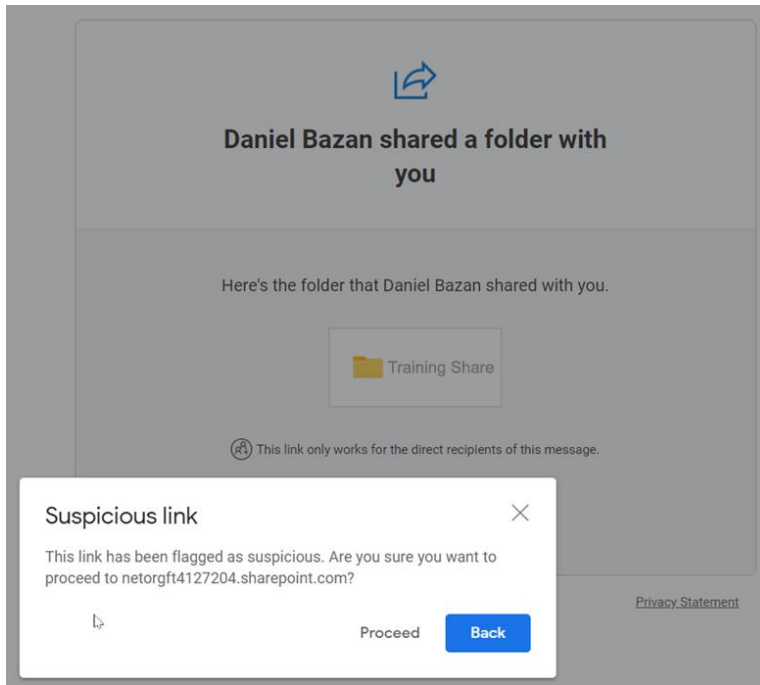


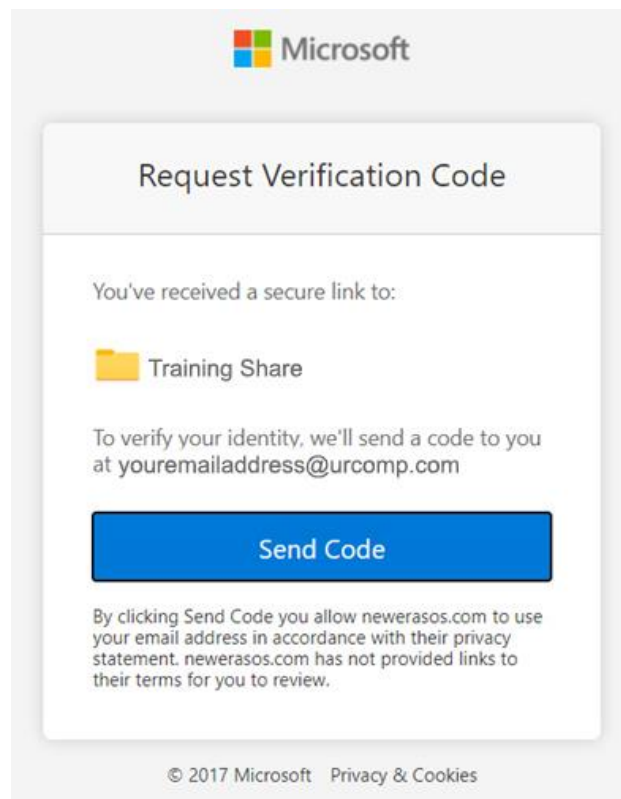
If accessing the link from the first email, click the "**Open**", blue button, not "Training Share" (which will have your company name), if the second type of email, click the "**link**" which will take you to the following screen/window.



Click on "**Proceed**" since you know this is coming from us and is safe. If you have any concerns, please talk to your Information Technology department. Ultimately, they make the policy on what you can and cannot click on.

Clicking on "**Proceed**" will get you to the next window which has the shared drive name (In this example it is Training Share), and the email address given to **NewEraSOS**.

Click on "**Send Code**" and you will automatically be sent an access code to put on the next window following the next example. The system automatically sends the verification code within three minutes to your system (check your inbox and the junk email folder in case it is not in your inbox – for automations that take emails into other folders, also check those other folders).



Go to your email account and retrieve the code (Again, this can be in your inbox, junk email, or customized folder).

Copy this number and be ready to paste it into the next window that pops up after you do the "Send Code" step.
NOTE: The number is usually eight digits long.
The email will look similar to the example on the right.

oft SharePoint verification code. Σ Inbox x

tonline.com>

4:53

SharePoint

Hello,

For security purposes, you must enter the code below to verify your account to access Share. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:

12345678

Having problems with the code?

View the error and make sure that the email identifier is "G256ZRC". If it's not, look for an updated email or try requesting a new code.

Microsoft

Enter Verification Code

You've received a secure link to:

Training Share

To open this link, enter the code we just emailed to [youremailaddress@urcomp.com](#). [Send again](#)

Keep me signed in

© 2017 Microsoft Privacy & Cookies

Enter or paste the code from your email in the area provided and check the box that says "Keep me signed in" so that you don't have to go through the verification process again. Then, click "Verify".

NOTE: Occasionally, if you chose to click on the "Training Share" button (at the beginning of this document), you may see the message below. Go back and try again using the instructions above.

Access Denied

danielobazan@gmail.com does not have permissions to access this resource.

[Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.](#)

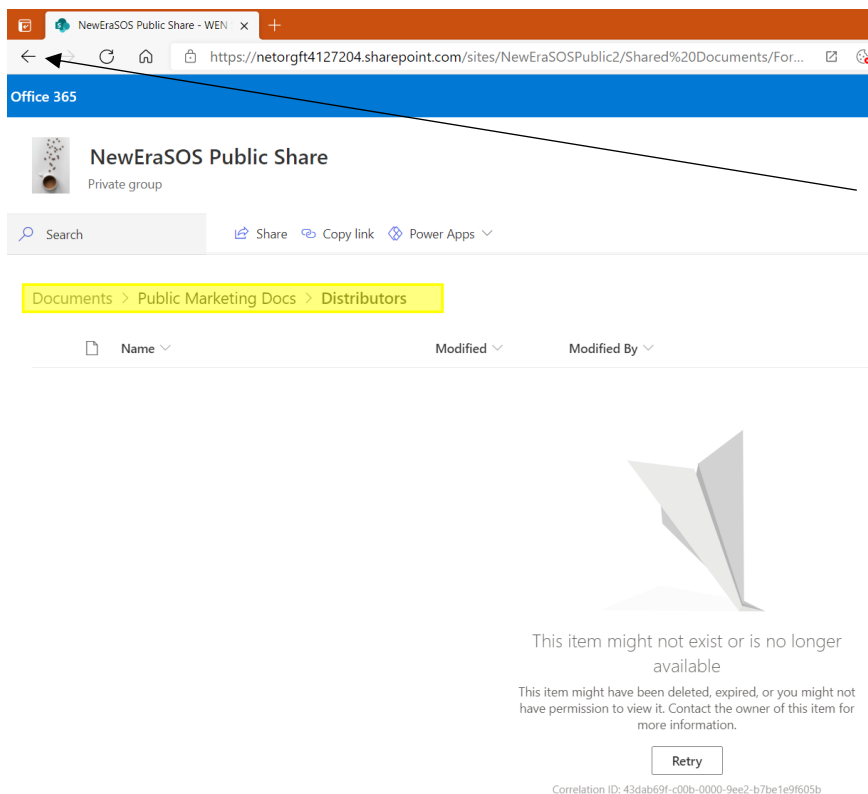
When accessed correctly, you will see folders like the examples below in the **NewEraSOS** Public Share Private Group SharePoint area. These are the folders you can access. You can only access folders forward from here (the link access drops you off at the root directory).

After moving into the folder(s) selected and you want to go back to the root directory, click on the folder URL you wish to go back to **NEVER GOING FURTHER THAN THE FOLDER THAT HAS YOUR COMPANY NAME and SHARE** on it. If you find yourself before that folder with an error on your screen, you have gone too far back into the directory. The picture below shows as far back as you should go, indicated by the arrow. If you have gone further, you will have to use your browsers back arrow to return to the correct area allowed by **NewEraSOS**.

This is what your window will look like if you go to a folder you have no permissions to be in (usually further back into the folder structure than your permission).

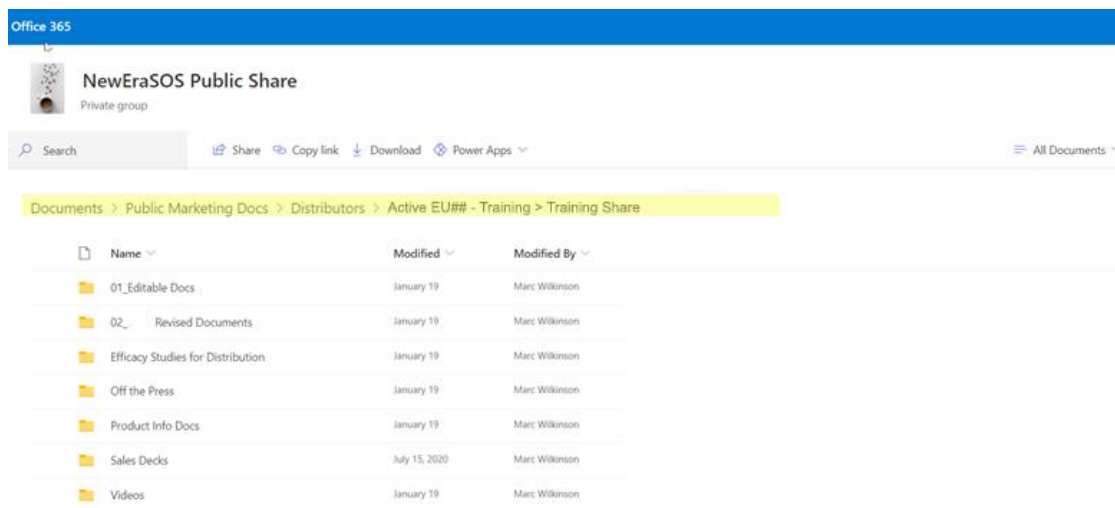
The screenshot shows the Office 365 interface for a SharePoint site titled "NewEraSOS Public Share". The breadcrumb navigation path is highlighted in yellow: "Documents > Public Marketing Docs > Distributors > Active EU## - Training > Training Share". An arrow points to the "Active EU## - Training" folder in the breadcrumb path. Below the breadcrumb, a table lists folders with columns for Name, Modified, and Modified By.

Name	Modified	Modified By
01_Editable Docs	January 19	Marc Wilkinson
02_ Revised Documents	January 19	Marc Wilkinson
Efficacy Studies for Distribution	January 19	Marc Wilkinson
Off the Press	January 19	Marc Wilkinson
Product Info Docs	January 19	Marc Wilkinson
Sales Decks	July 15, 2020	Marc Wilkinson
Videos	January 19	Marc Wilkinson



Notice the yellow highlighted area. Though you can use this to go back to a folder previously visited, if you go too far, you will see this page. Click your “back” arrow on your browser to return to where you need to be.

You will get back to your root directory for all your company folders and files.



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