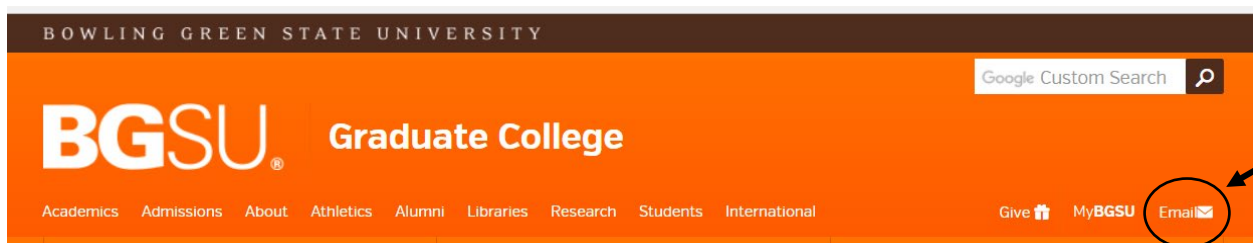


HOW TO ACCESS GRADUATE COUNCIL/GRADUATE COORDINATOR AND ADVISORS RESOURCES SHAREPOINT SITES

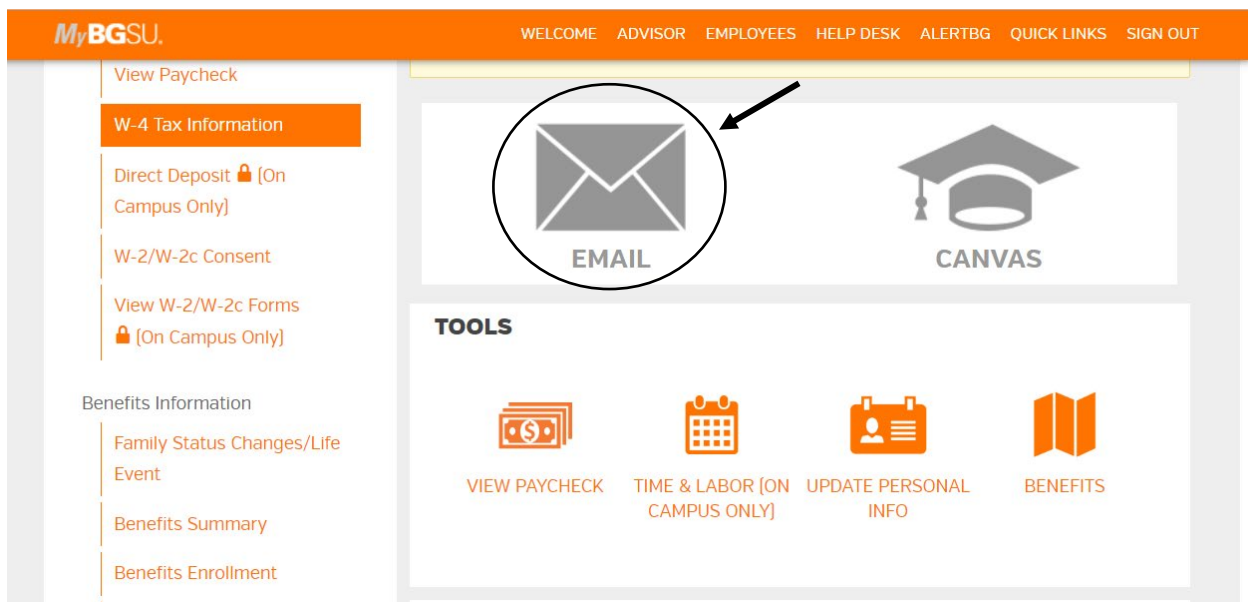
The Graduate Council SharePoint is for Council members only. The Graduate Coordinator and Advisors Resources SharePoint is for all Provisional and Regular Graduate Faculty.

Graduate College staff will “share” the site with you, and you will receive an email with a link to the site. By clicking on the link, the SharePoint site will open in your browser.

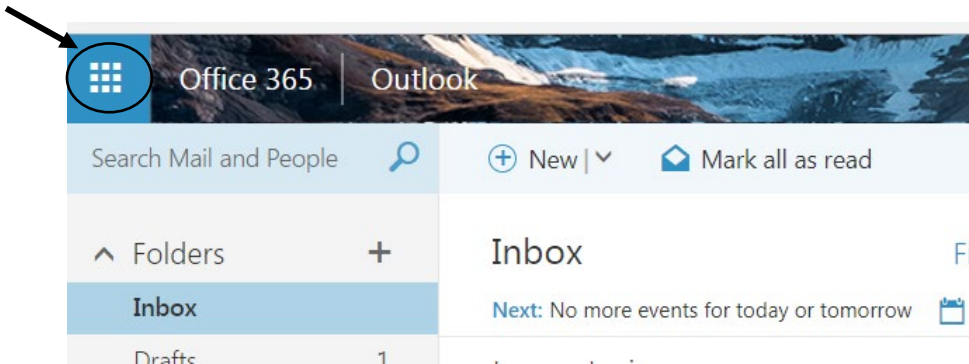
To access the site in the future (without having to search for the email with the link), you can do so through Office 365. You can get to Office 365 either by clicking on the Email button at the top of any BGSU website:



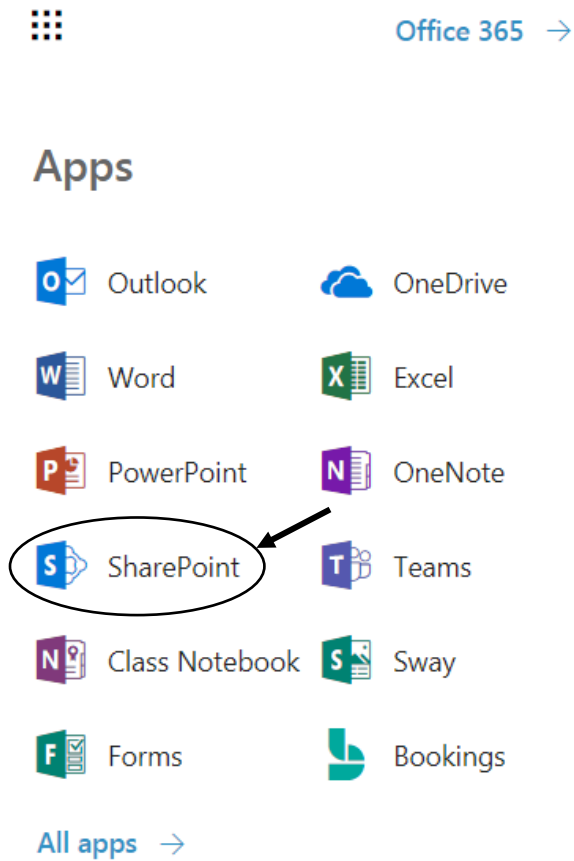
Or by clicking the Email button through MyBGSU:



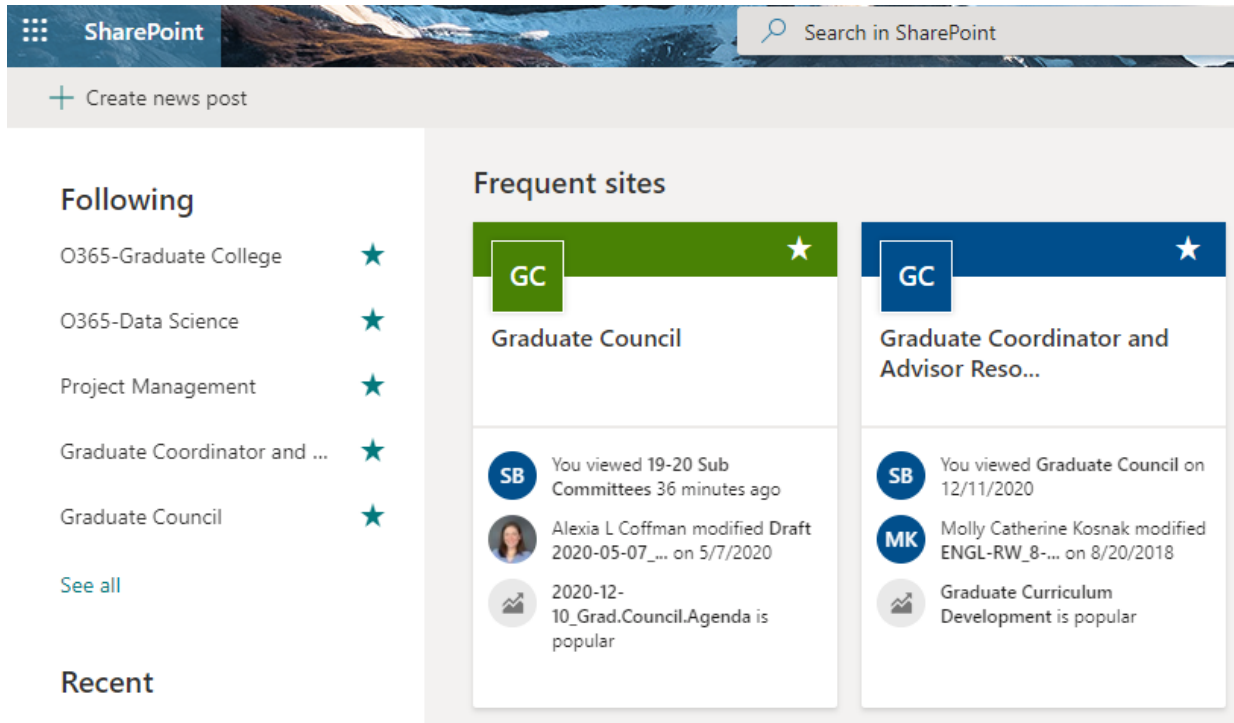
You would then log in using your BGSU username and password. It will automatically bring you to your email. To access other applications, including SharePoint, you will click on the squares in the upper left hand corner of the screen:



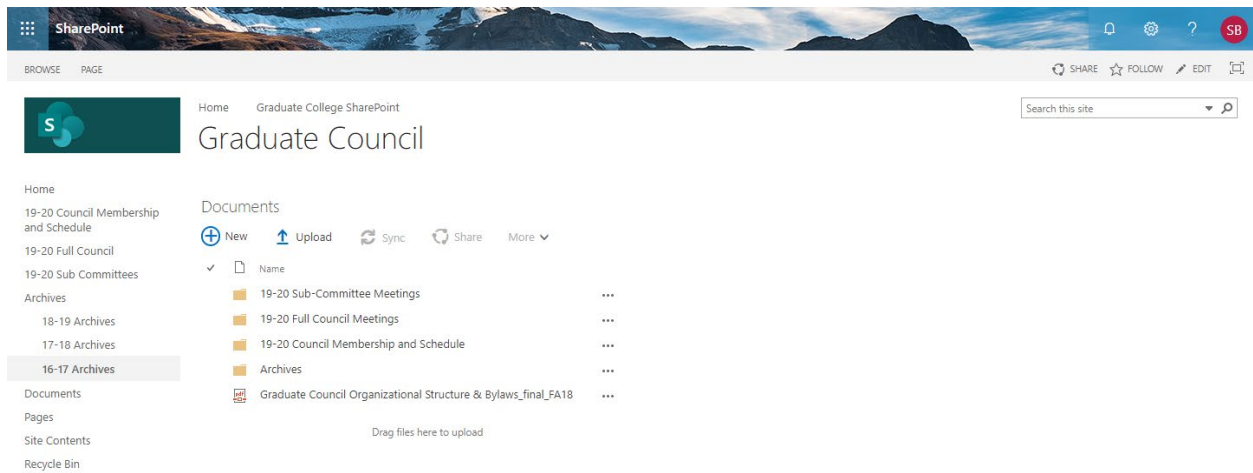
From there, a list of the applications will pop up. Click on SharePoint:



The sites that you frequently use will automatically pop up:



Click on the site that you wish to access. Within each site, there will be folders, documents, and links that you can access:



For any questions, contact gradcol@bgsu.edu.