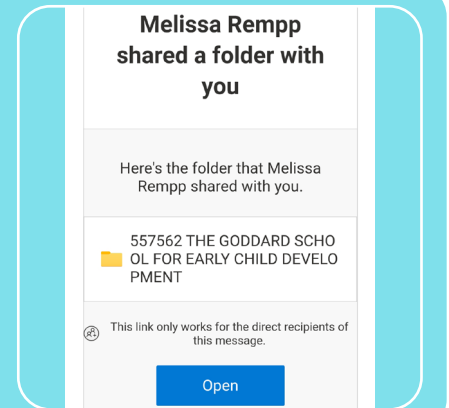


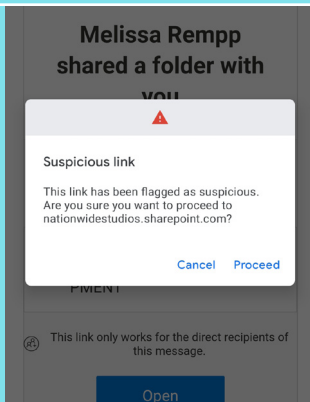
ACCESSING SHARED FILES

A quick guide to downloading your sharepoint files...

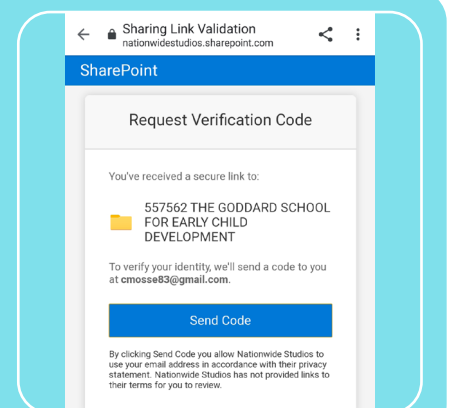
Congratulations!
A folder was shared with you!

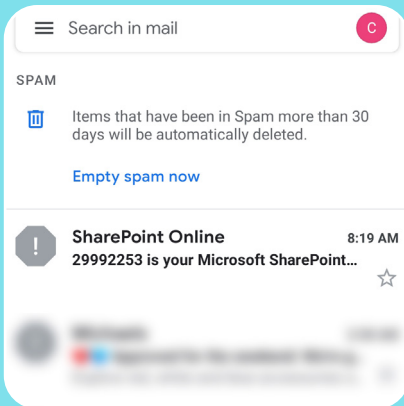


Is it suspicious? No...
Please proceed.



Thou shall not pass...
Without the code!





Dude, Where's my code?

The emailed code may appear in your spam folder, so please be sure to check here.

Ahh... my code!

Enter the digits!

You've received a secure link to:

557562 THE GODDARD SCHOOL
FOR EARLY CHILD
DEVELOPMENT

To open this link, enter the code we just emailed to cmosse83@gmail.com. [Send again](#)



Verify

ervices Private group

Edit in grid view Share Copy link Download

Documents > Exports > Spring 2021 > Digital D

Name

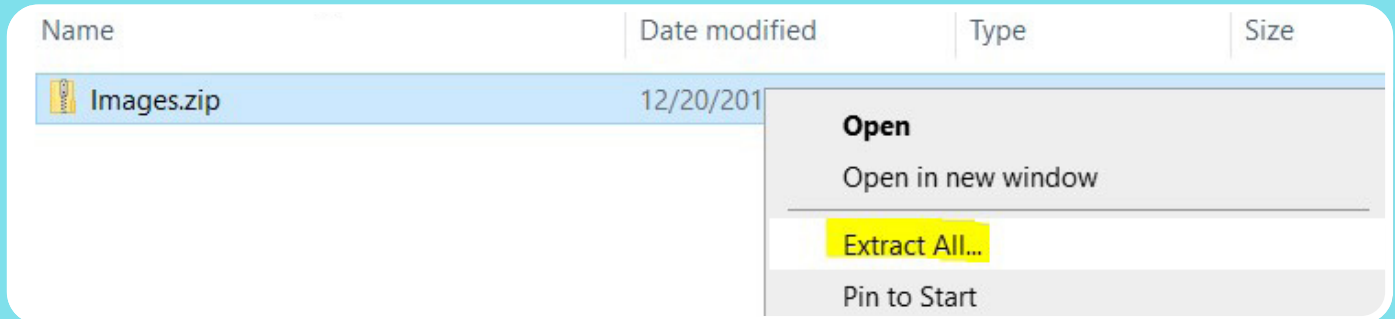
images.zip

Finally, my files!

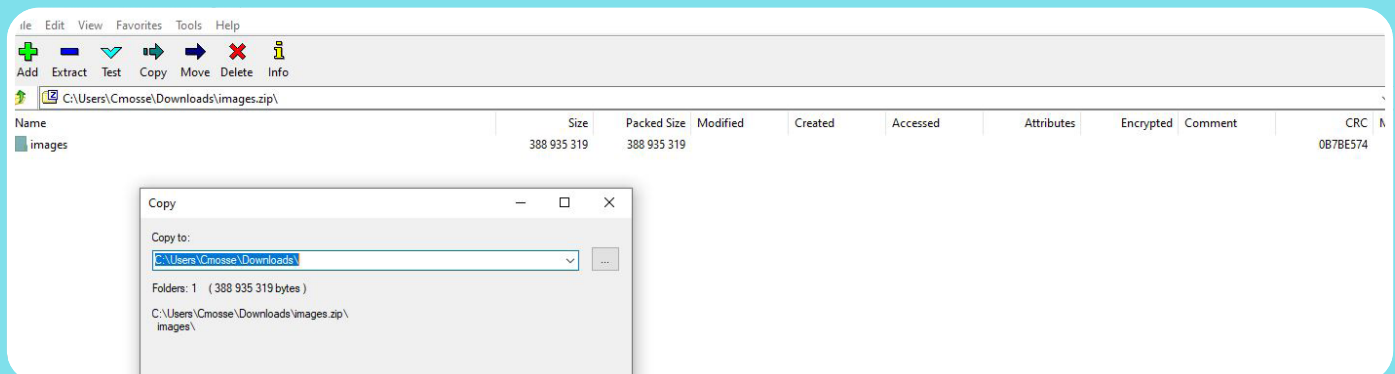
Download from the main zip folder and not it's contents to prevent errors from occurring such as the download stopping at 200 images.

Almost there... Once downloaded to your PC you will extract the zip file to a location of your choosing.

Right click on the .zip file and select "Extract All"...



Or, double click on the .zip file and extract from there...



Troubleshooting:

Q: What if I don't receive an email at all?

A: Please check with your IT administrator to ensure their own security measures are not blocking the email.

Q: I forwarded the email to a fellow employee and they cannot access the link.

A: Only the direct recipient will have access to the link. If others need access, please request.

Q: Why did my download stop at 200 images?

A: This error happens when the recipient navigates to the images inside the zip folder and downloads the contents from that point instead of downloading the main zip folder. Ex: "filename".zip.