

TOC Sharepoint Guide

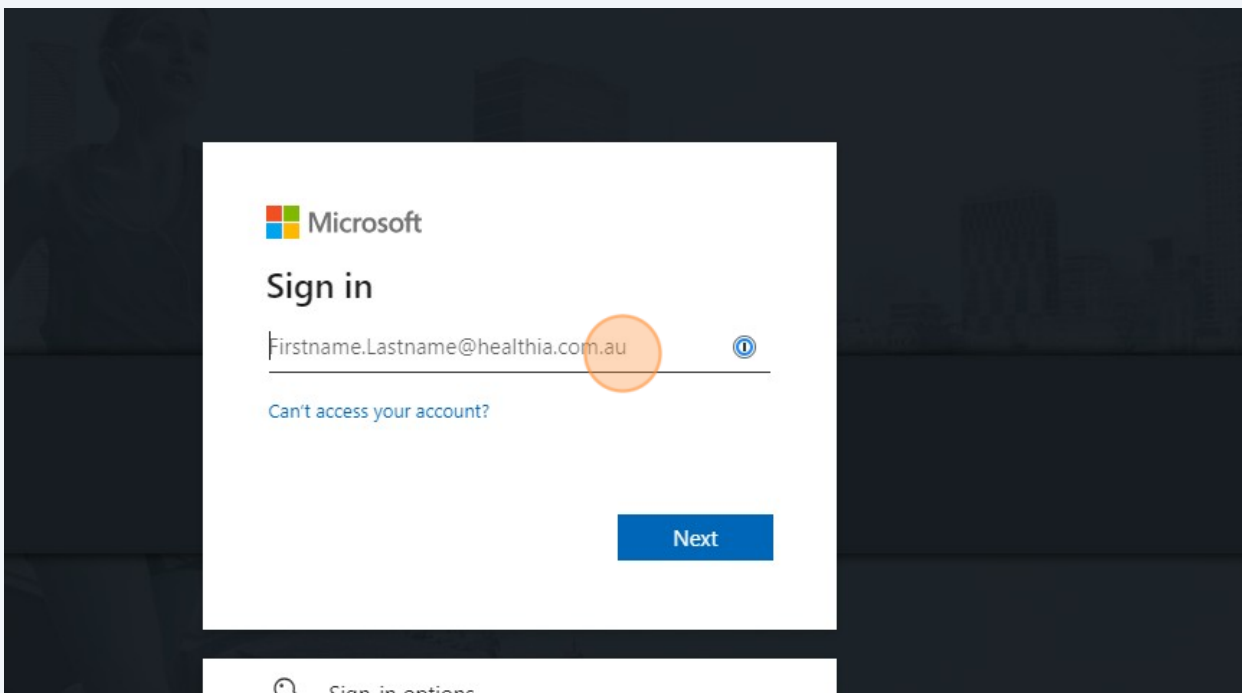
What is it?

- Sharepoint -Sharepoint is a Microsoft storage service for stores files that all staff need access to.
- OneDrive - A program that helps connect Sharepoint to your local computer so you can access the store folder easier.

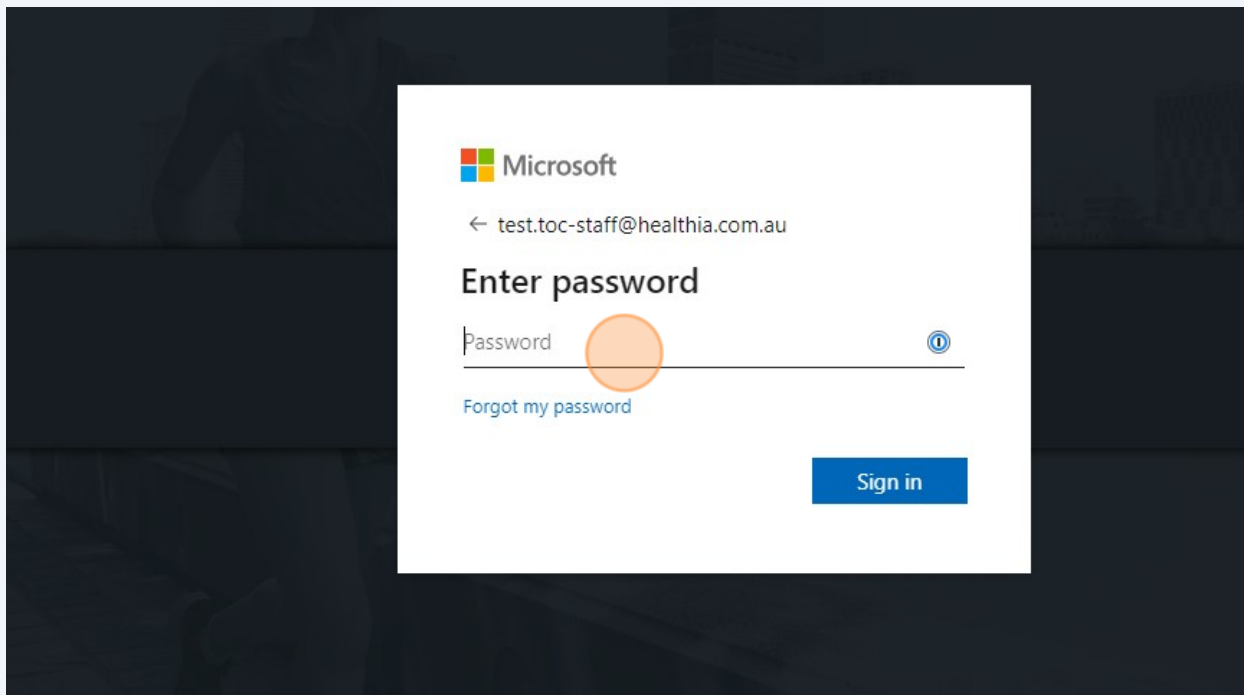
The objective of this guide is for you to learn how to gain access to your Sharepoint store folder,

1 Navigate to <https://healthia.sharepoint.com>

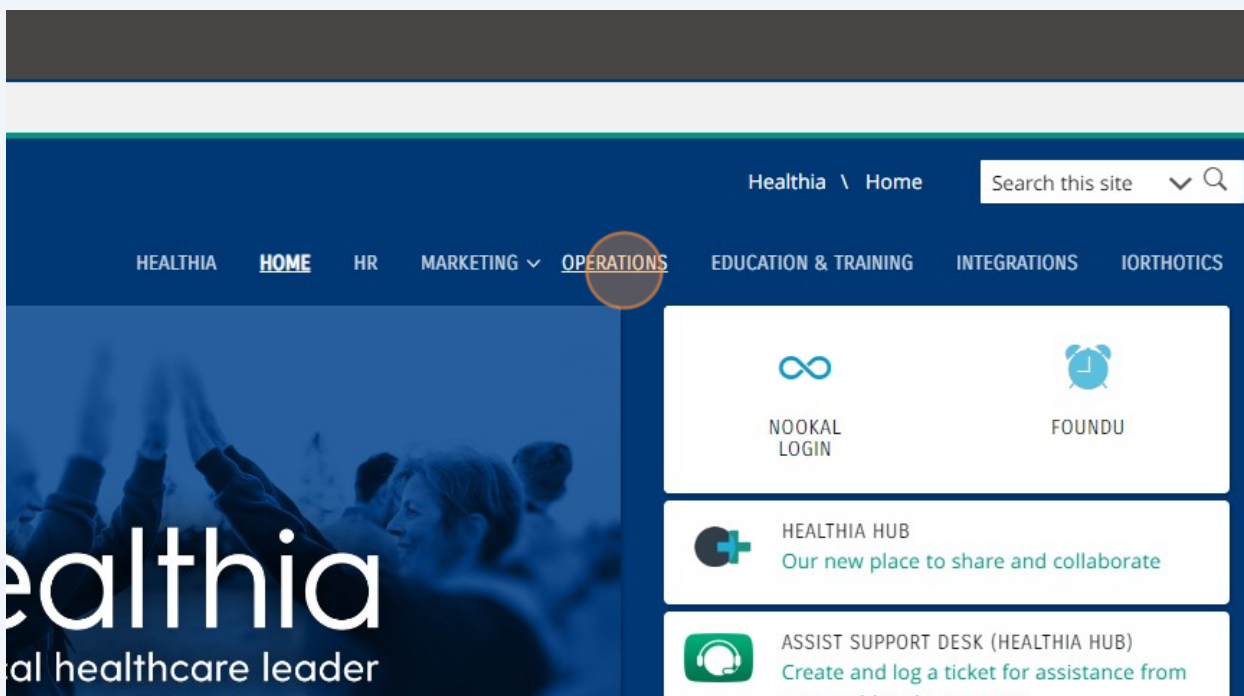
2 Enter your Healthia login Firstname.Lastname@healthia.com.au and hit "Next"



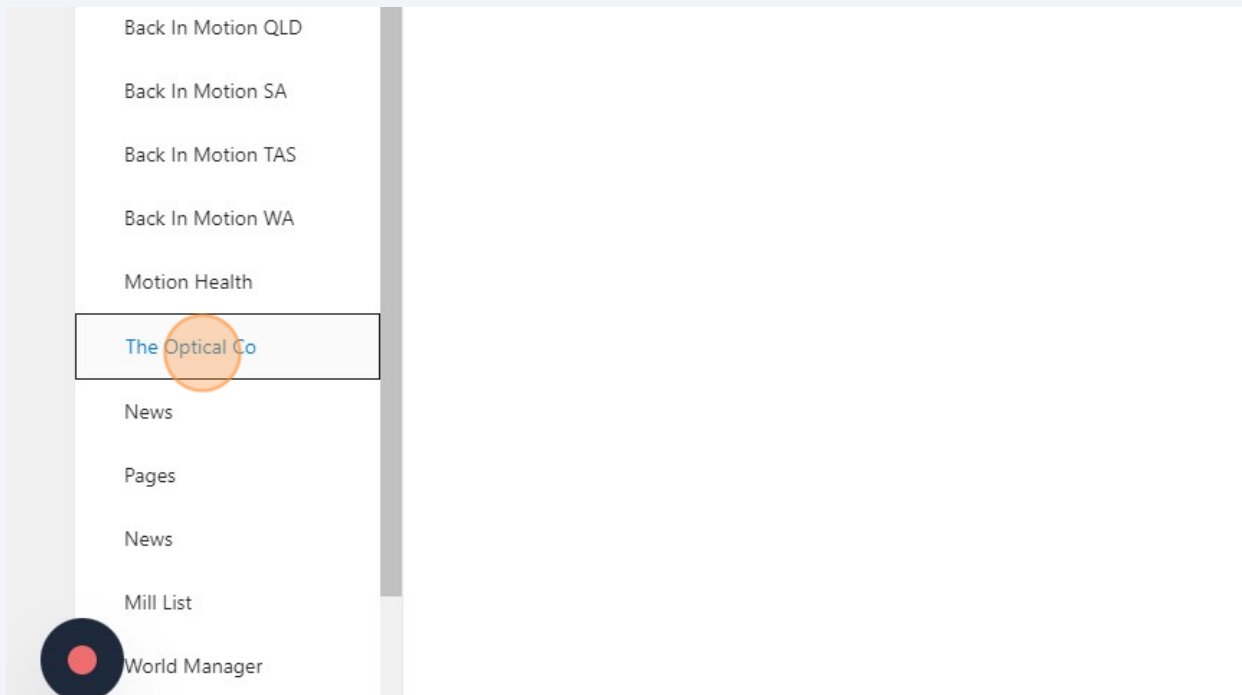
3 Enter your @healthia password and select "sign in"



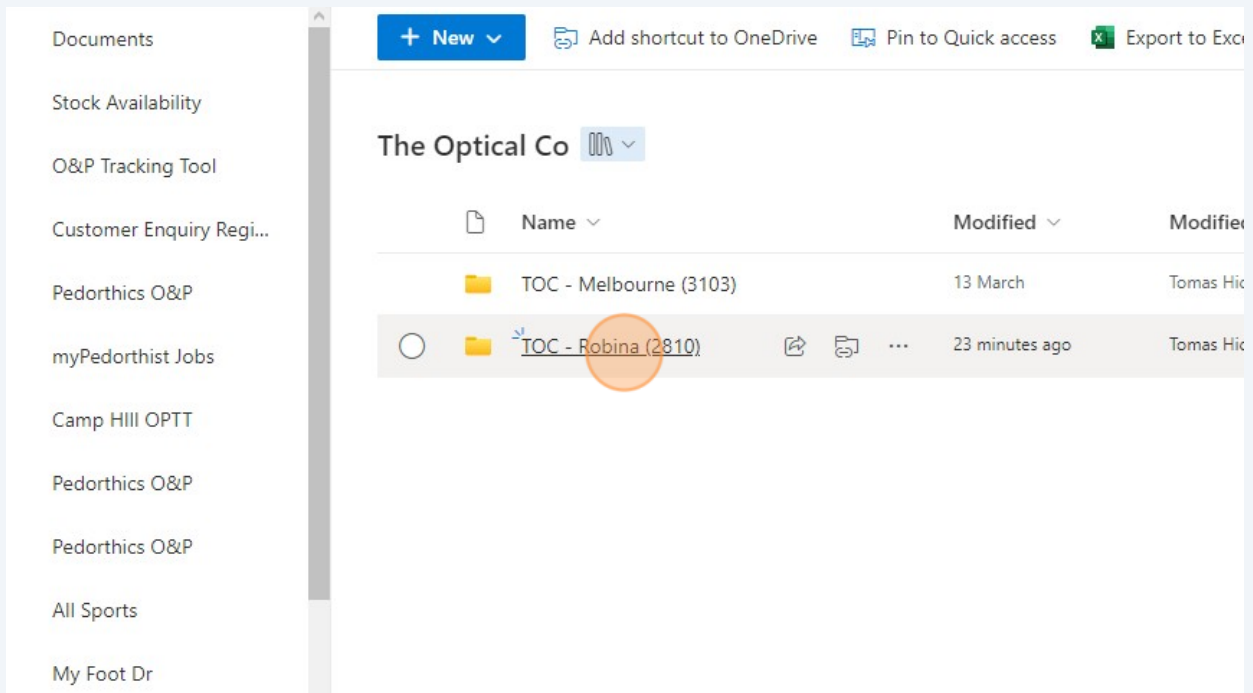
4 Click "OPERATIONS" found in the top of the page



5 On the right panel scroll down and Click "The Optical Co"

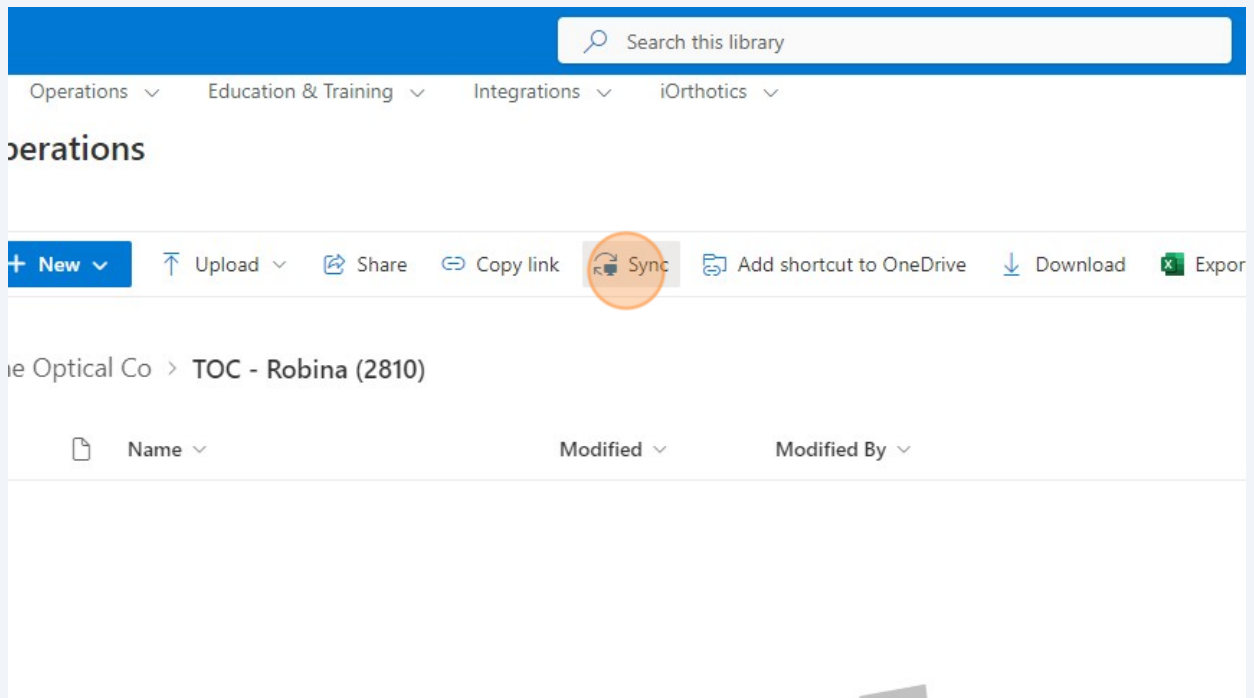


6 Click your clinic store folder. For this example we are using "TOC - Robina (2810)"

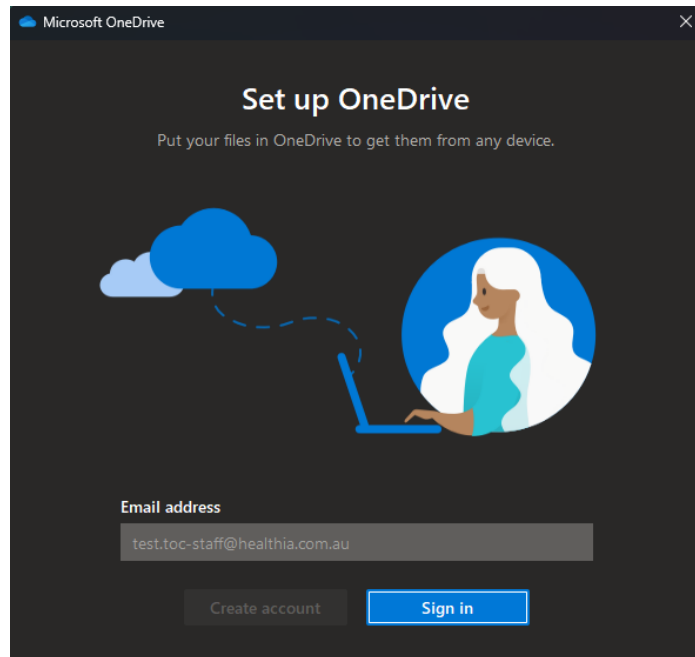


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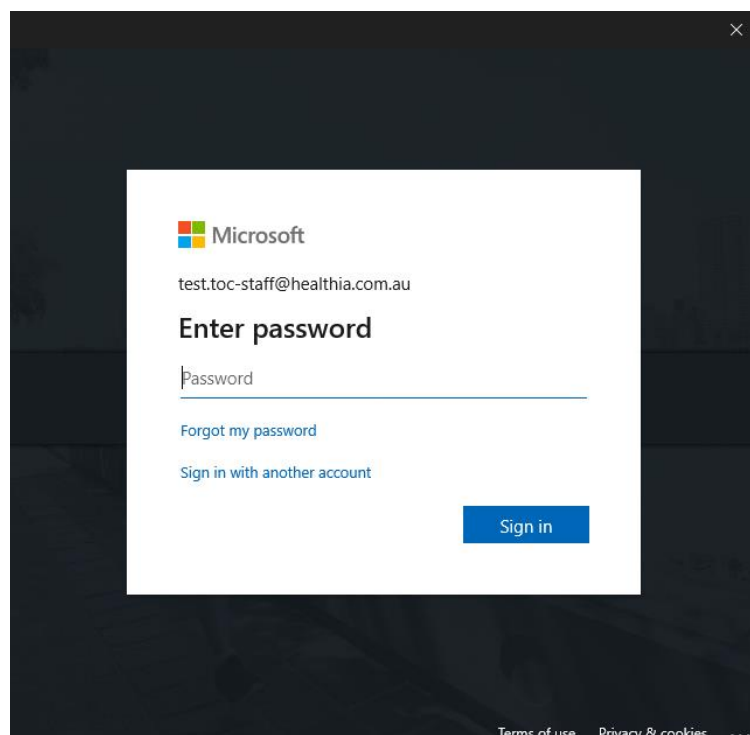
Click "Sync" to start syncing the folder to your File Explorer.



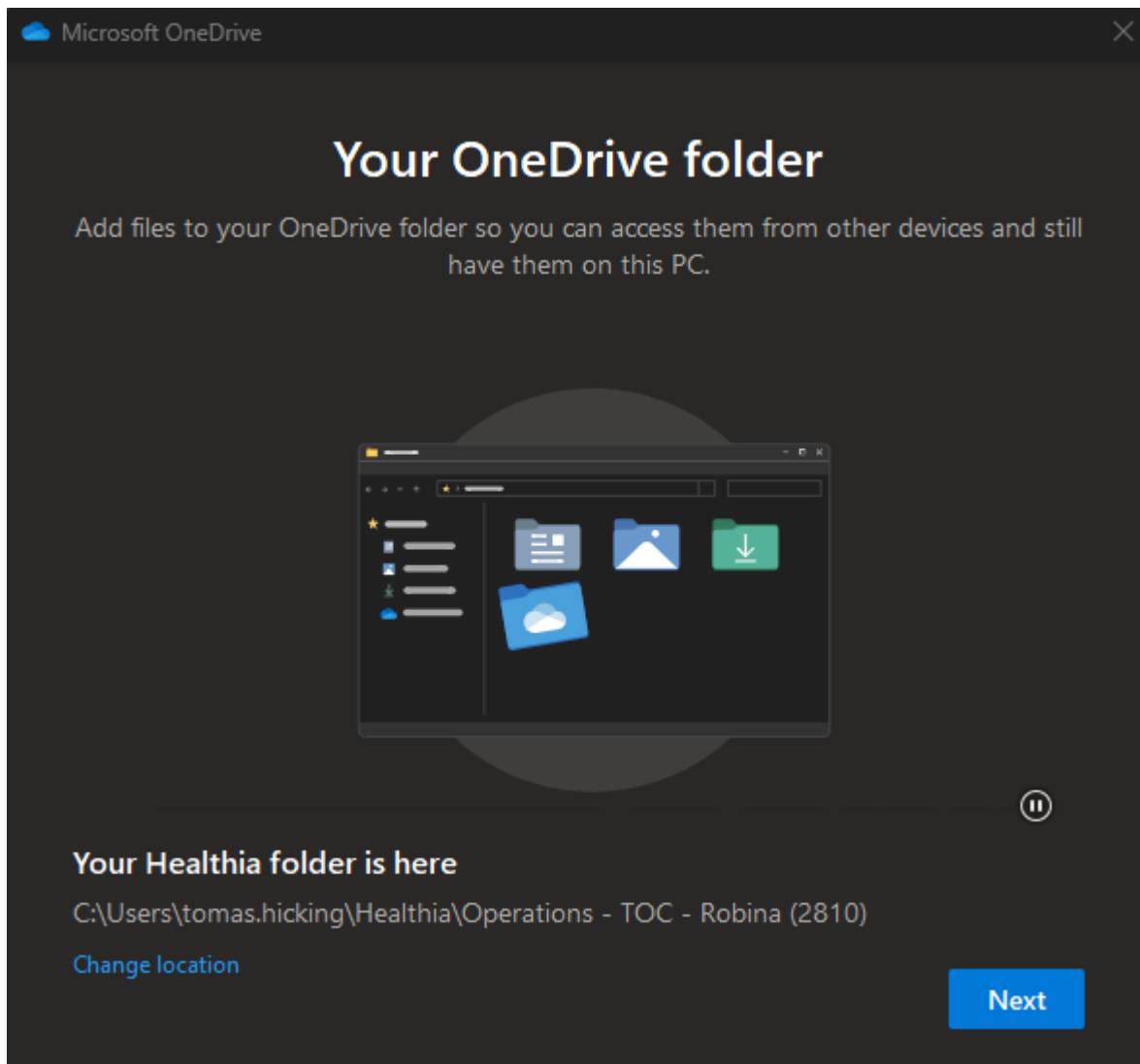
A new window will pop up asking to sign in. The email address should already be pre-filled but if not please use your @healthia login.



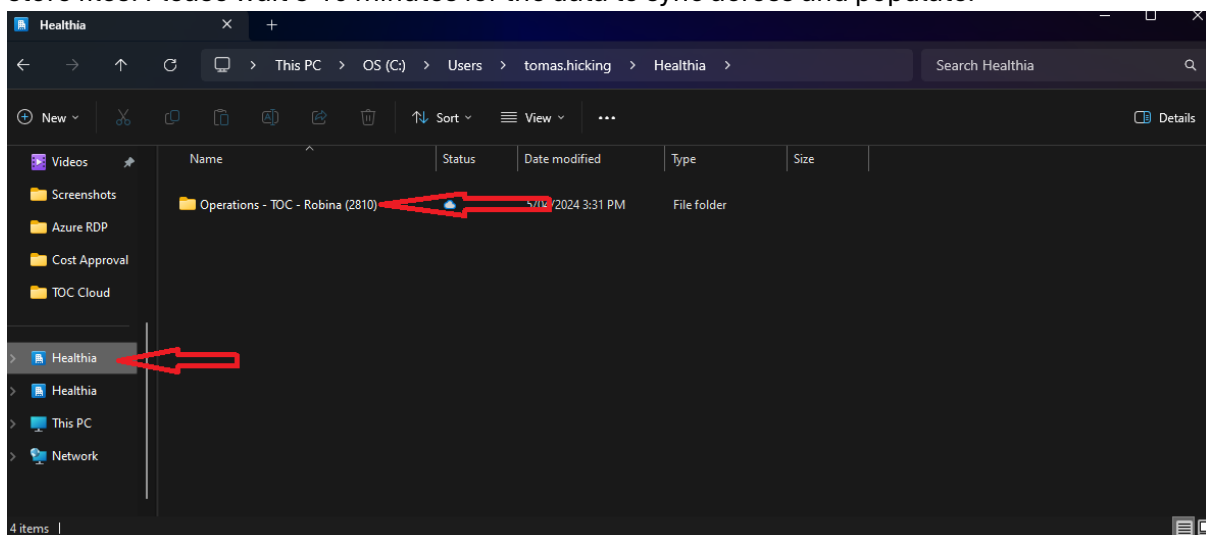
Enter your @healthia password and select “Sign in”



Select “Next” and you will be able to head to your OneDrive folder.



In your File Explorer you will see a new section called “Healthia” and inside that will be your new store files. Please wait 5-10 minutes for the data to sync across and populate.



Please note that once your store folder appears it can take 10-15 minutes to populate and display your folders.