

End User: Use Shared Folders From First United Methodist Church

Description: This SOP is for showing collaborators of First United Methodist Church how to access their shared content. The shared content is stored in the Governance SharePoint site.

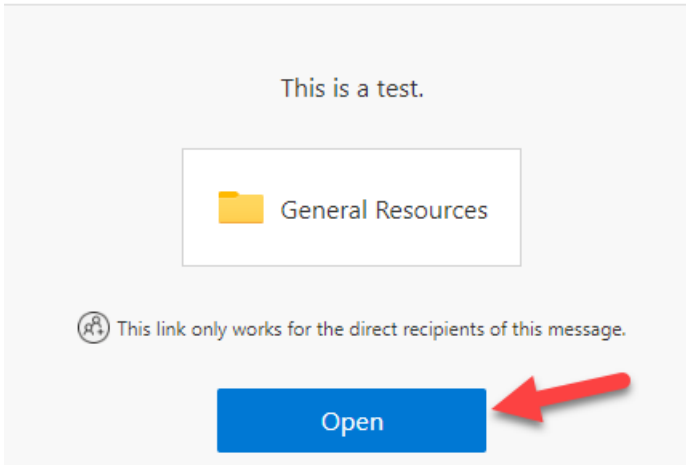
Assumptions:

- Client has received email from FUMC that shared the folder.

1. You will receive an email when a FUMC folder has been shared with you. Please check your spam folder if you didn't receive it.

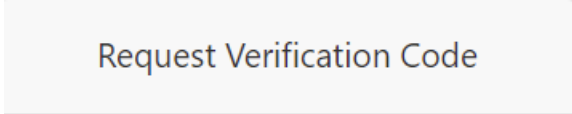


PTG Admin shared a folder with you

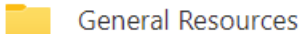


2. Click the "Open" button in the email. That will bring you to a web page for you to authenticate.
3. Validate your email and click "Send Code".

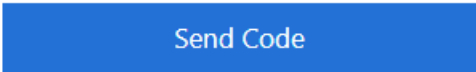
In some cases, you may be asked to instead enter your email. If this is the case, please skip to the bottom section under "Verifying email and granting permissions".



You've received a secure link to:



To verify your identity, we'll send a code to you at [REDACTED]




By clicking Send Code you allow First United Methodist Church to use your email address in accordance with their privacy statement. First United Methodist Church has not provided links to their terms for you to review.


4. If you had to send a code, you will receive an email with your Microsoft SharePoint verification code. Please check your spam folder if you didn't receive it.
5. Enter the verification code from the email, click "Keep me signed in" if desired, and then click Verify.

Enter Verification Code

You've received a secure link to:

 General Resources

To open this link, enter the code we just emailed to [REDACTED]
[Send again](#)



Keep me signed in

6. You should now be able to view the folders and files that were shared with you. Please bookmark this page for easier access in the future.
7. In the future, if you need to login again, you may be prompted to enter a verification code as shown above. If so, click "Send code" and follow the above steps again.


Verifying Email and Granting Permissions

If you are asked to verify your identity instead of requesting a code, follow the steps below.



1. Enter the email that the folder was shared with and click next.

Verify Your Identity

You've received a secure link to:

 Trustees

To open this secure link, we'll need you to enter the email that this item was shared to.

By clicking Next you allow First United Methodist Church to use your email address in accordance with their privacy statement. First United Methodist Church has not provided links to their terms for you to review.

2. Accept the permissions.

Permission requested by:

F First United Methodist Church
fumc.org

By accepting, you allow this organization to:

- ✓ Receive your profile data
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust First United Methodist Church. **First United Methodist Church has not provided a link to their privacy statement for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>
[Learn More](#)

This resource is not shared by Microsoft.

Cancel

Accept

You now have access to the material shared with you by First United Methodist Church.