

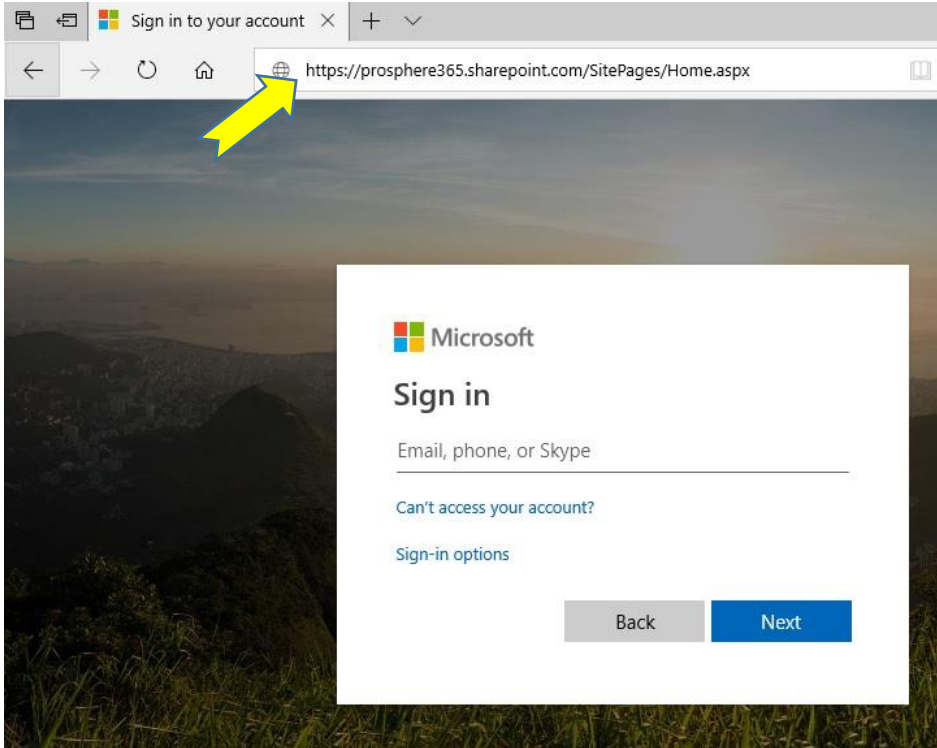
SharePoint Access and Network Location Mapping Instructions – Pro-Sphere Tek

The following instructions will guide you through accessing SharePoint on Office 365 and mapping a Network Location in File Explorer. If you have any questions contact helpdesk@prosphere.com.

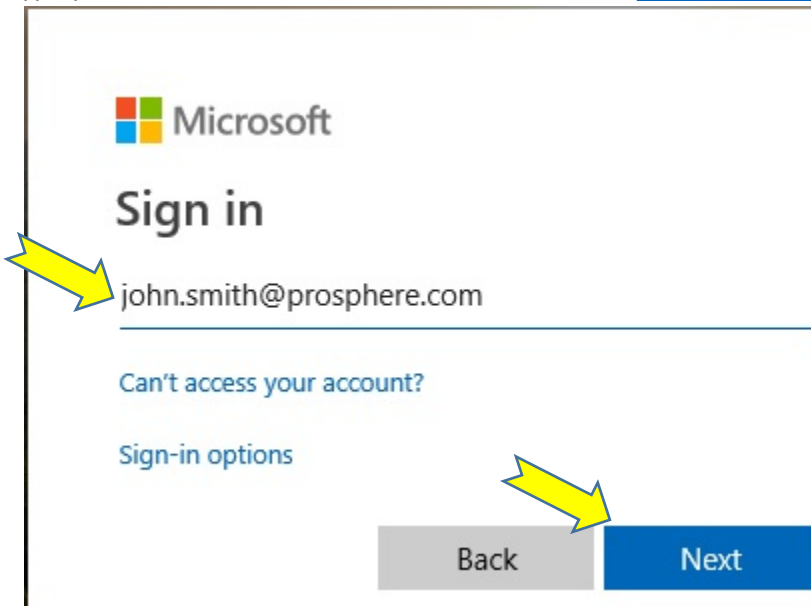
This is a two (2) step process: 1. Accessing SharePoint on Office 365; 2. Mapping a Network location in File Explorer

1. Accessing SharePoint on Office 365

- a. Open Internet Explorer or Edge to <https://prosphere365.sharepoint.com/SitePages/Home.aspx>



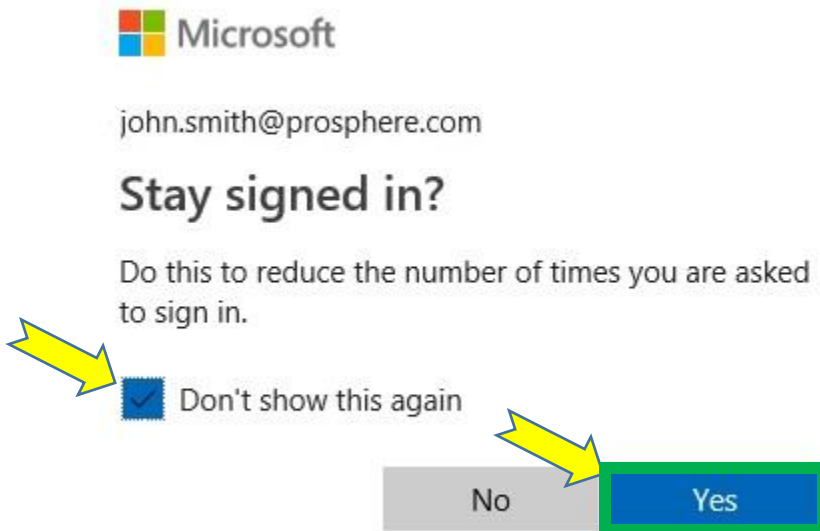
- b. Type your Office 365 Username and click "Next" (ex. john.smith@prosphere.com)



- c. Type your current Active Directory Password; this password is your current SharePoint, Email, and Time account password; click “Sign In”



- d. Click the checkbox for “Don’t show this again” and click “Yes”

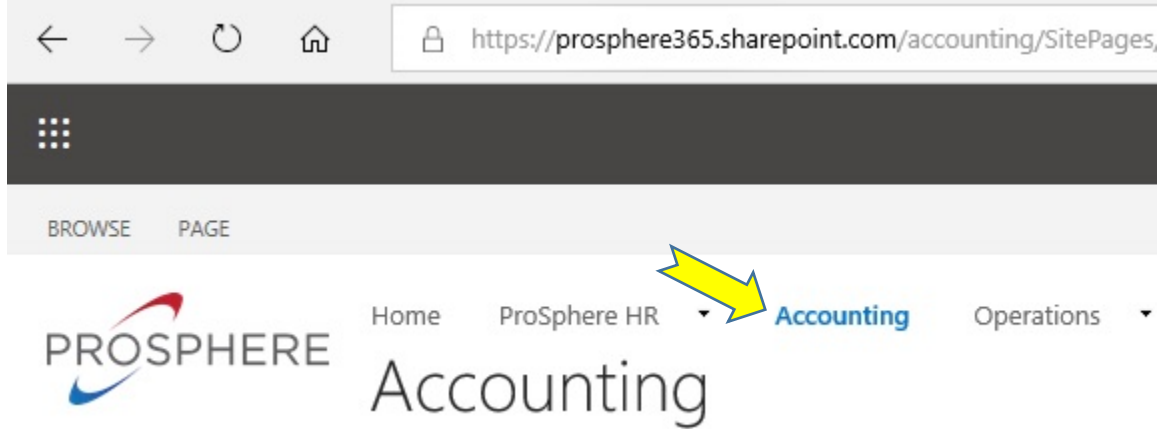


2. Mapping a Network location in File Explorer

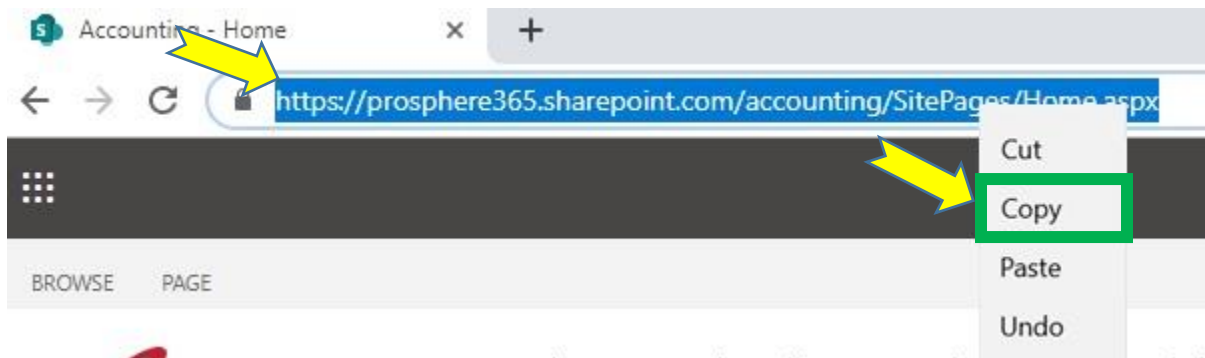
Note: Step 1 must be complete before Step 2 can be completed

- a. Using the browser logged into SharePoint, navigate to the site that needs to be mapped
 - For example, Accounting

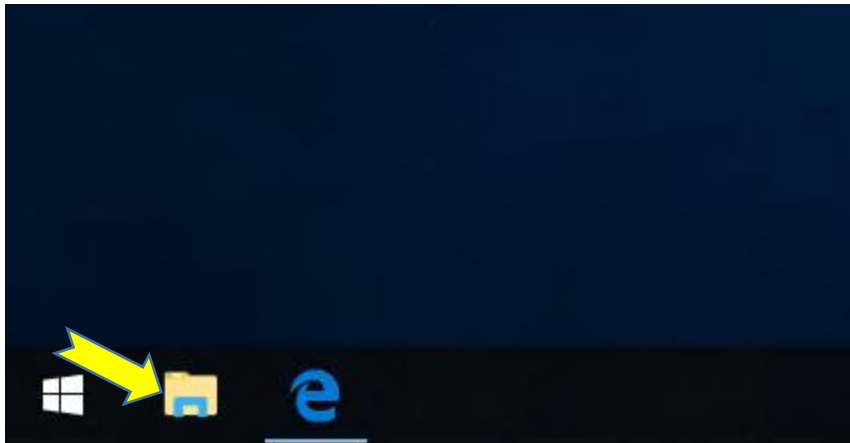
<https://prosphere365.sharepoint.com/accounting/SitePages/Home.aspx>



- b. Select or highlight the URL, right click the selected URL and left click Copy

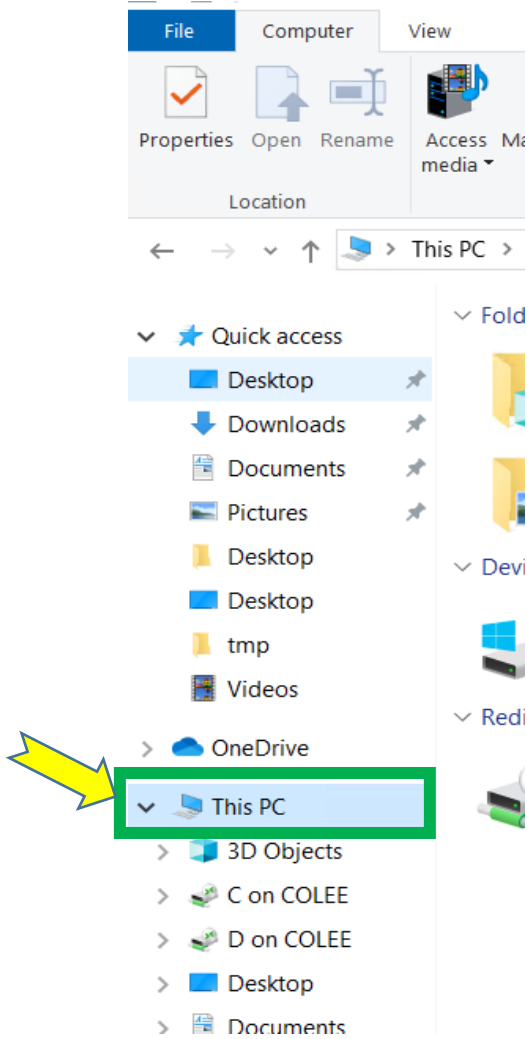


- c. Locate File Explorer shortcut on the taskbar next to the Start button, click to open.

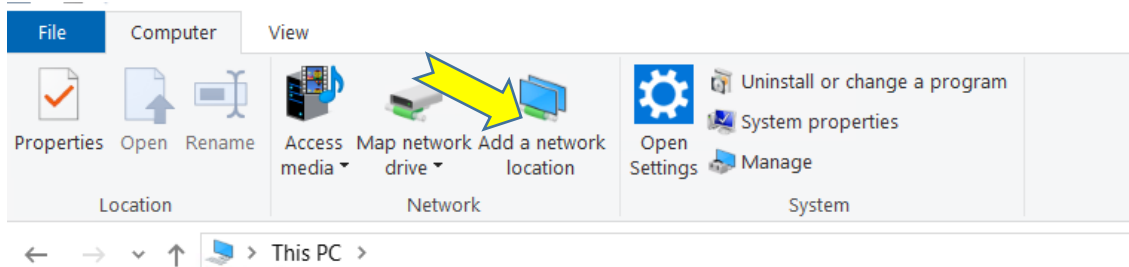


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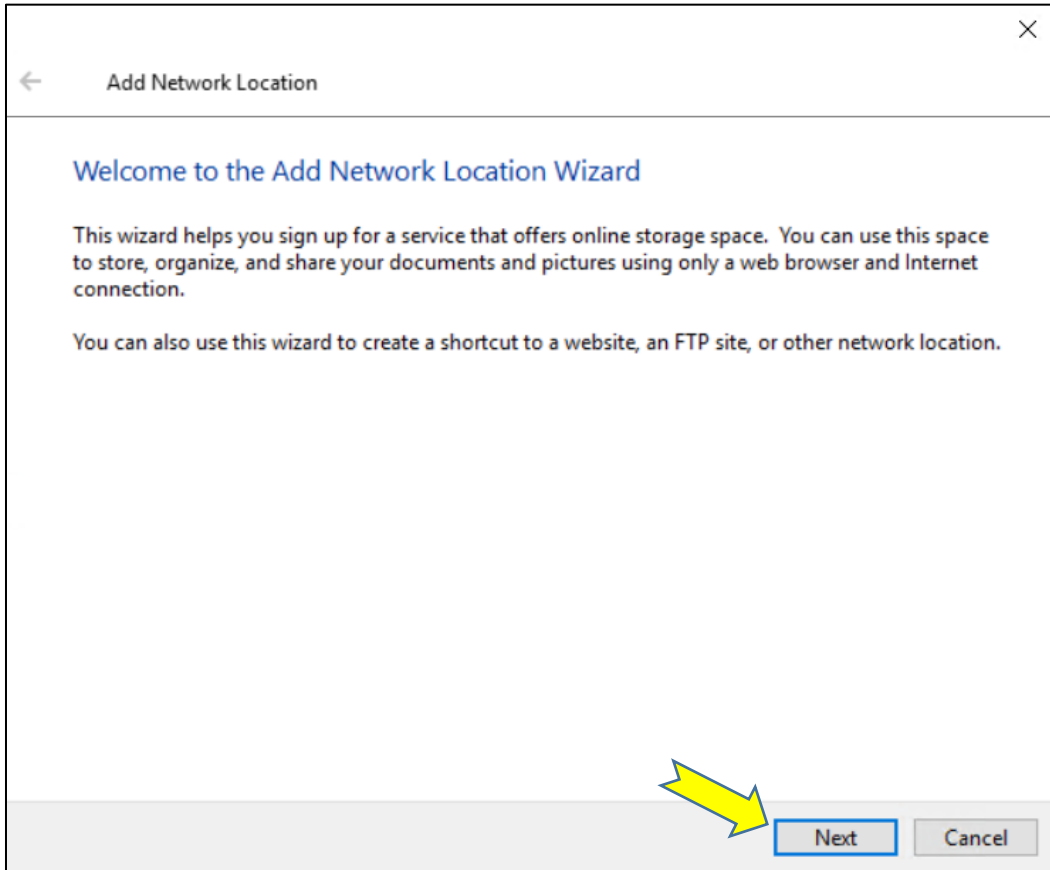
d. In the left window pane of File Explorer click “This PC”



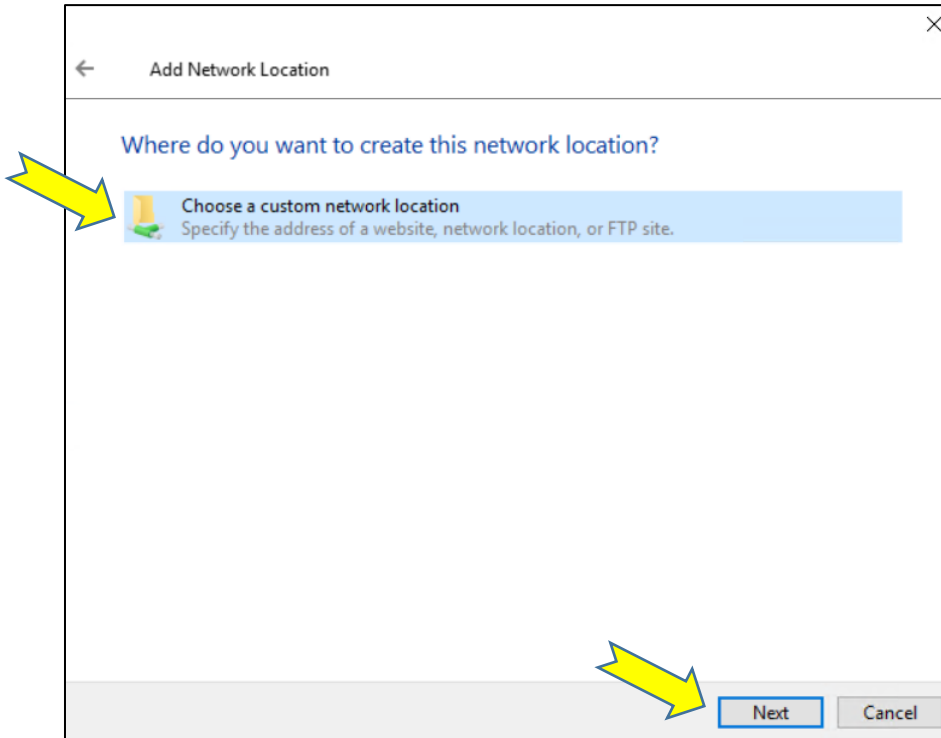
e. In the Computer Tab in the Ribbon at the top of the window Click “Add a network location”



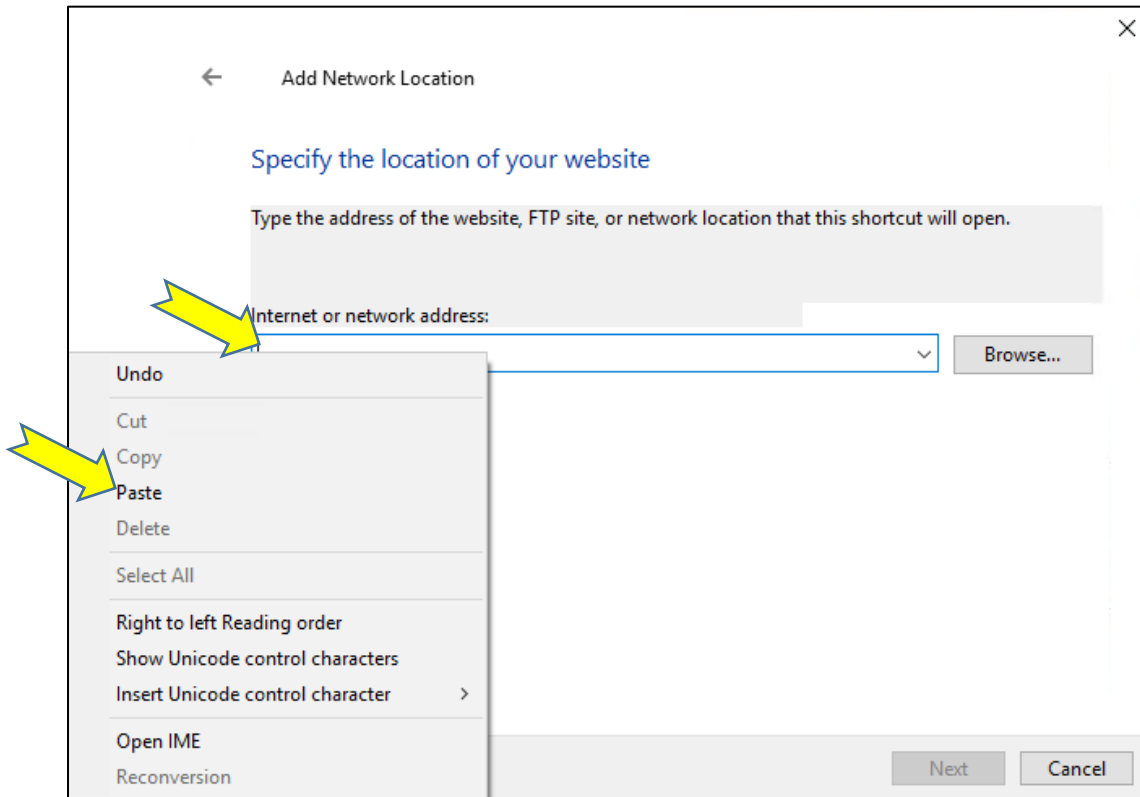
f. Click “Next”



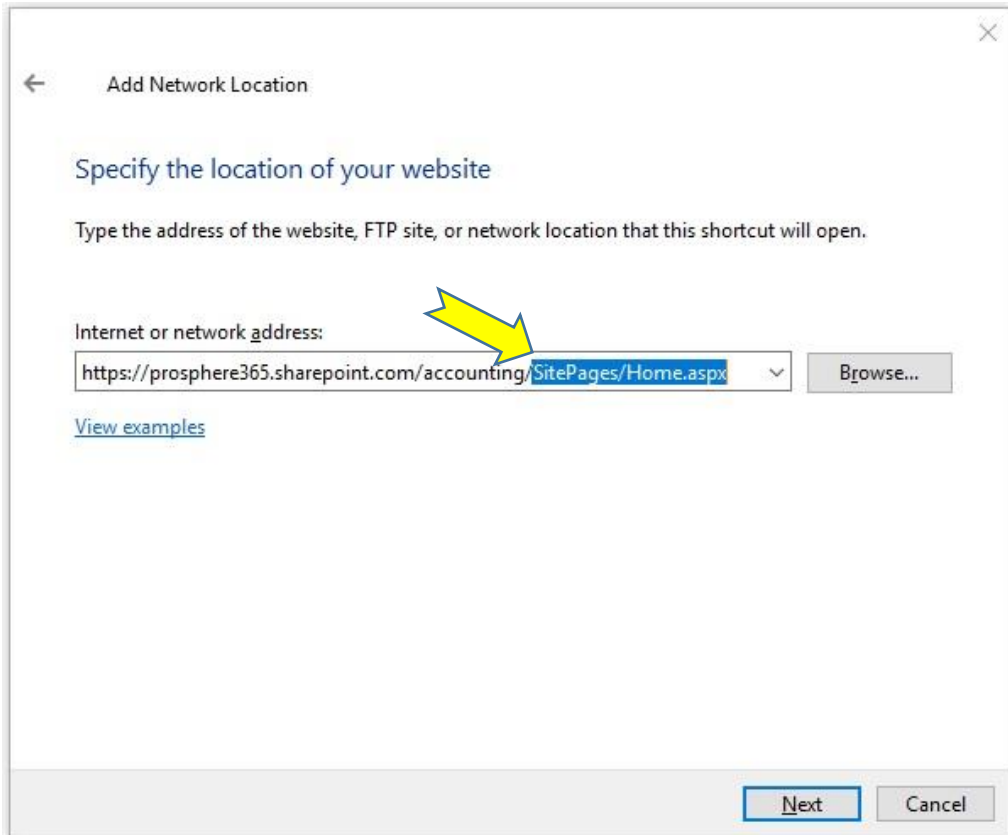
g. Click “Choose a custom network location” and click “Next”



h. Right click and paste the URL copied above in the “Internet or network address:” box



i. Select SitePages to the end of the URL and delete selected by pressing the “Delete” key



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j. Click “Next”

← Add Network Location

Specify the location of your website

Type the address of the website, FTP site, or network location that this shortcut will open.

Internet or network address:

Browse...

[View examples](#)

Next Cancel

k. Type a name for this network location in the box and Click “Next”

← Add Network Location

What do you want to name this location?

Create a name for this shortcut that will help you easily identify this network location:

https://prosphere365.sharepoint.com/accounting

Type a name for this network location:

Next Cancel

I. Click “Finish”

