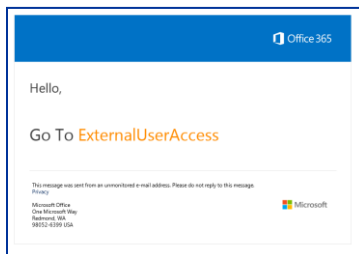


Accessing SharePoint Online for Allina Employees

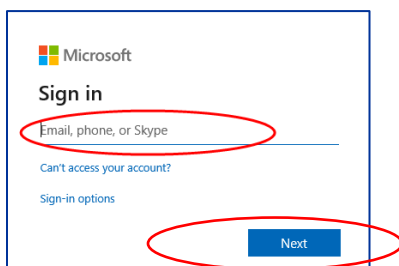
Addresses of SharePoint sites in the cloud (also known as SharePoint Online or SharePoint 365) begin with <https://allinahealth1com.sharepoint.com/sites>.

Using an Allina Owned Personal Laptop or Desktop

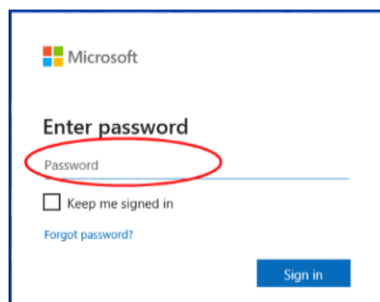
1. Send your name to the owner or primary contact of the SharePoint site you wish to join.
2. The SharePoint site owner will add you to the site's Member or Visitor group.
3. You will receive an email invite that says to "Go To [site name]."



4. Click **the name of the site** in the invite.
5. On the sign-in window, type your **Allina email address** (e.g., jane.doe@allina.com).
6. Click **Next**.



7. Type the password associated with your Allina login ID.



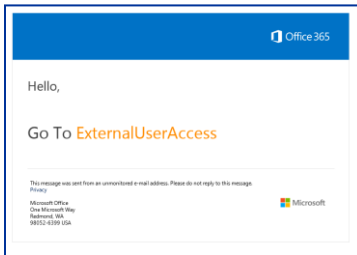
8. For future access, bookmark or save the site as a favorite and/or in the SharePoint site, from the top right, click the **Star** prior to FOLLOW.



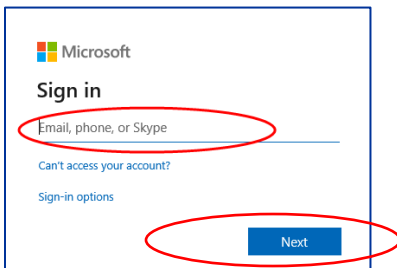
“Following” a SharePoint site will add the site to a list of sites you use. This list is available from any device once you have logged in. To see the list of sites you are following, in the green banner bar, on the left, click on the Allina Health logo.

Using an Allina Multi-User Workstation

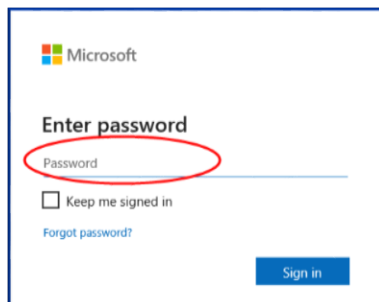
1. Send your name to the owner or primary contact of the SharePoint site you wish to join.
2. The SharePoint site owner will add you to the site’s Member or Visitor group.
3. You will receive an email invite that says to “Go To [site name].”
4. Navigate to the SharePoint site from the email invitation.
5. Login in to Outlook Web email (<https://webmail.allina.com/owa>) with your Allina username and password.
6. Find the email invitation to the SharePoint site.
7. Click **the name of the site** in the invite.



9. On the sign-in window, type your **Allina email address** (e.g., jane.doe@allina.com).
8. Click **Next**.



9. Type the password associated with your Allina login ID..
10. Click **Sign-in**.



11. For future access, bookmark or save the site as a favorite and/or in the SharePoint site, from the top right, click the **Star** prior to FOLLOW.



“Following” a SharePoint site will add the site to a list of sites you use. This list is available to from any device once you have logged in. To see the list of sites you are following, in the green banner bar, on the left, click on the **Allina Health logo**. This SharePoint Online homepage is also displayed when you go into SharePoint by going to <http://spt.allina.com> and then clicking on SharePoint Online in the right column.