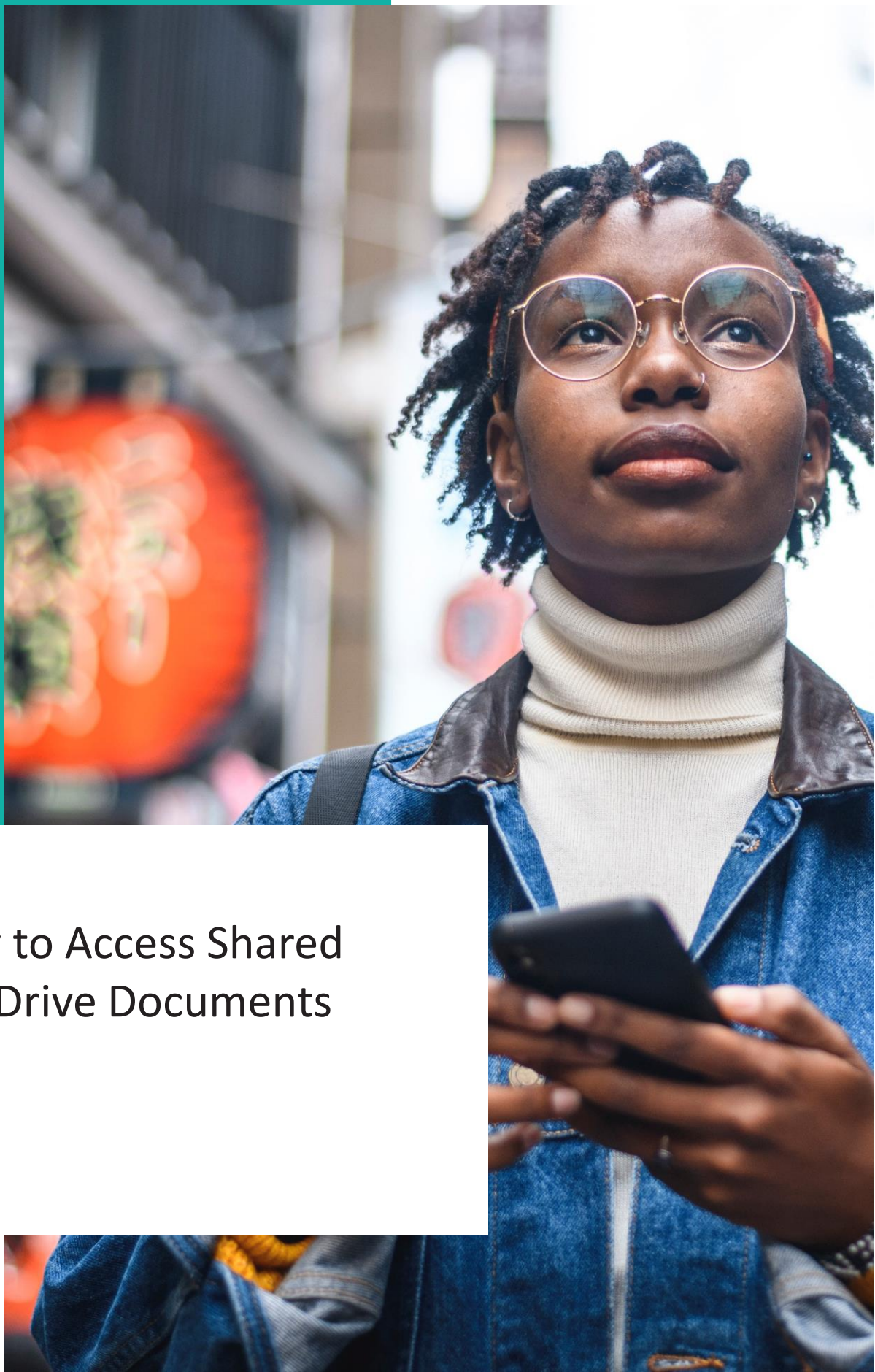




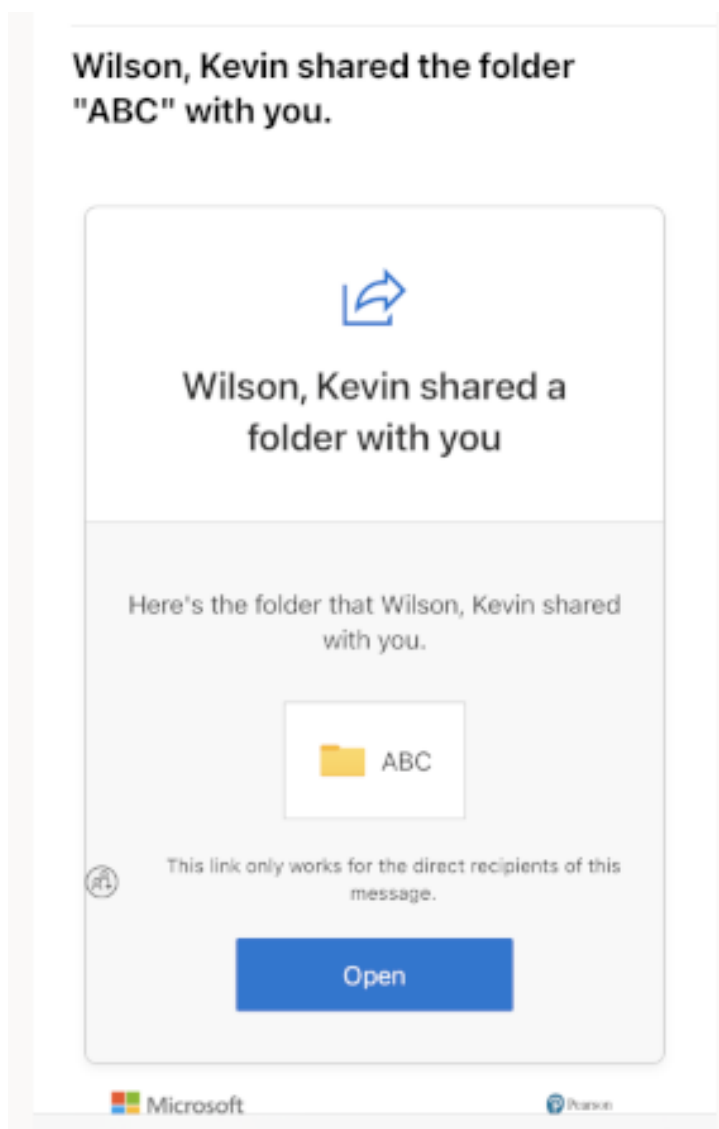
Pearson

## How to Access Shared OneDrive Documents



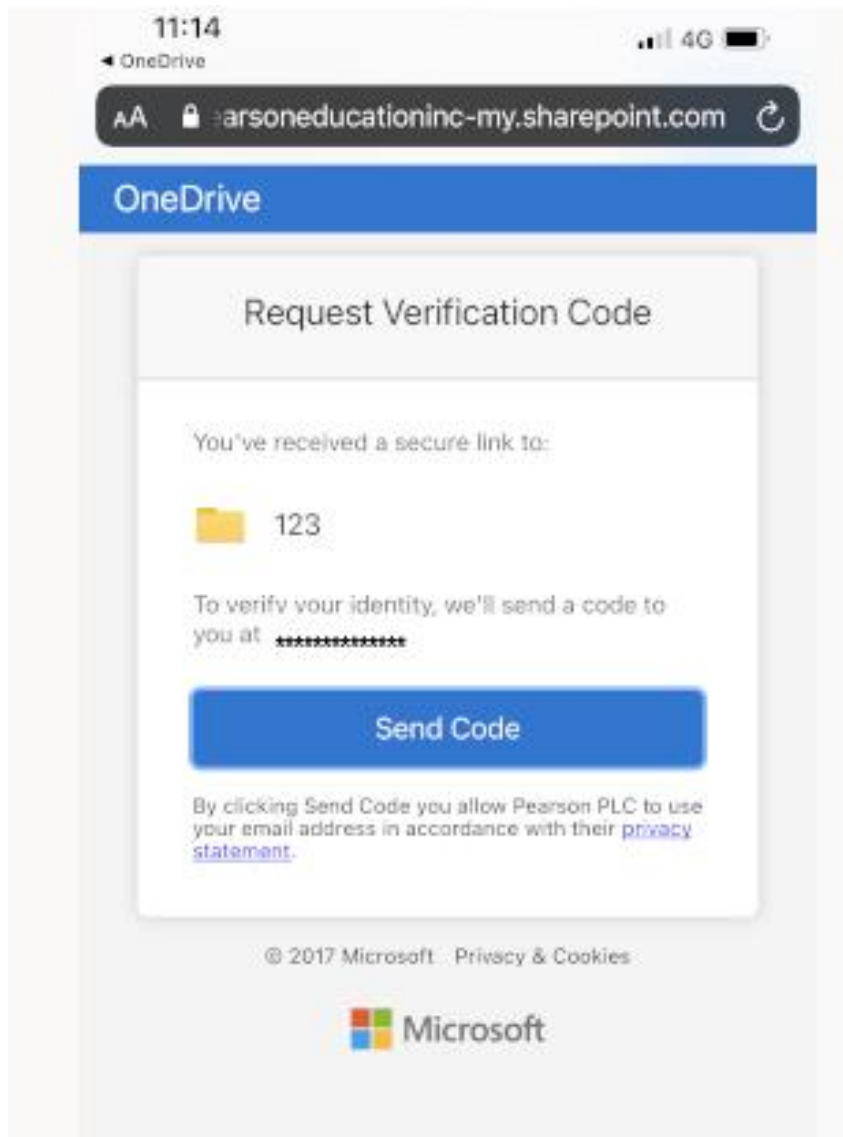
## How to access your OneDrive folder.

After a folder has been shared with you in OneDrive, you will receive a notification email like the one below.



To gain access to the shared folder you will need to complete the security and verification stage, to do this click on the Open button illustrated above.

You will then be presented with the screen below.



Click on the Send Code button for the system to generate an email containing your Microsoft OneDrive verification code and show the screen below. Sometimes the code can be sent to your spam/junk folder, ensure you check there before requesting a new code.

If you still cannot find the email, add the below information as a contact into your contacts, this should add the send address to your 'safe senders' list.

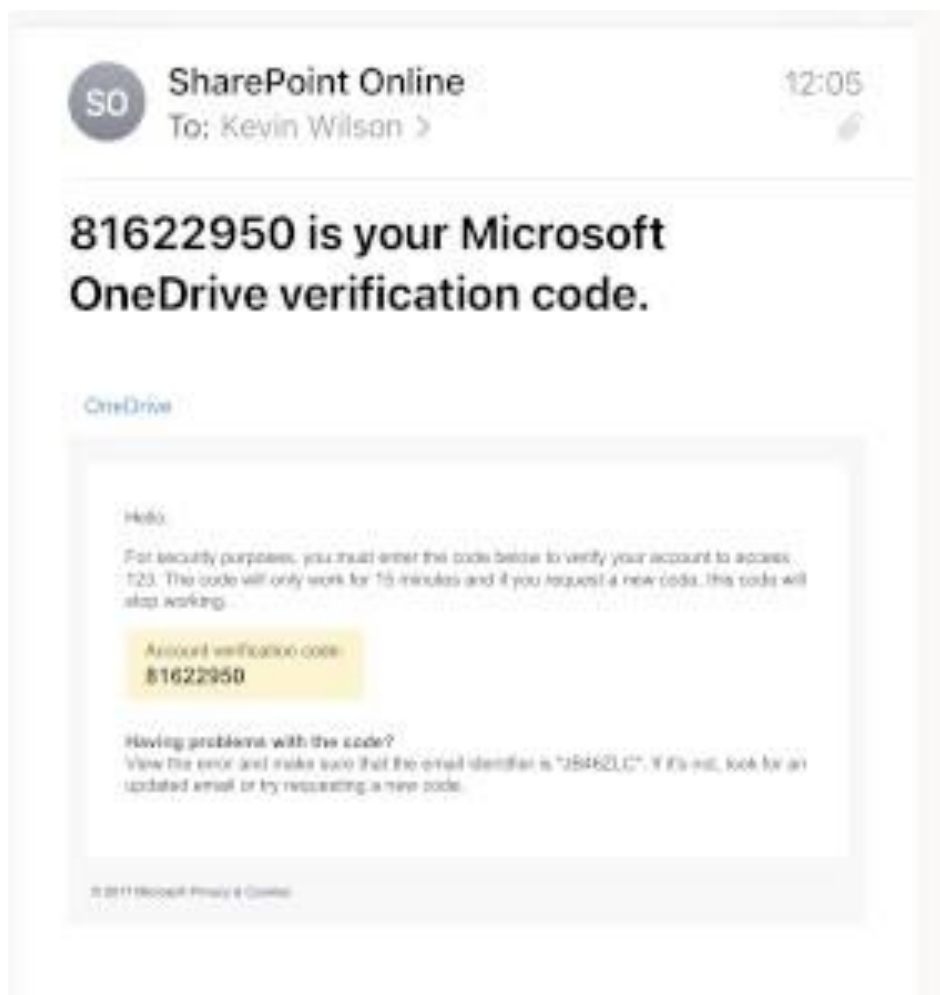
First Name: Sharepoint

Last Name: Online

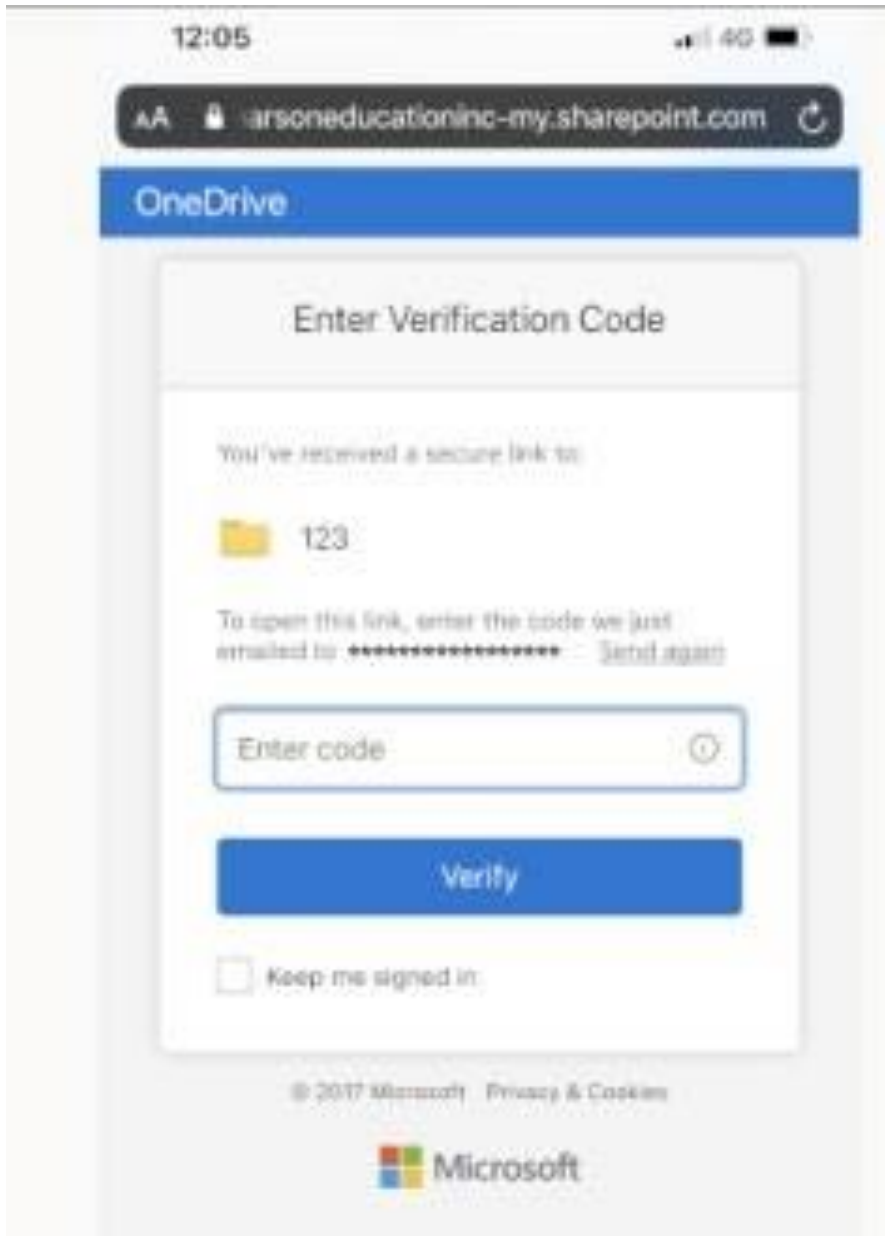
Email Address: no-reply@sharepointonline.com

After this, send the verification code again and it should arrive in your inbox. Please note, it is possible for the verification code to still be sent to your spam/junk/trash folder even after adding the contact, so please ensure you still check these areas again.

The email should look something like this



Enter your Account verification code in the box labelled “Enter code” and click the Verify button.



You should now have access.

You must not be logged in to any other system/platform that uses Sharepoint/OneDrive, if you are, you should either log out or use an Incognito/InPrivate window to access Pearson documents.