

Navigating from your Dashboard

There are multiple ways to access your OneDrive or SharePoint site:

- App Launcher
- Dashboard
- Using Search

Sign in to <https://portal.office.com> to access your Department Content on SharePoint. Use your **UAB email** address when asked for a username. Make sure that you select the **Stay signed in** option. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password.

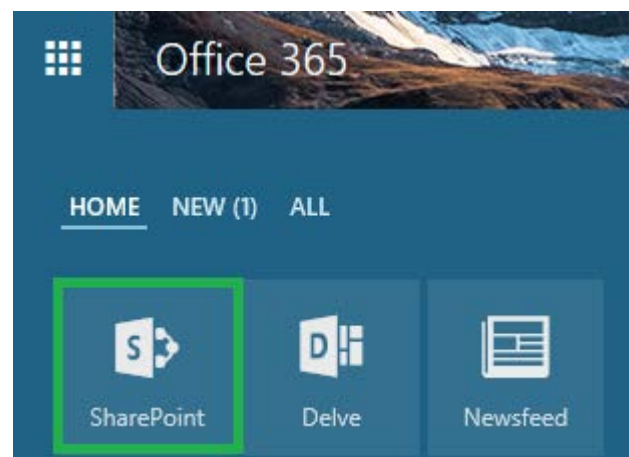
Via the App Launcher

Once you have authenticated to Office 365, you will see The Office 365 App Launcher located at the top left of your browser window. The app launcher stays consistent throughout the entire Office 365 experience.



After clicking the tiles icon, you will be presented with a dropdown of all Office 365 applications that you have access to.

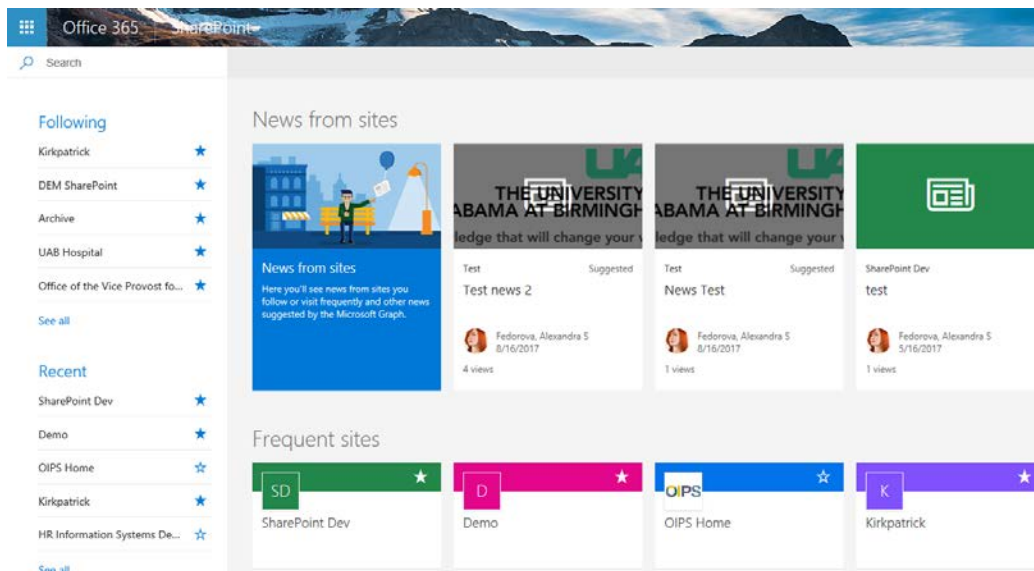
As you can see from the example to the right, there is a button/tile for SharePoint. After clicking on this tile, you will automatically be redirected to your **SharePoint dashboard** page.



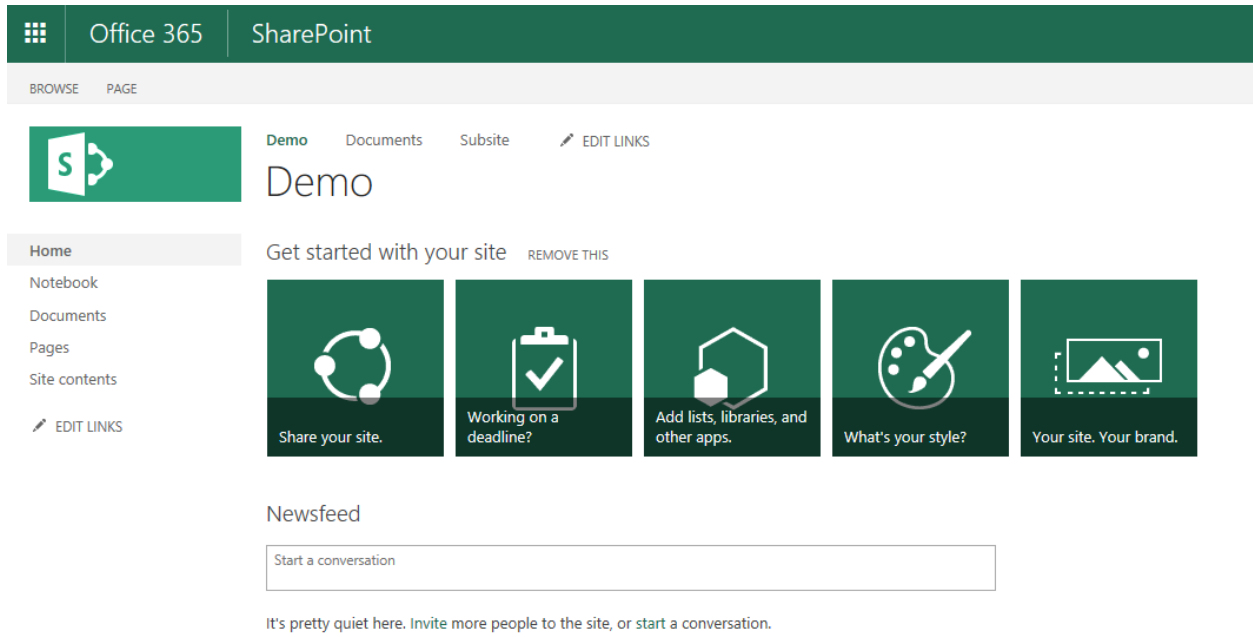
Via SharePoint Dashboard

Once you are presented with your dashboard, you will see all sites that you have access to and others that you may be following.

From here, you will be able to access your site by clicking on the site name in the left column or by clicking on the site itself under the **Frequent sites** section below.



After you have clicked on the desired site link, you will be presented with your site page:



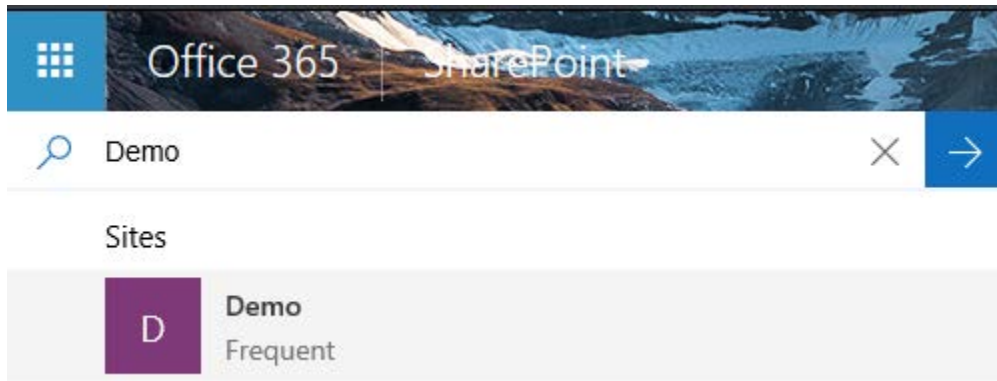
Via Search

Throughout SharePoint you will be presented with a **Search** box. These search boxes assist you in finding exactly what you are looking for. This particular search box appears below the App Launcher on your Dashboard page.



For example, if you are looking for a specific site, you would do the following:

1. Click inside the Search box
2. Type in the site name you are needed to access. For example: **Demo**
3. Click on the site name/tile



A new window/tab will appear with the site that you selected from the search box.