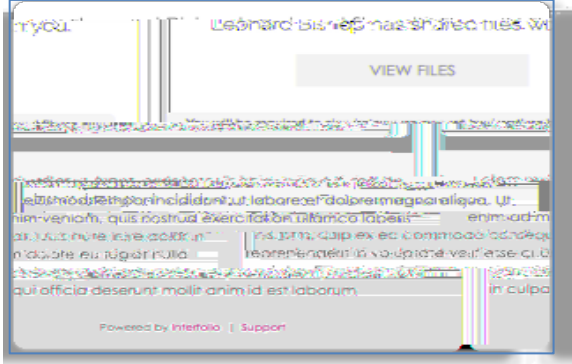




eFaculty QuickTip: Viewing Shared Files

| | |
|---|--|
| <p><u>Link Driven Access</u></p> <p>When files are shared with you, you will receive an email message prompting you to log into your account and view the files.</p> |  |
| <p>If you click "View Files" in the email, and are already logged in through one.SJSU.edu, you may be taken directly to the "Viewing Shared Files" page. You may review the documents here.</p> |  |
| <p><u>Direct Login Access</u></p> <p>If you are not already logged in to eFaculty, please follow these steps.</p> <p>Once logged in, you will be greeted by the eFaculty Home Page.</p> <p>Under "My Tasks," you will find the "Files have been shared with you" link.</p> |  |
| <p>Selecting the link to the shared files will direct you to "Committee Shared Files".</p> <p>Selecting "View Files" will direct you to the "Viewing Shared Files" page.</p> <p>You may review the documents here.</p> | |