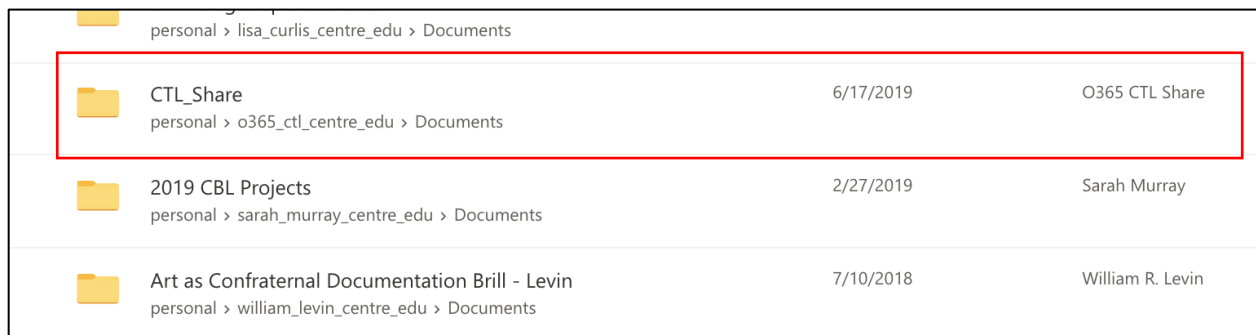





Verify access to your departmental share in OneDrive

To verify you have access to your departmental shared:

1. Go to [CentreNet](#)
2. On the CentreNet Launchpad < **Click the Office 365 button**. This will open up O365 in a web-browser
3. Next, click the App Launcher (9 grid button) in the top left corner < Select OneDrive
4. On the left side, click the **Shared button**
5. From the listing of shared files, scroll down until you see a shared folder named '**your departmental/program share**'. Listed underneath the folder, there would be text that says 'O365 your department/program share files' or something similar.



personal > lisa_curlis_centre_edu > Documents			
 CTL_Share personal > o365_ctl_centre_edu > Documents	6/17/2019	O365 CTL Share	
 2019 CBL Projects personal > sarah_murray_centre_edu > Documents	2/27/2019	Sarah Murray	
 Art as Confraternal Documentation Brill - Levin personal > william_levin_centre_edu > Documents	7/10/2018	William R. Levin	

Example of a Departmental Shared in OneDrive

If you can locate and open this folder, you have direct access to your departmental shared.

If not, enter a helpdesk ticket to helpdesk@centre.edu.