# Right Brain Money SharePoint Instructions

Welcome to the Right Brain Money SharePoint site, your own secure Microsoft file sharing option. Here, you can upload documents *to* us, as well as download files *from* us.

Before beginning, please identify whether you are logged into a Microsoft account. If you are already signed into a Microsoft account, please handle steps in an incognito browser. Instructions for creating an incognito browser can also be found on the next page.

Check out this video tutorial, which goes into a bit more detail.

1. To begin, follow the link we emailed. It should be in an email with "SharePoint" in the subject line. A Microsoft login will prompt you; please sign in using the credentials we've provided, **not your personal email**.
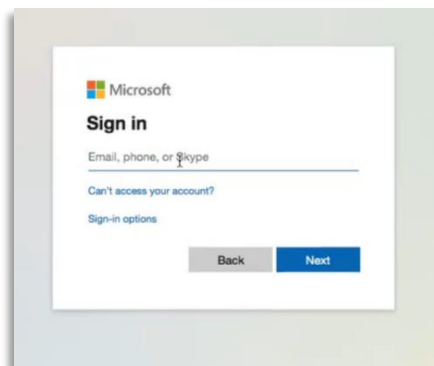
2. When logging in for the first time, you may be asked to create a new password for your account. Please keep this in a safe place for future use. However, should you forget your password, simply call the RBM office at we'll be happy to reset it for you.

3. You will be directed to your SharePoint site, pictured below. We recommend you bookmark this page for future reference. Here, you can click on the upload button to add files from your computer. You can also download files that have been uploaded by us.
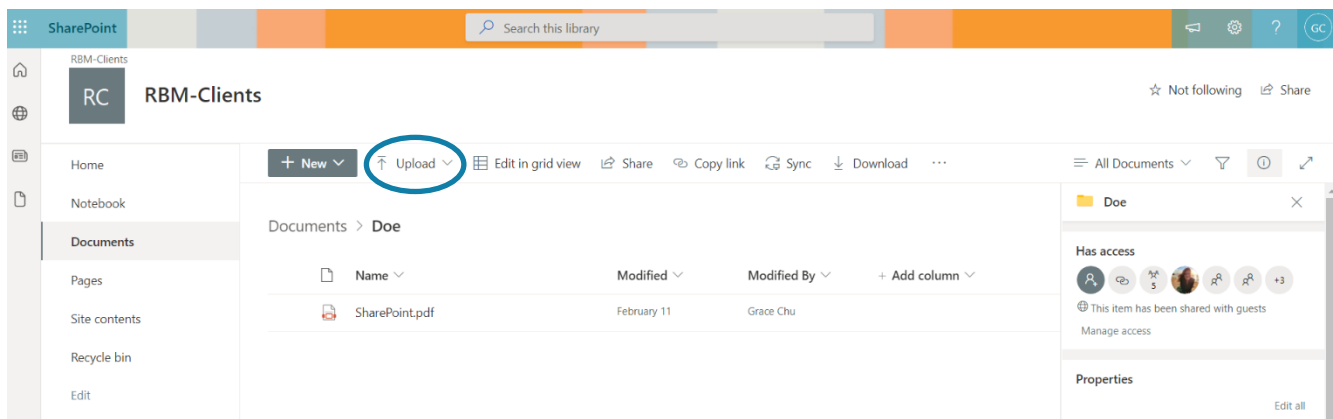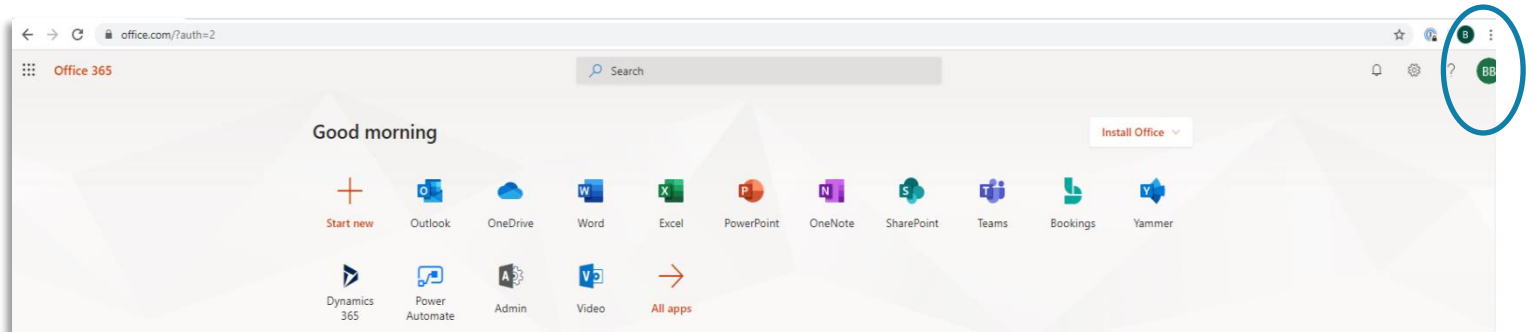

There you go, you did it!

Troubleshooting

You may also encounter an issue if you already have a Microsoft account. If you do, you will not be granted permission to access the folder.

To identify if you already have a Microsoft account, go to office.com. If you see a circle with your initials in it (indicated below), you have an account and are already signed in.
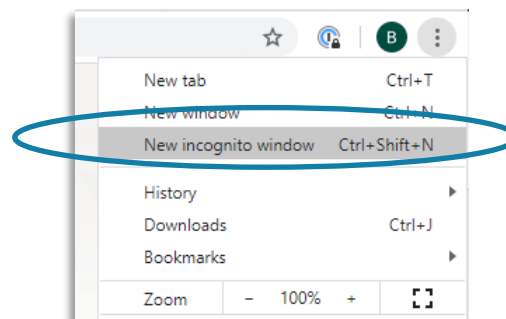

Incognito Browser

If this is the case, you will need to open an Incognito Browser (also named a private browser). To do so, click on the three dots in the top right of your screen; this may appear as three gray lines depending on the computer of choice. This can be done from any tab.
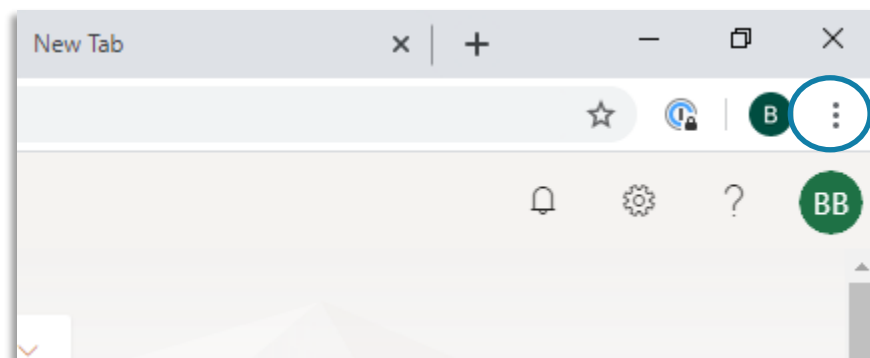
Select "New Incognito Window."

You will be directed to the page below. From there, simply paste the SharePoint link (page 2) provided above and sign in. You will now be able to access your SharePoint folder.
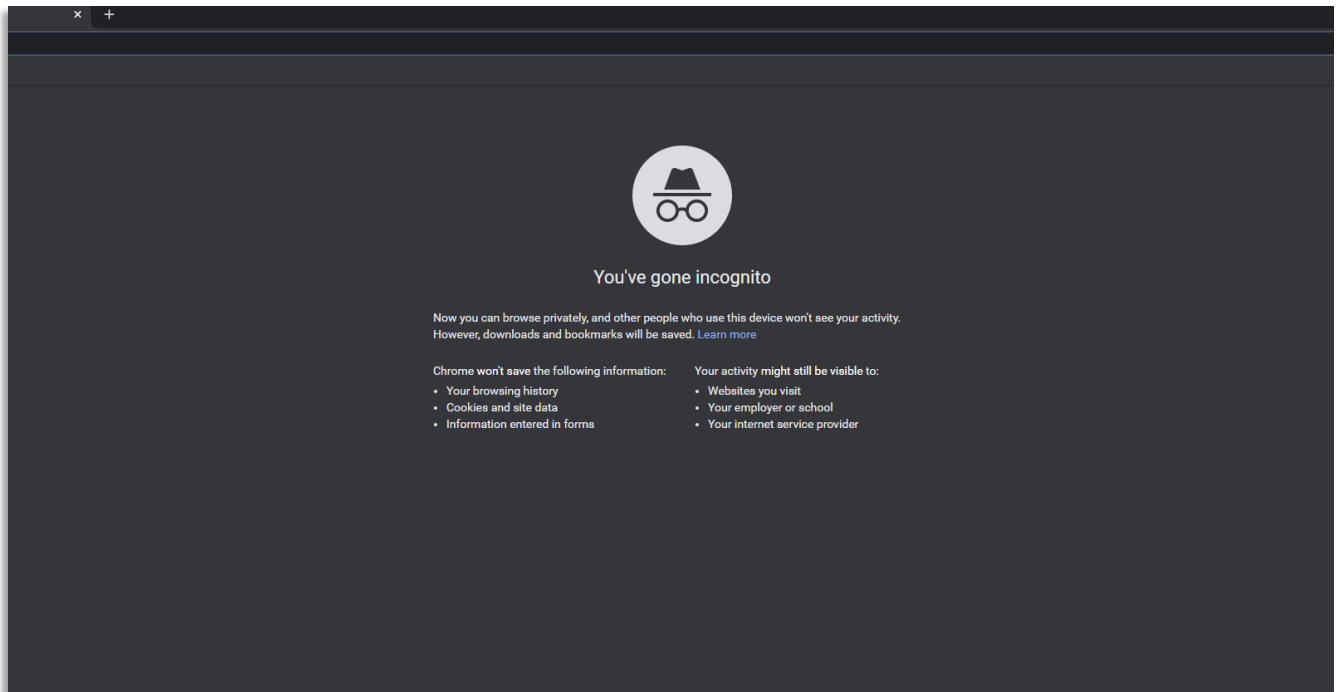
If for some reason this does not resolve the issue, please feel free to email or call and we would be happy to help!