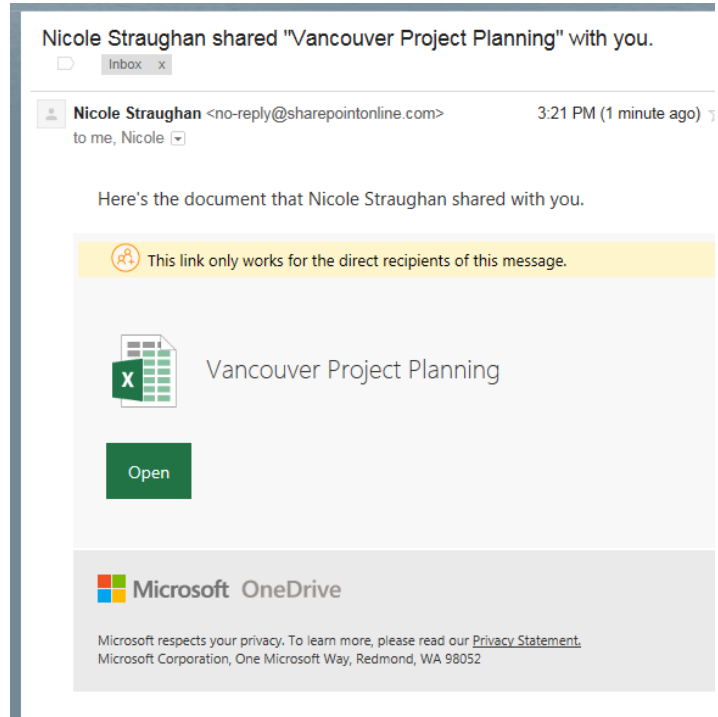


Accessing Shared Ocean Bridge Documents

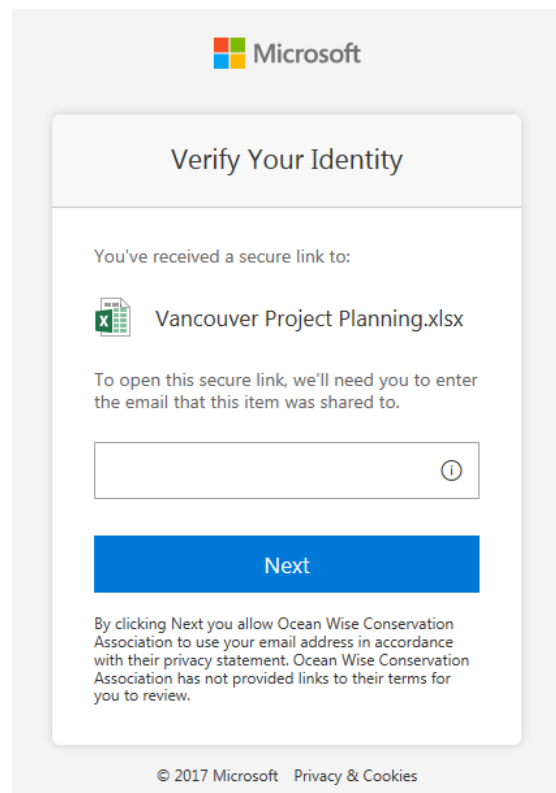
Ocean Bridge uses OneDrive to store and share files with participants. This is because OneDrive allows us to share with anyone with any email address where Google Drive requires participants to use a Gmail account. This also ensures our documents are secure on the Ocean Wise network.

Here is how to access documents.

1. You will receive an email inviting you to the document. Open the email and click the green “open” button. Be sure to check your junk mail if you are expecting to receive a shared document but haven’t.

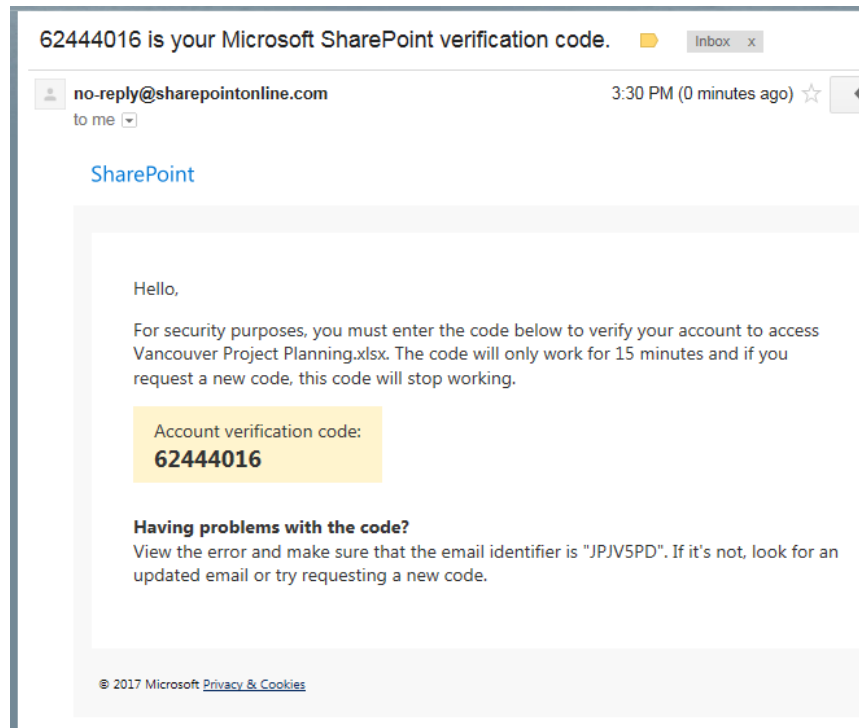


2. You will be redirected to this page:
Follow the instructions and **enter the email the original invitation was sent to**. Then click “next”.



Accessing Shared Ocean Bridge Documents

3. You will be sent another email containing an account verification code.



4. Enter the code into the field on this page and click "verify" within 15min of receiving the code. **Make sure you check the box "keep me signed in"**. This will ensure you do not need to enter a verification code the next time you want to access the document.
5. You should be redirected to the document and ready to make your contributions!
6. To access the document in the future we recommend:
 - a. Saving the original invitation email and accessing the document by clicking the green "open" button or,
 - b. Using the URL for the document and creating a shortcut on your desktop.
7. Having difficulties? Contact you program coordinator and they will assist you.

