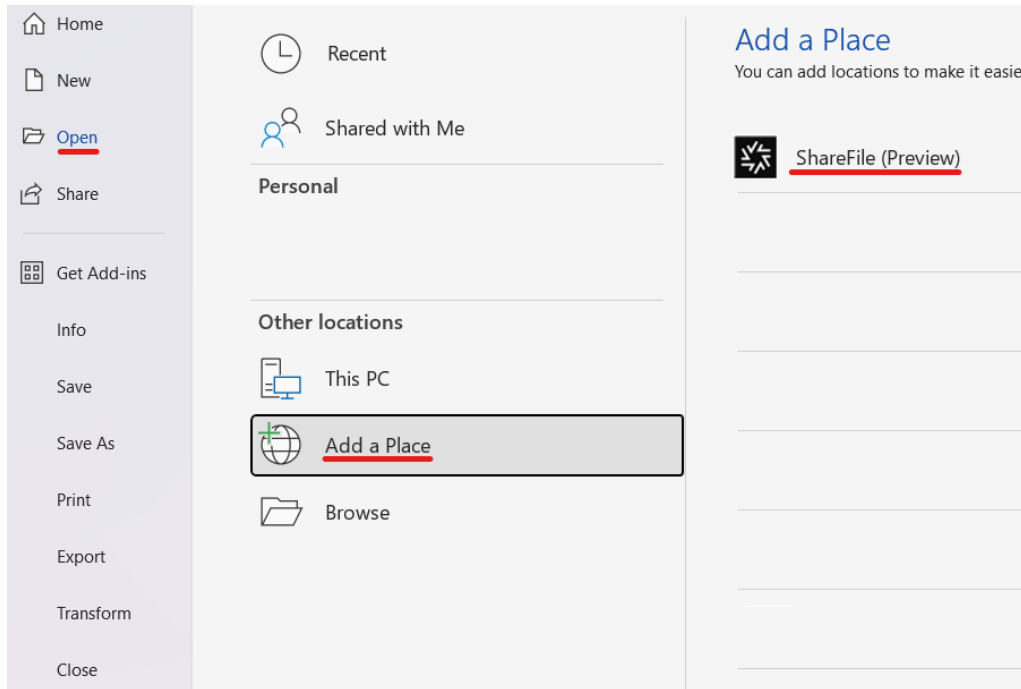


Before we get started make sure you have the latest version of Sharefile installed [LINK HERE](#)

Hello! Let's get started on collaboratively editing files!
it's nice and easy just follow these simple instructions below and you'll be good to go!

Open your Microsoft Office application. This can be Word, PowerPoint, or Excel.
Navigate to **File > Open > Add a Place** and select **ShareFile (Preview)**.



Enter your ShareFile account subdomain as "Tech4" without the quotes.



Enter your account's subdomain to continue. For example, if your account's URL is "mycompany.sharefile.com", you would enter "mycompany".

Subdomain *

e.g., mycompany

Continue

[Don't know your account's subdomain?](#)

[Privacy Policy](#)

Follow the prompts to authenticate with your email and password for ShareFile.

ShareFile

Email *

Password *

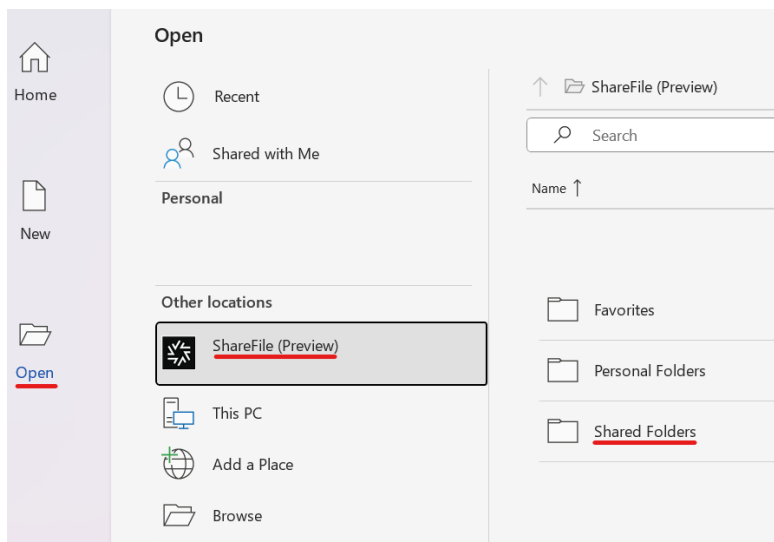
Sign In

[Forgot Password?](#)

[Sign in to a different account](#)

[Privacy Policy](#)

Once you have signed on successfully, **ShareFile (Preview)** will display under **Other Locations**



This ONLY HAS TO BE DONE ONCE!

Now open your File Explorer, go to Sharefile, Shared Folders and select your file(s) you wish to edit collaboratively!

