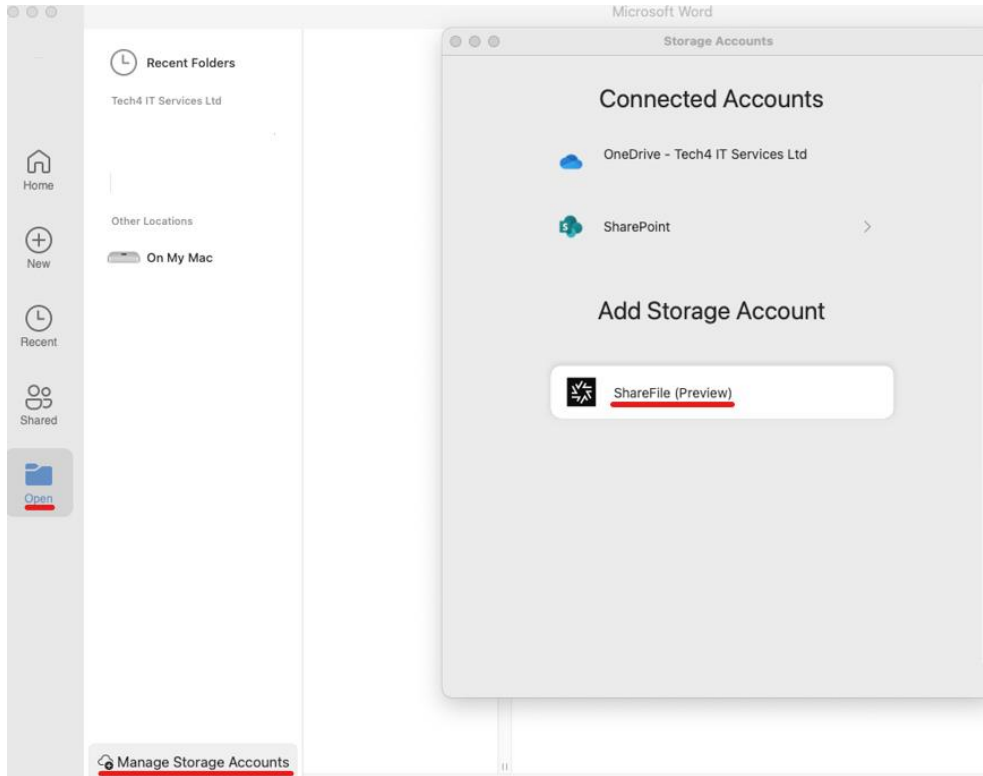


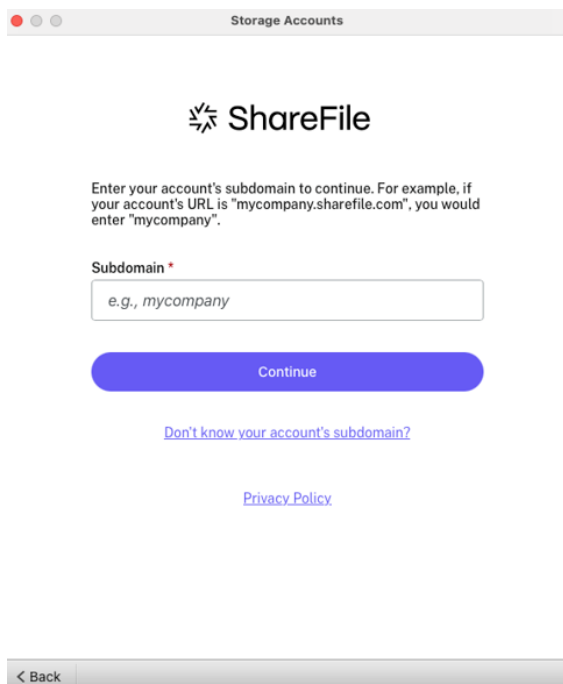
**\*Before we get started make sure you have the latest version of Sharefile installed\*** [LINK HERE](#)

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!

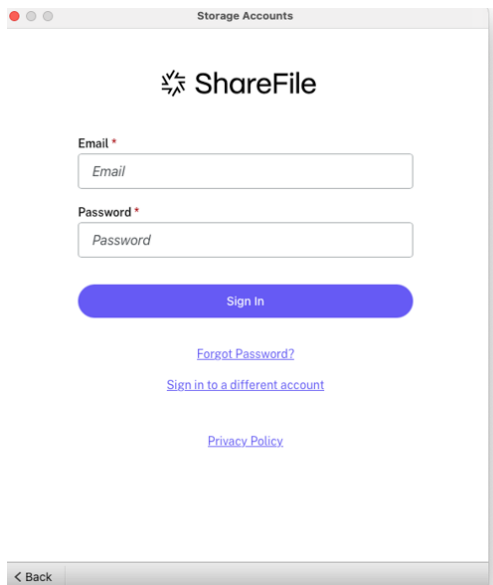
Open your Microsoft Office application. This can be Word, PowerPoint, or Excel.  
Navigate to **File > Open > Manage Storage Accounts**



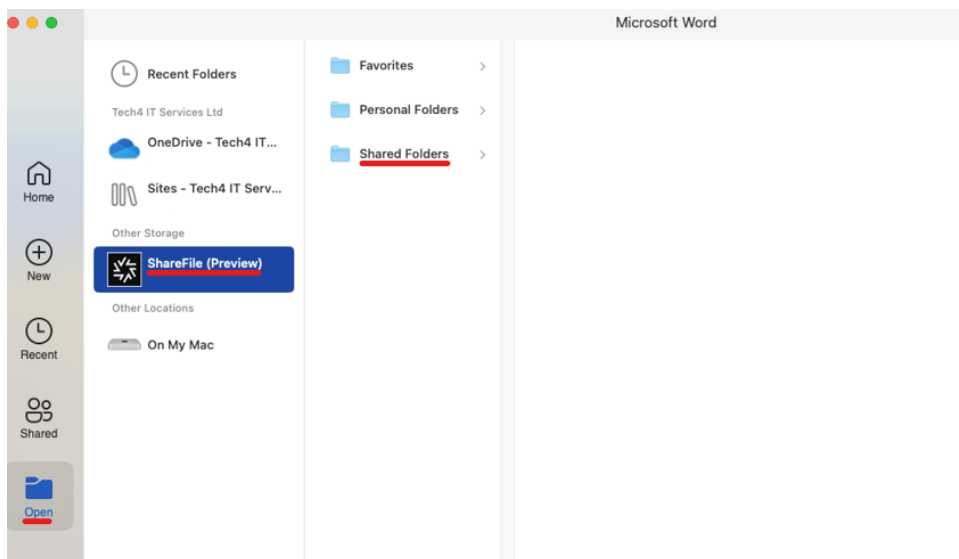
Enter your ShareFile account subdomain as "Tech4" without the quotes.



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



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



This ONLY HAS TO BE DONE ONCE!

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

