SharePoint

SharePoint is an online content and document management tool available for students, faculty, and staff to create web sites and manage file libraries.

SharePoint sites are typically created for collaboration among multiple users.

SharePoint Online

1. Go to **https://sharepoint.northwestern.edu**

2. Enter your Net ID and password into the online passport page.

3. Verify your identity with DUO Mobile and remember for 30 days.

4. Select Yes on the **Stay signed in Microsoft page**

5. SharePoint will open to the home **page** where you will see your files and folders