

Share Fair SharePoint for Teachers

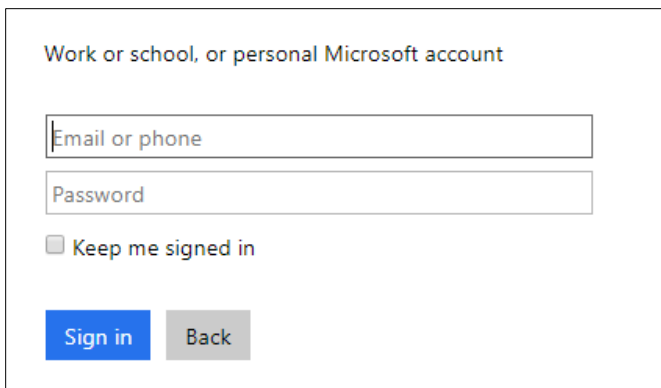
Step 1: Go to our Share Fair SharePoint Site. (Internet Explorer works best.)

<https://roco.sharepoint.com/sites/elemshare>

There is also a link on the RCS Webpage under **Staff Resources**.



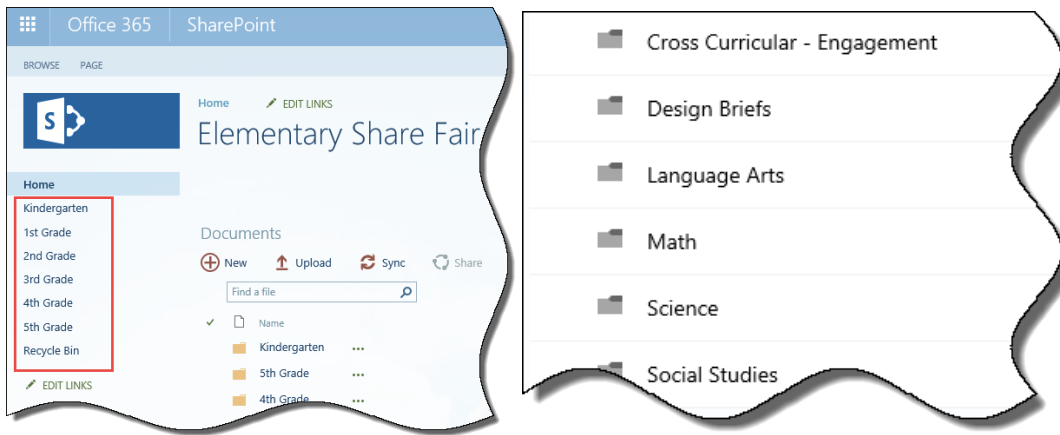
Step 2: You will be prompted to **login** to Office 365.

A screenshot of the Office 365 login form. The form is titled "Work or school, or personal Microsoft account". It contains two input fields: "Email or phone" and "Password". Below the input fields is a checkbox labeled "Keep me signed in". At the bottom of the form are two buttons: "Sign in" and "Back".

Step 3: Click the star to **follow** the site so you can easily find it again from your SharePoint tile in Office 365.*



Step 4: Use the menu to find the correct grade and subject.



Step5: You will be able to download and save any of the files, but not make changes.

***Note:** Once you follow the SharePoint Site, you will be able to find by using the SharePoint tile in Office 365.

