SharePoint (TeamRoom) instruction

Access for registered users only !

- Once being registered, you will receive a welcome e-mail with further instructions
- For access from an external computer, you will have to provide a mobile telephone number in order to be able to receive a number code via SMS (i.e. a OneTimePassword or OTP). This OneTime code will be sent after having entered Username/password.
- Open directly the link, which you received per mail (<u>https://esp.usb.ch</u>), or via the first page of the Swiss Lupus Cohort Study website -<u>http://www.swisslupuscohort.ch/index.html</u>

(the link to the SharePoint is located at the lower border of the site)

• You will be asked to enter your username and password:

→ - Universitätsspital Basel								
Sichere Anmeldung für den Zugang zu USB Anwendungen								
AD Benutzername								
¶~								
AD Passwort								
Anmeldung								

• You will then have to enter the OTP that has been send to your mobile telephone



• Once the site opened successfully, ...



• ... click on the "Follow"-Button in the right upper corner.

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- You now follow this page and should receive all news in the newsfeed.
- If that was successful as well, you should be able to open the navigation on the left side and to open the TeamRoom via "Global Navigation → My projects → Swiss SLE Cohort"



or via "Content I'm following \rightarrow Home ESP \rightarrow Swiss SLE Cohort"

