

Submitting Health Records through SharePoint

- 1. You will receive an email like the one below. If you don't, check your SPAM or Quarantine folders.
- 2. Click on the folder link next to your name to upload your health documents. Submit as files <u>not</u> entire folders.
- 3. The documents will disappear if they are successfully uploaded. Wait for the file to disappear before closing SharePoint.

	Here's the folder that	shared with you.	
	This link only works	for the direct recipients of this message.	
	Open	Your name	
		• Microsoft One	eDrive
	Microsoft respects your privacy. To learn more, please read our <u>Privacy Statement</u> , Microsoft Corporation, One Microsoft Way, Redmond, WA 98052		

You can either upload your documents by clicking on the UPLOAD tab or drag files to the open folder. III MORAINE PARK SharePoint Academics - Documert Uploads Private group 🕂 New 🗸 🌴 Upload 🗸 🖆 Share 🖉 Quick edit 🐵 Copy link 🚑 Sync 🞍 Download 🚺 Export to Excel 🖉 Flow 🗸 \cdots Home Student Uploads > Your Name Student Uploads Shared with us 🗋 🛛 Name 🗠 Modified >> Modified By \sim + Add column \sim Recycle bin Edit Drag files here P SharePoint Academics - Document Uploads Private group + New \vee $\stackrel{7}{ o}$ Upload \vee 🖉 Quick edit 🖻 Share 🐵 Copy link 🎧 Sync 🞍 Download 💶 Export to Excel 👁 PowerApps \vee 🖉 Flow \vee Home Student Uploads > Your Name Student Uploads Shared with us 🗋 🛛 Name 🗸 Modified \checkmark Modified By \smallsetminus Semester \sim Program \sim Recycle bin 🔄 🎽 Your File.pdf A few seconds ago YOU Edit Your documents are automatically moved to a secure SharePoint site for storage. SharePoint ρ Search this library Academics - Document Uploads AD Private group 🕆 Upload \vee 🖽 Edit in grid view 🖻 Share 🐵 Copy link 🤤 Sync 🞍 Download 👼 Add shortcut + New \sim Home Student Uploads Student Uploads > Your name Recycle bin 🔘 🗋 Name 🗸 Modified \vee \parallel Modified By \checkmark Semester \vee Shared with us Edit Successful upload - no file here Wait for the file to disappear before closing out of SharePoint.