

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 (<https://esp.usb.ch>), or via the first page of the Swiss Lupus Cohort Study website - <http://www.swisslupuscohort.ch/index.html> (the link to the SharePoint is located at the lower border of the site)
- You will be asked to enter your username and password:



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AD Benutzername

AD Passwort

Anmeldung

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



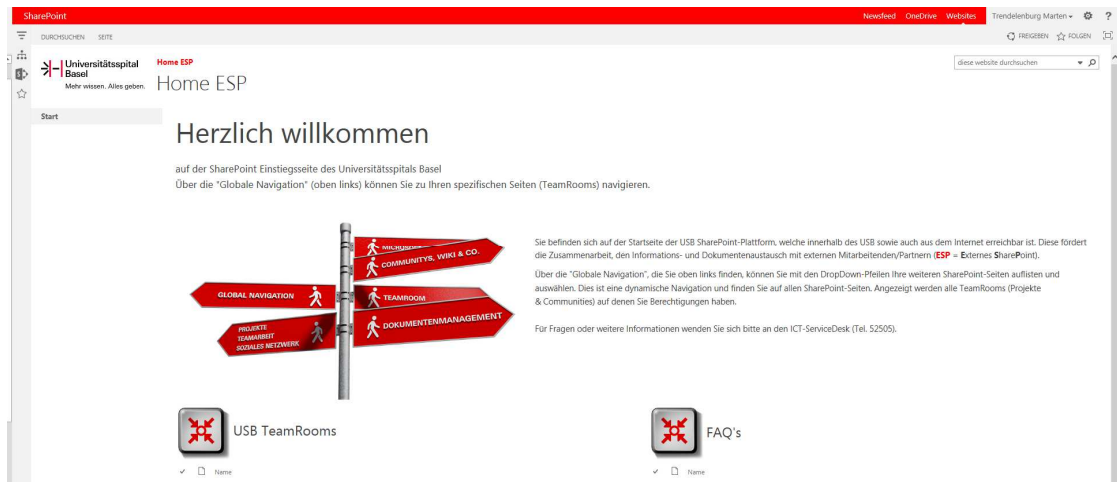
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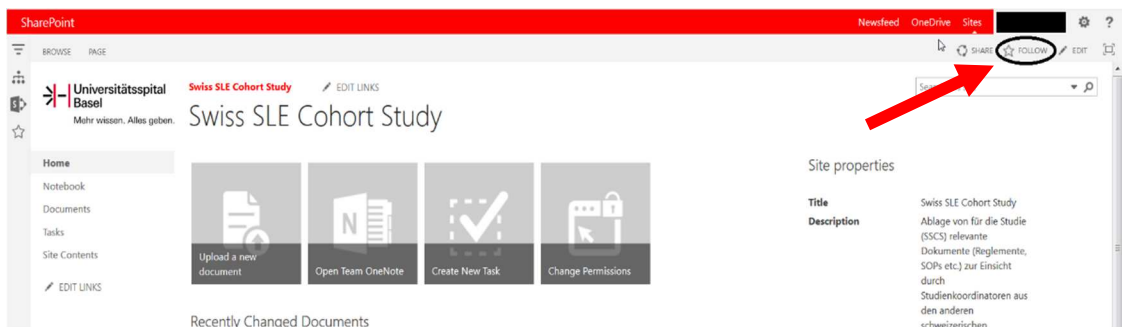
USB SMS OTP

Anmeldung

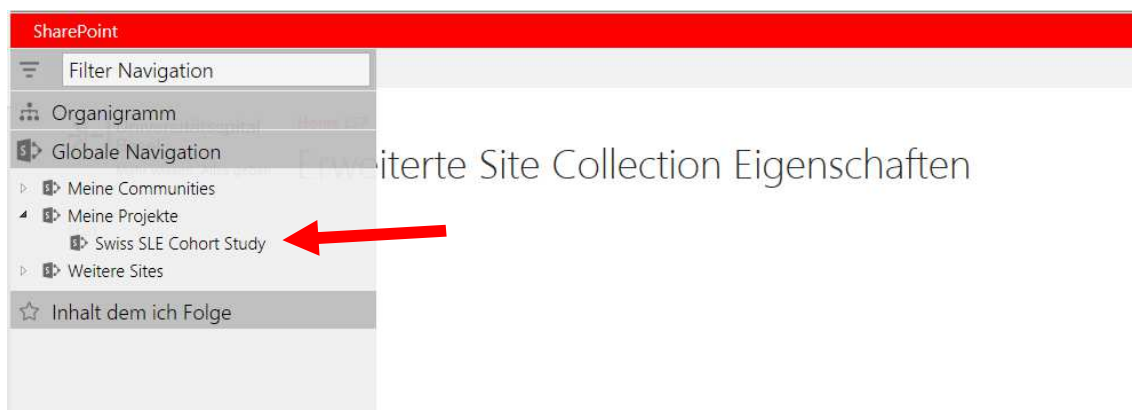
- Once the site opened successfully, ...



- ... click on the “Follow”-Button in the right upper corner.



- 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 Study”



or via “Content I’m following → Home ESP → Swiss SLE Cohort”

