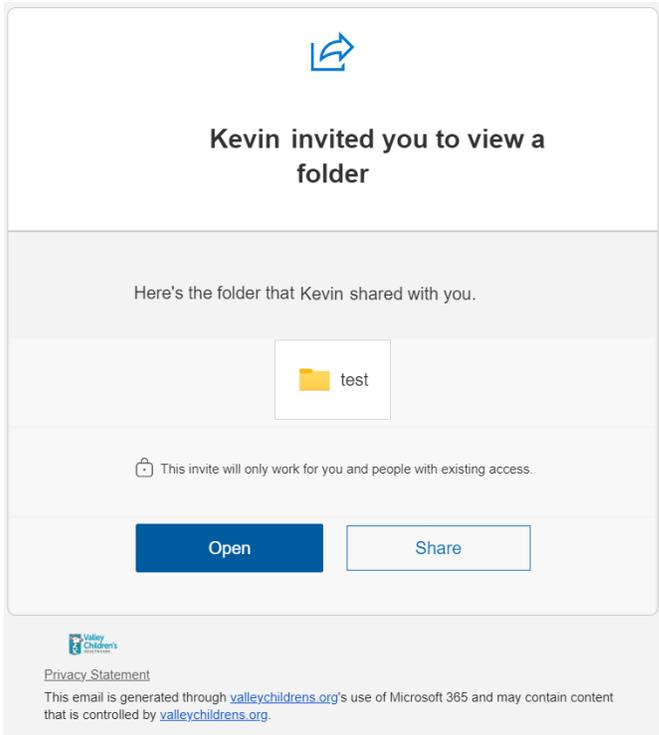
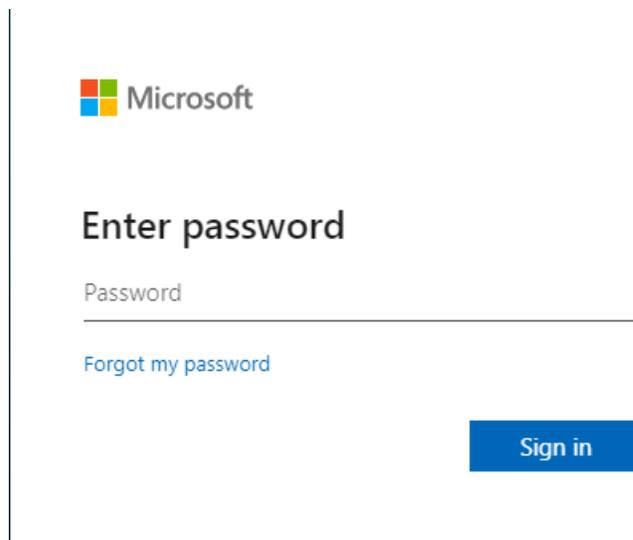


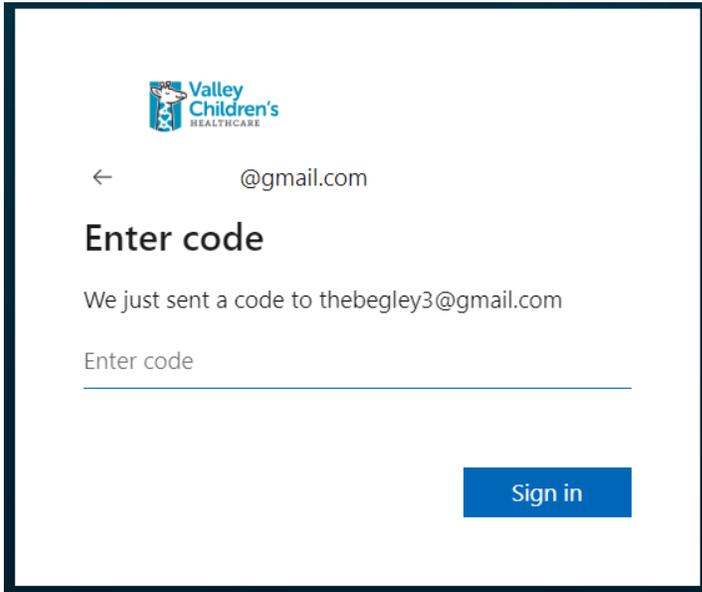
1. You will receive an e-mail from Valley Children’s Hospital with a link to the shared folder. Click on the “Open” button



2. If you are using a Microsoft 365 account, you will be prompted to enter the account’s password (set on your M365 tenant side):



3. If the account is not a pre-existing Microsoft 365 account, then you prompted to enter a security code that will be e-mailed to you.



4. A security code will be emailed to your e-mailed to you. Please make sure you check you "Spam" folder if you do not see the e-mail in your inbox

Your valleychildrens.org account verification code

valleychildrens.org (via Microsoft) <account-security-noreply@accountprotection to me ▾

valleychildrens.org

Account verification code

To access valleychildrens.org's apps and resources, please use the code below for

Account verification code:

11265194

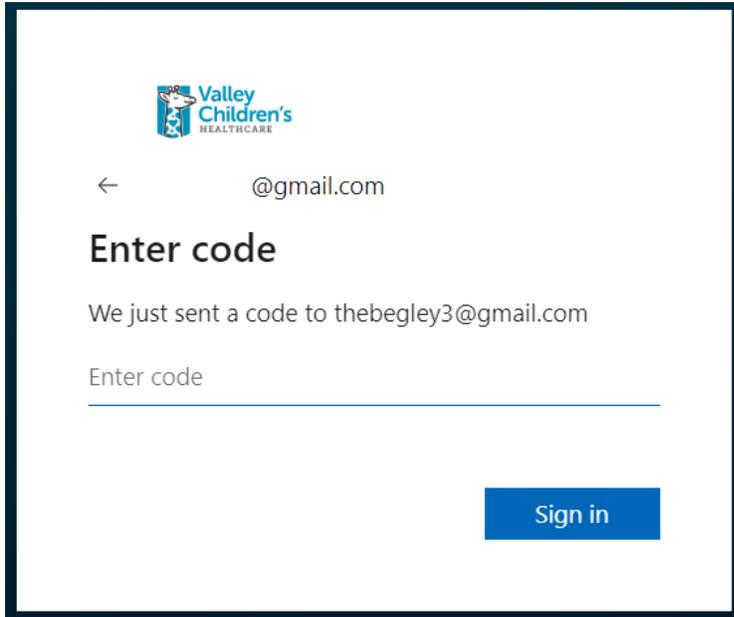
If you didn't request a code, you can ignore this email.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



5. Please enter the security code e-mailed to you and click “Sign in”





← @gmail.com

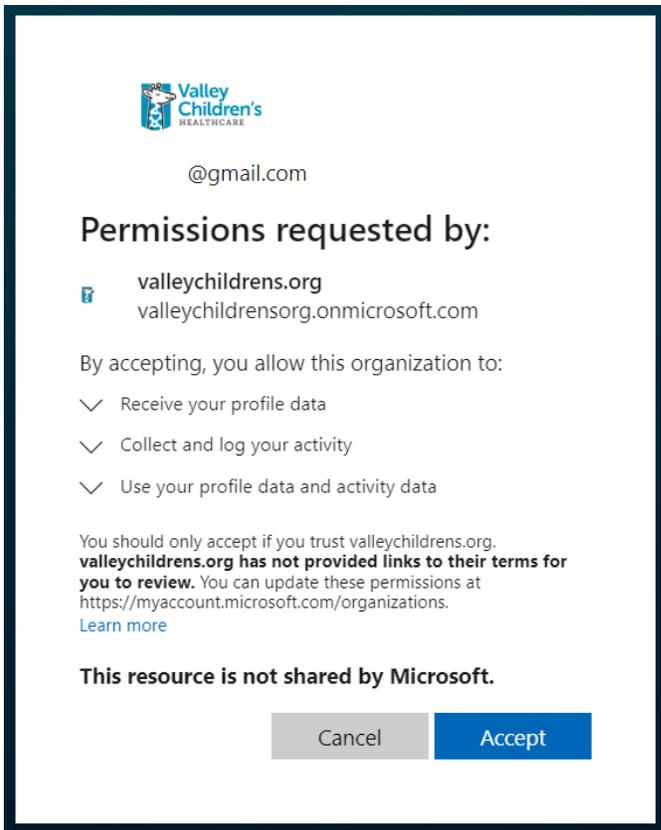
Enter code

We just sent a code to thebegley3@gmail.com

Enter code

[Sign in](#)

6. Accept the Terms.





@gmail.com

Permissions requested by:

 valleychildrens.org
valleychildrens.org.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust valleychildrens.org. **valleychildrens.org has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

This resource is not shared by Microsoft.

[Cancel](#) [Accept](#)

Notifications

7. You can configure notifications by clicking on “...” on the shared folder and selecting “Alert me”

Alert me when items change

OK Cancel

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Documents: test

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:

E-mail @gmail.com

Text Message (SMS)

Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

All changes

New items are added

Existing items are modified

Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

Anything changes

Someone else changes a document

Someone else changes a document created by me

Someone else changes a document last modified by me

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately

Send a daily summary

Send a weekly summary

Time:

Tuesday 7:00 PM