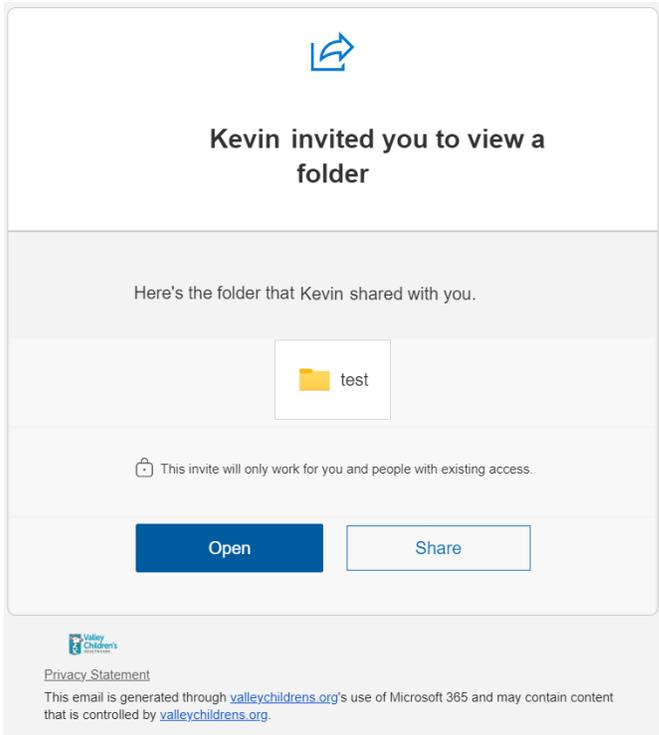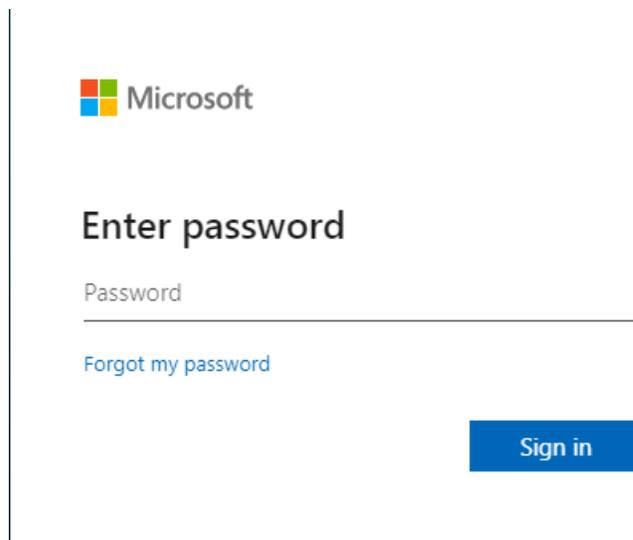1. You will receive an e-mail from Valley Children's Hospital with a link to the shared folder. Click on the "Open" button

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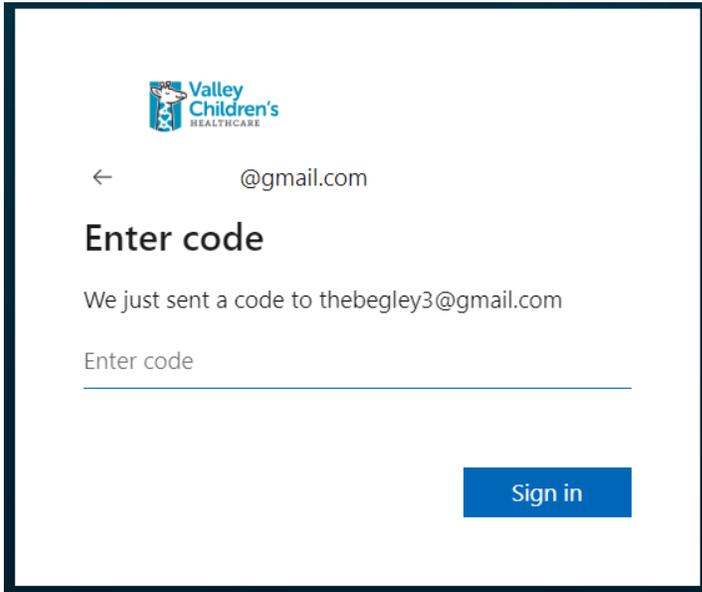
4. A security code will be emailed to your e-mailed to you. Please make sure you check you "Spam" folder if you do not see the e-mail in your inbox

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 fo
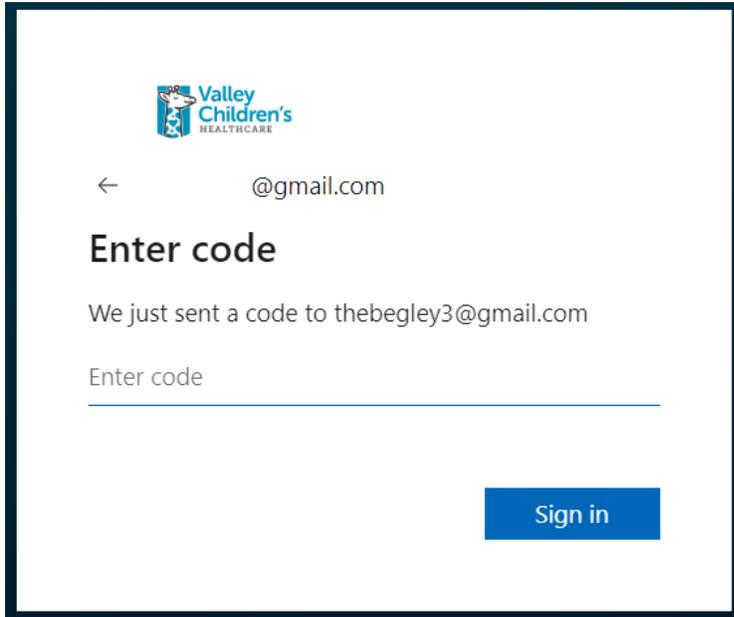
Account verification code:
11265194

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

Privacy Statement

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

↩ Reply   ↪ Forward   ☺

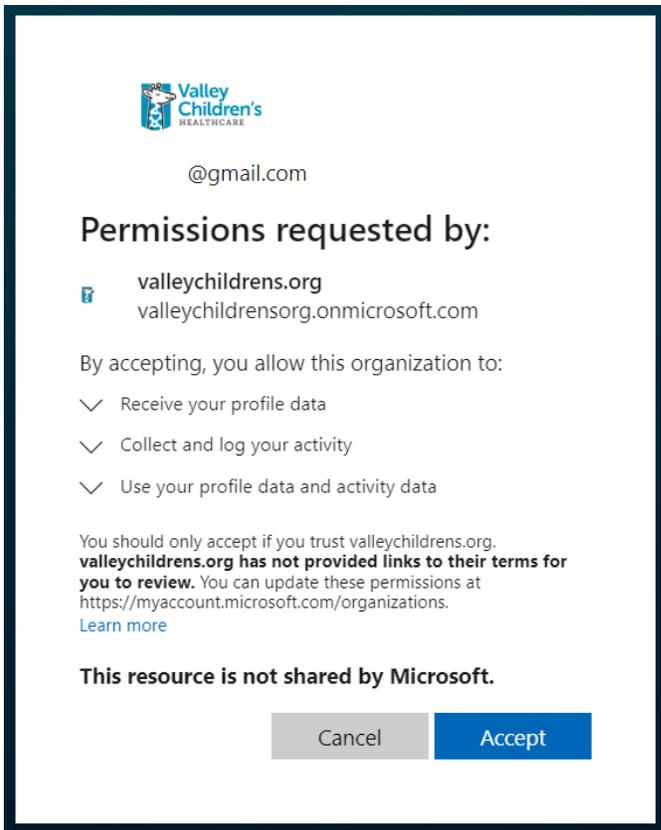5. Please enter the security code e-mailed to you and click "Sign in"

6. Accept the Terms.

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 ▼]