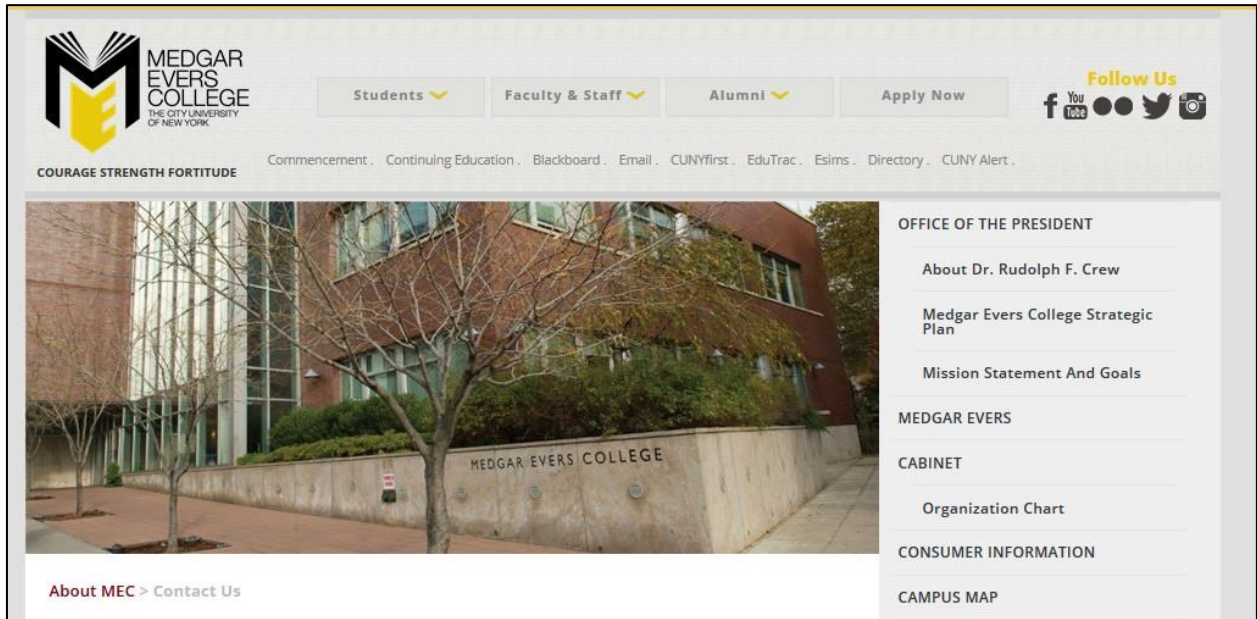


Medgar Evers College – SharePoint Portal Navigation

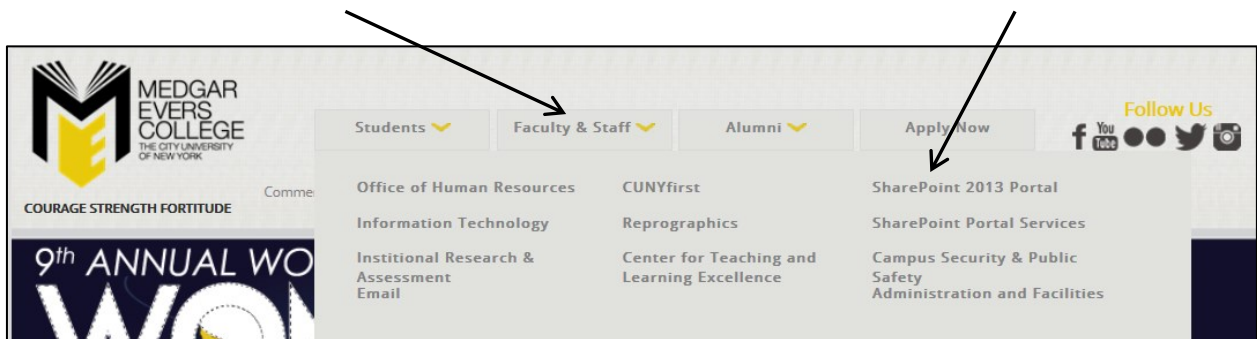
Personnel and Budget

Download Documents

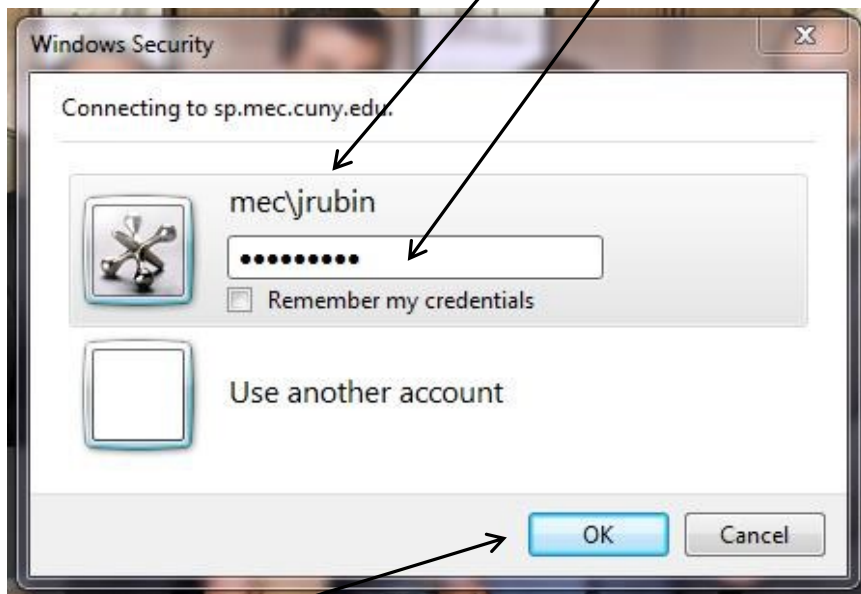
Open MEC website



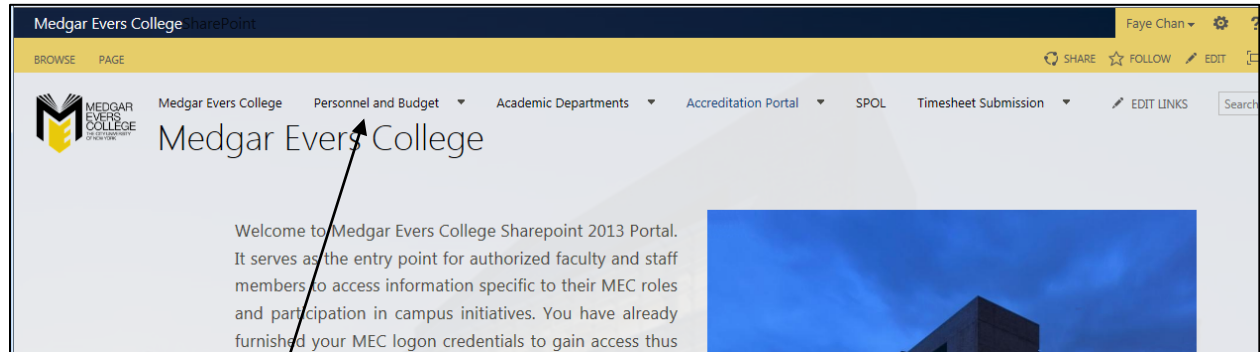
Place cursor over 'Faculty & Staff' – these dropdown options will appear. Select 'SharePoint 2013 Portal'



Sign on to SharePoint by entering your Logon and Password

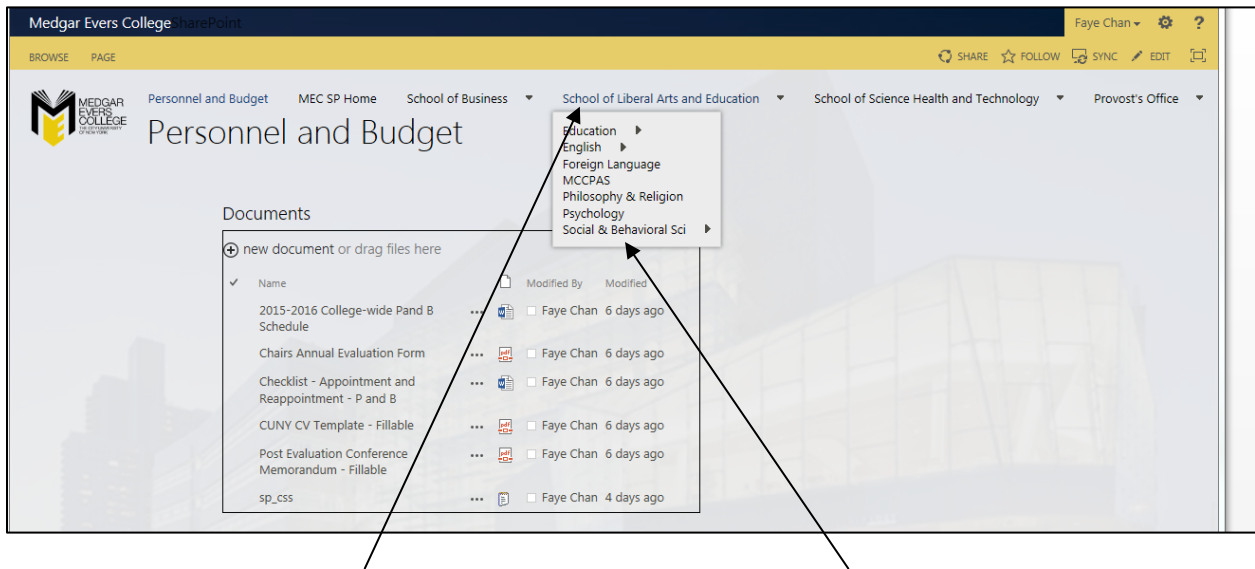


Click 'OK'



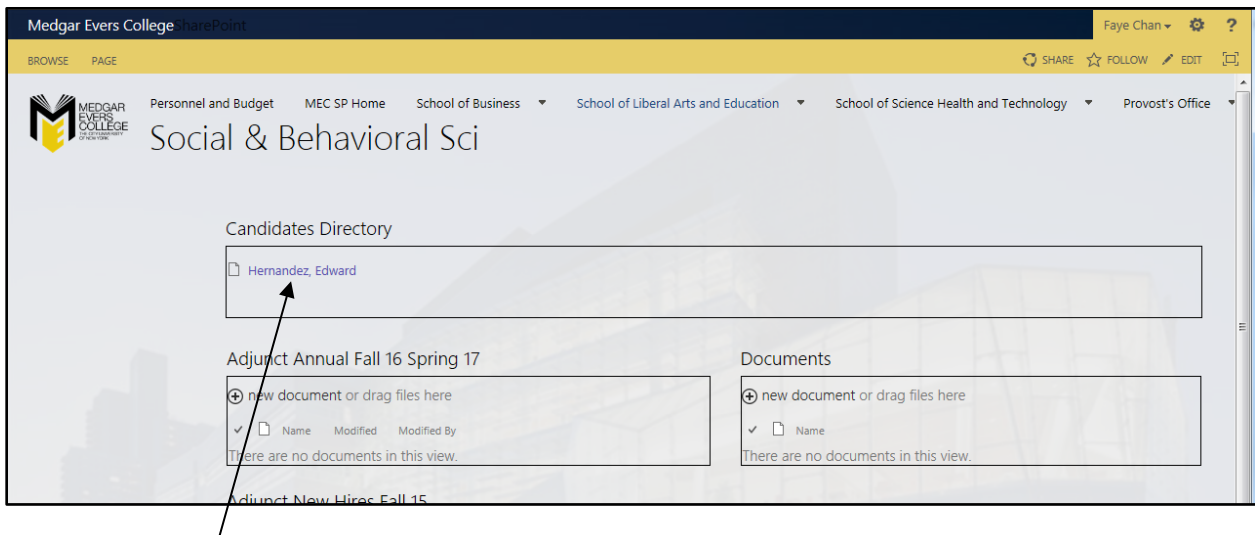
Click on 'Personnel and Budget'

The following screen is displayed



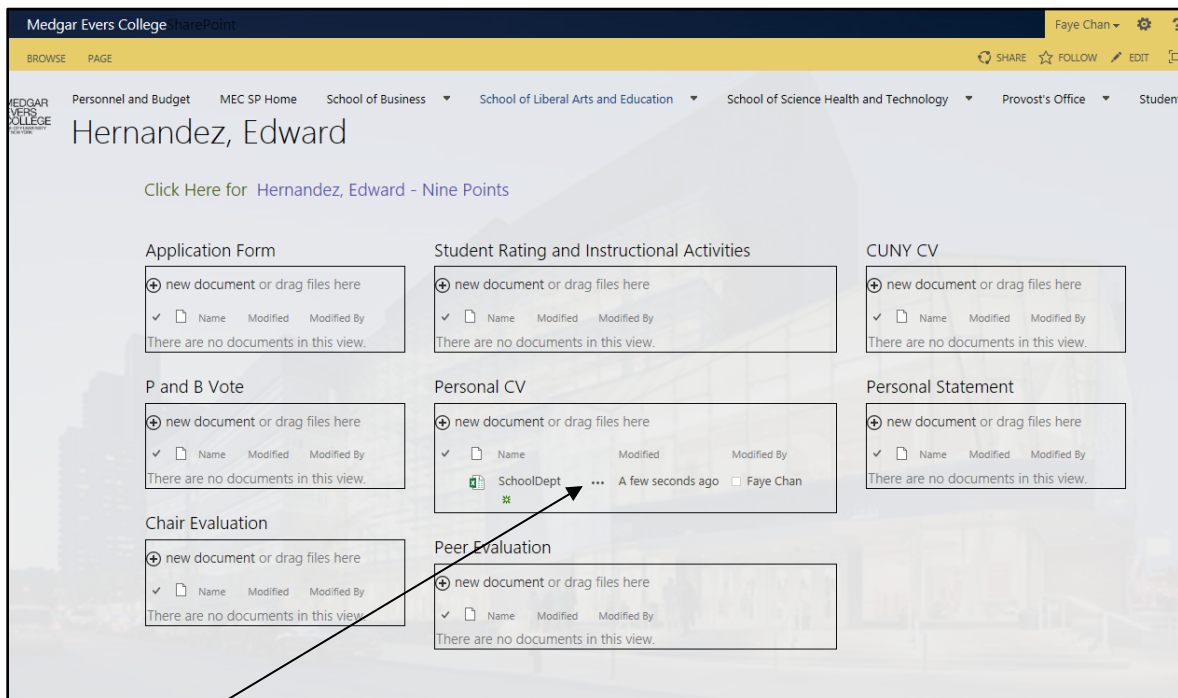
Place cursor over the desired school – a list of Departments is displayed – click on desired department

The following screen is displayed



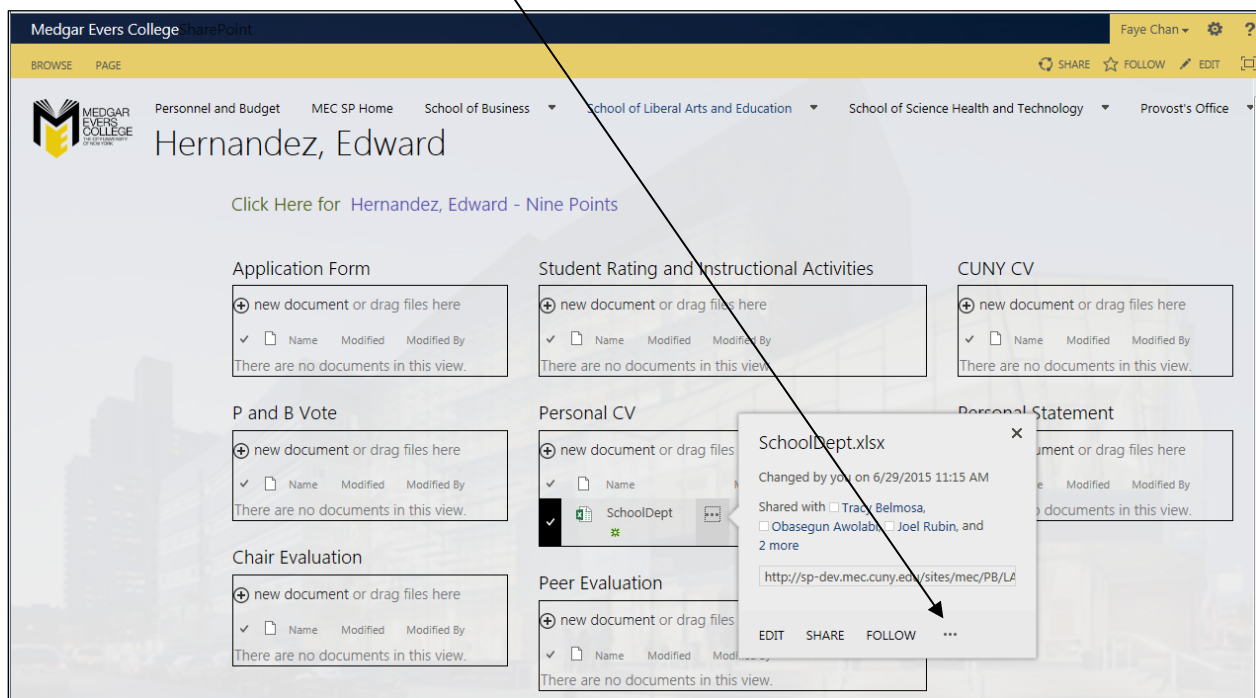
Applicant should find his/her name in the 'Candidates Directory', click on his/her name

The following screen is displayed.

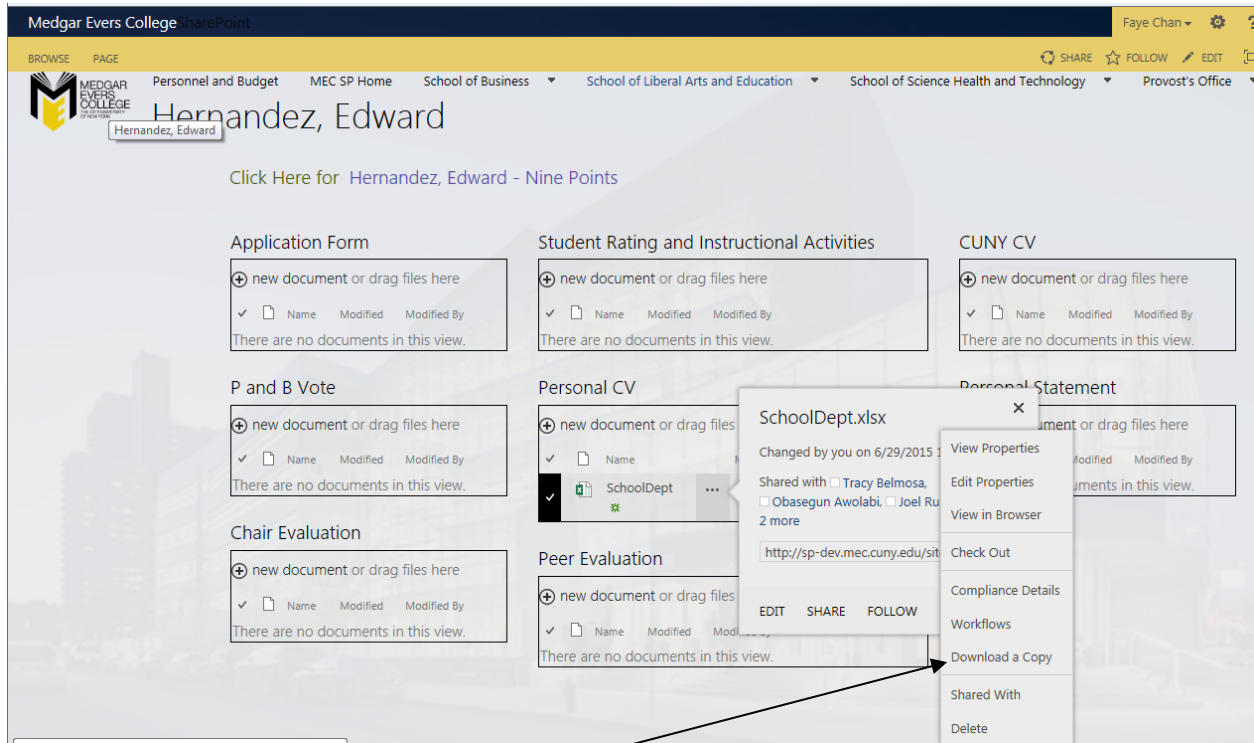


Click on '...' in desired Library where the document to be downloaded is located.

This window is displayed. Then click on '...'



The following window is displayed.



Click on 'Download a Copy'

This Dialog Box is displayed at the bottom of your screen:



Click on 'Save'

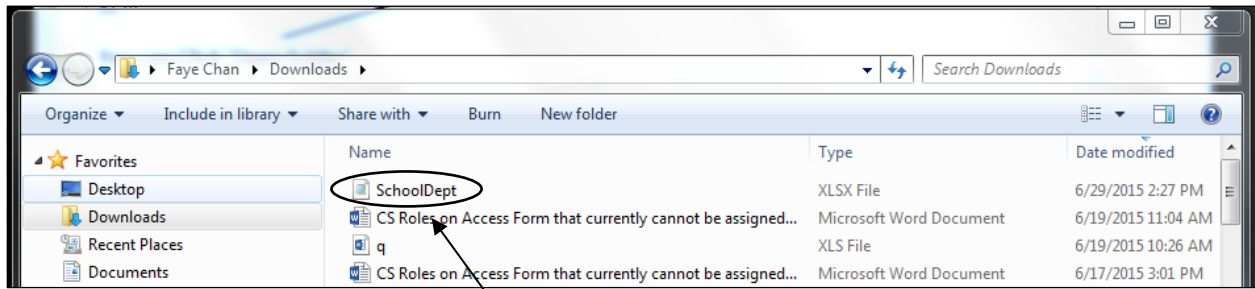
This Dialog Box is displayed:



You can click 'Open' – the item will open and you can save it using the method you use to save any file.
Or..

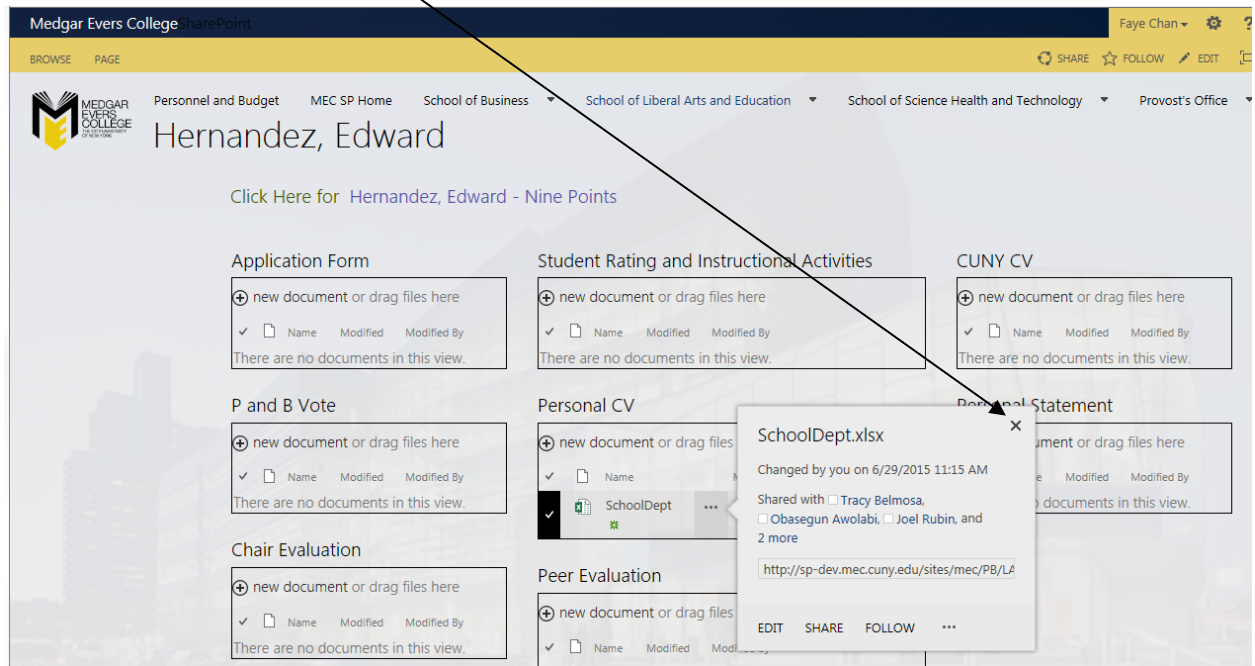
You can Click 'Open folder'

Windows Explorer will open your 'Downloads' folder:



You can then Open, Cut/Copy, Paste the document into any location on your PC as you would with any file.

Return to SharePoint and close the dialog box



The Download is now completed