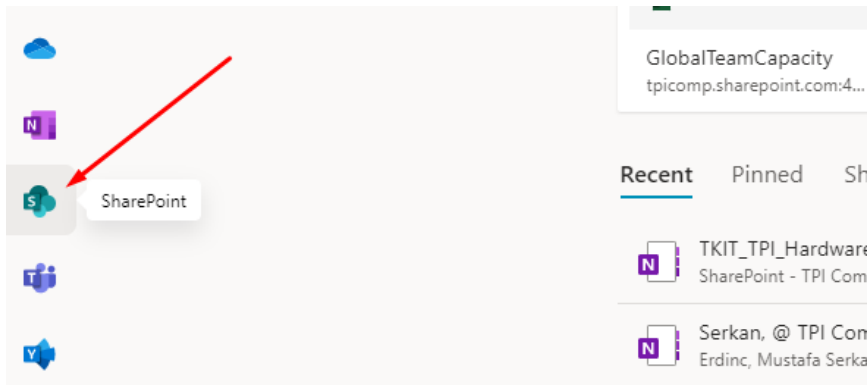# SharePoint Manual: How to Share Files with SharePoint

The purpose of this document is to help you share files with SharePoint.

1. Open your SharePoint page via www.Office.com portal site and log in with your TPI Composites credentials. Once you have logged in, please click on the SharePoint icon:


2. Then locate the documents you would like to share and click on the 3 dots to select the Manage Access option.
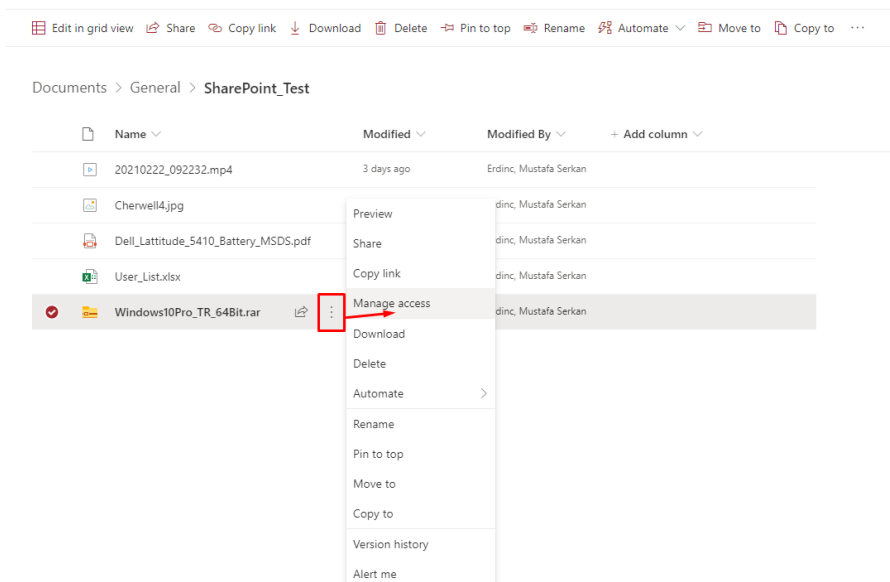
3. A Manage Access window will pop up and in the right pane, you will be able to share the selected file and to give access to specific people by clicking on the **Direct Access** option:
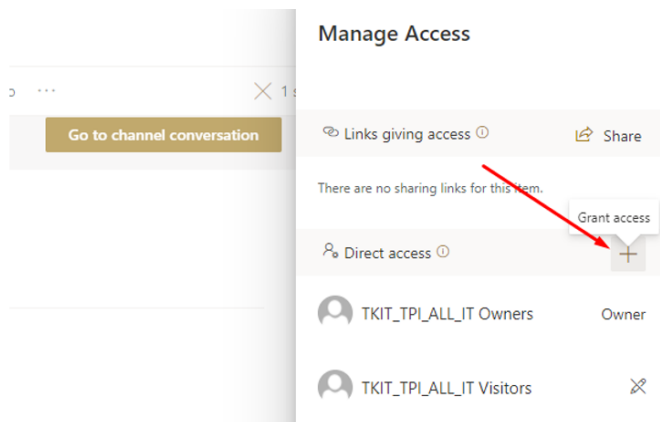
4. After you select the specific e-mail address(es), you can give permission to edit or only to view the document like Read-Only option:
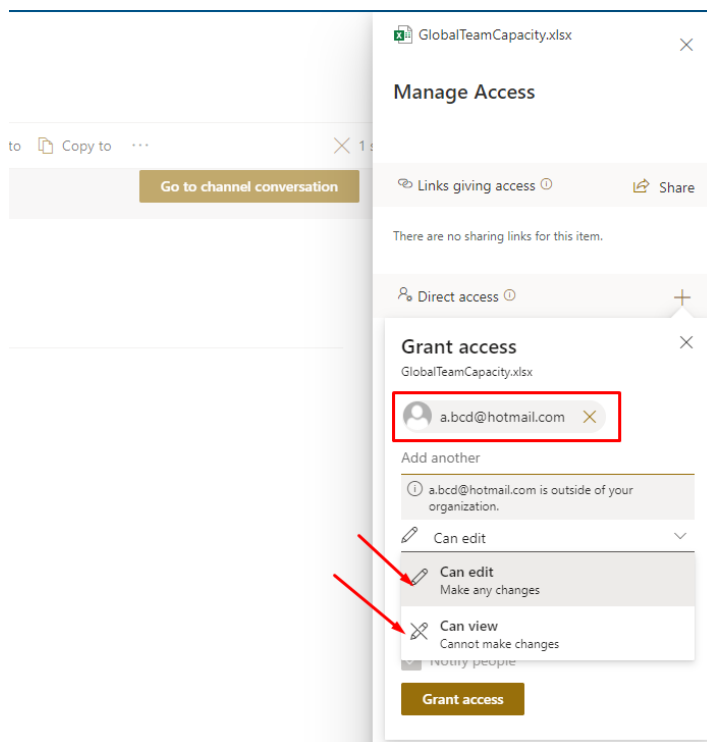
5. At the end, you will be prompted with the **Access is Granted** notification and the user is notified by receiving an email:
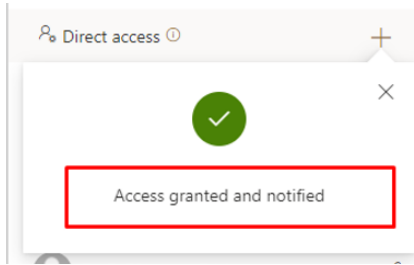
6. On the user side, a notification e-mail is sent to the user including the file link which you shared and needs to confirm his/her email address with the code send by the system.

7. Now the user has the options to open, download and share the file.