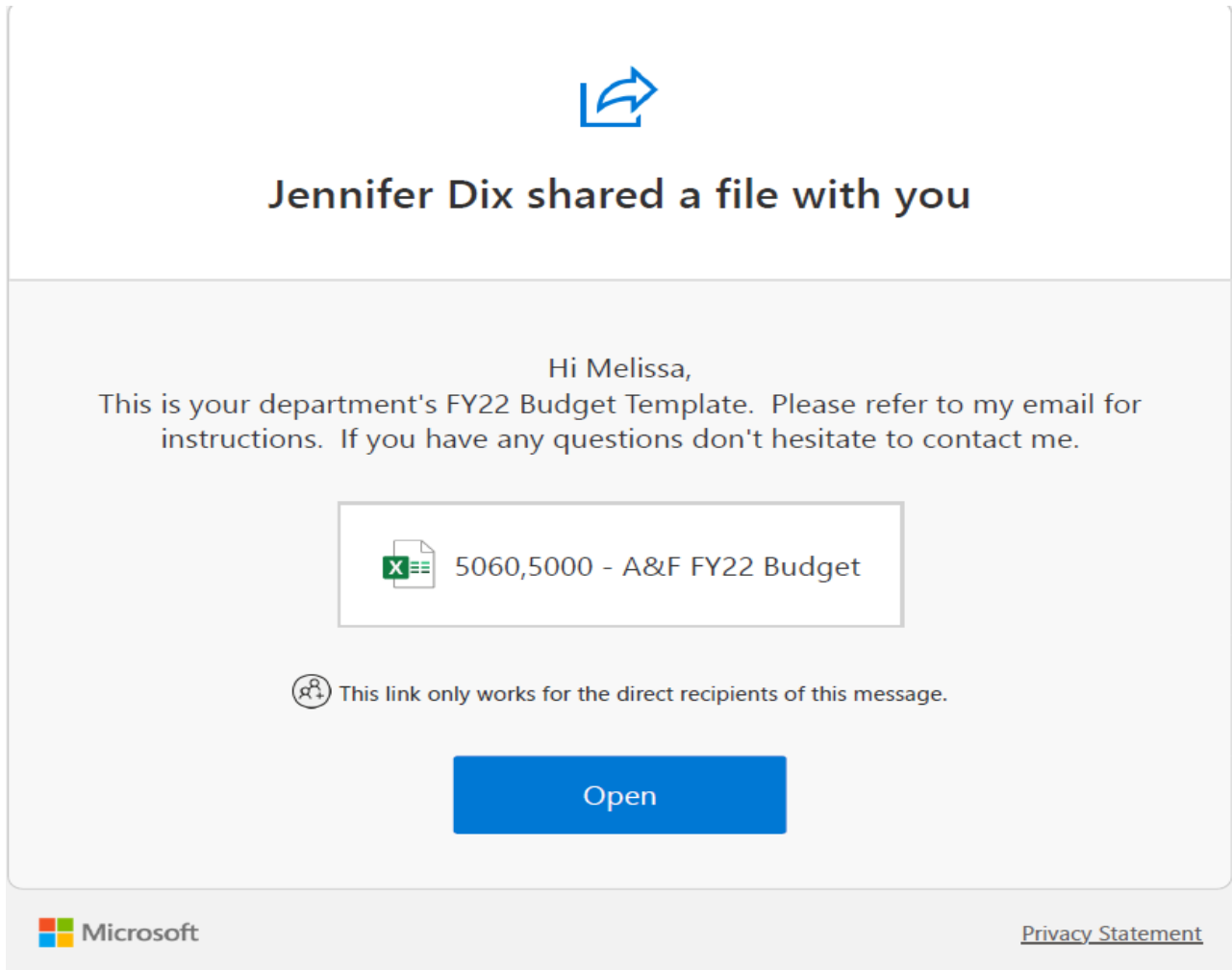


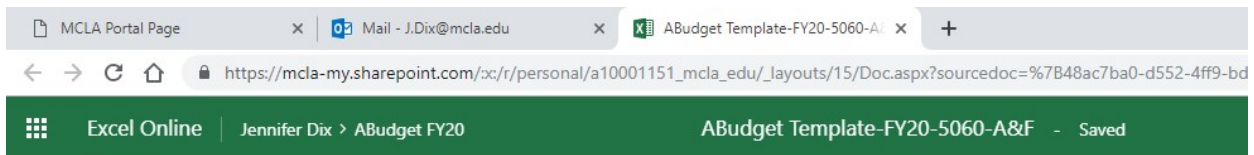
Accessing your Budget Template

1. Find the email and click the “open” button



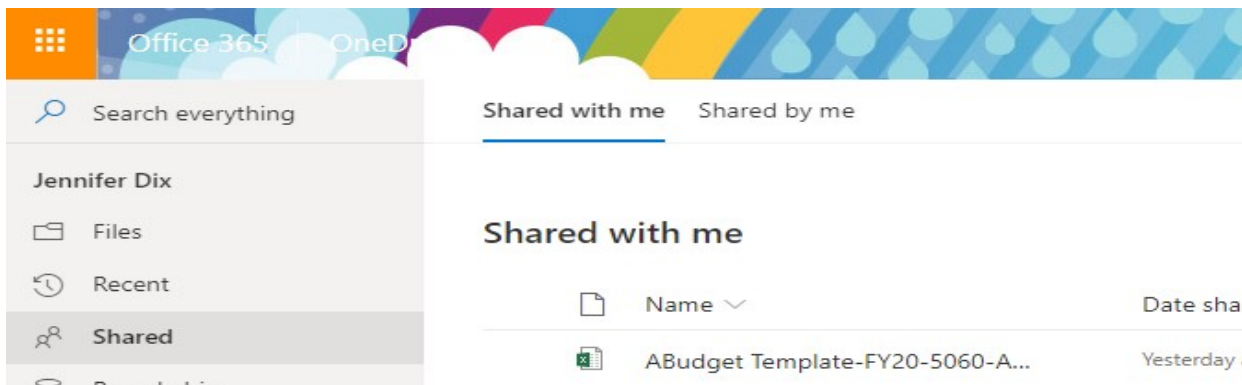
The screenshot shows an email notification interface. At the top, there is a blue share icon. Below it, the text reads "Jennifer Dix shared a file with you". The main body of the email says "Hi Melissa, This is your department's FY22 Budget Template. Please refer to my email for instructions. If you have any questions don't hesitate to contact me." Below the text is a box containing an Excel icon and the text "5060,5000 - A&F FY22 Budget". Underneath this box is a lock icon and the text "This link only works for the direct recipients of this message." At the bottom center is a large blue button labeled "Open". The footer of the email shows the Microsoft logo and a link to the "Privacy Statement".

The budget template will open in excel online. Make changes and close out the tab by clicking the “x”. Excel will save your data automatically.



The screenshot shows a browser window with three tabs: "MCLA Portal Page", "Mail - J.Dix@mcla.edu", and "ABudget Template-FY20-5060-A...". The address bar shows the URL "https://mcla-my.sharepoint.com/...". The browser's address bar shows the URL "https://mcla-my.sharepoint.com/...". The page title is "Excel Online" and the breadcrumb is "Jennifer Dix > ABudget FY20". The main content area shows "ABudget Template-FY20-5060-A&F - Saved".

2. To access your template after closing you may locate the email and click the open button or click the apps button in the upper left hand corner, then choose One Drive. Your template will be located in the shared folder, shared with me.



The screenshot shows the OneDrive interface. The top navigation bar includes "Office 365" and "OneDrive". Below the navigation bar is a search bar with the text "Search everything". The main content area is titled "Shared with me" and shows a list of files. The first file in the list is "ABudget Template-FY20-5060-A..." with a date of "Yesterday".