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1. Accepting an invitation to SharePoint

1.1 Accepting the invitation

To access your participant folder, you must use Internet Explorer as your web browser.

When receiving the email invite the subject line will be:

National Fenestration Rating Council has invited you to 'FenStar-Staging'

In the body of the received email, Click the link for Go to FenStar-Staging.

You are redirected to the Welcome to Sharepoint Online Page.

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.

Microsoft account
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

Organizational account
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? Create a Microsoft account, it’s quick and easy!

You can login if your email address is attached to a current Microsoft account, otherwise, you will need to create a new Microsoft account to access your participant folder.
1.2 Creating a Microsoft Office account

At the Welcome to Sharepoint Online page, click the link for Create a Microsoft account, it's quick and easy!

At the Create account screen, enter an email address and password to use as the credentials for your Microsoft account. Be sure to save these credentials for later use. When done, click Next.
A security code is sent to the email you entered. Access your email account and find an email from Microsoft account team with the subject Verify your email address.

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: 3377

If you didn’t request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

Enter your delivered security code on the previous screen and click Next.
At the **Add security info** screen, add in the requested phone number and click **Send code**. Input the access code received on your mobile device and click **Next**.

You are redirected to your participant folder.

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**FenStar-Staging**

<table>
<thead>
<tr>
<th>Home</th>
<th>Manufacturers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>Recycle Bin</td>
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[www.thecornerstonepros.com](http://www.thecornerstonepros.com)
1.3 Accessing my participant folder

Once logged into Sharepoint Online at https://nfrcropg.sharepoint.com/fenstar, your participant folder will be available. Click on the folder to view the contents.

You may add this website as a favorite in Internet Explorer. The next time you access the account, you will be prompted with your cached email address, or you will need to enter your email address again, followed by your password.
2. Uploading documents to your product line folder

This section will describe how to upload documents to your product line folders.

2.1 Uploading documents via the Upload button

Once logged into Sharepoint Online, Click Manufacturers to go into your Document Library.

Click your Manufacturer group, you only see ones you have access to.

Now Click the product line you want to upload items to.
Click the Upload button and select Files

Browse your PC to locate the file you wish to upload and Click to highlight it and Click Open

It may take a moment but your uploaded file will now be visible with a blue highlight to show it is new.
2.2 Uploading documents via drag and drop

We will utilize a link from inside the CPD product folder so that participants are directed to the location where they need to drop their documentation and information.

Once logged into Sharepoint Online, Click Manufacturers to go into your Document Library

Click your Manufacturer group, you only see ones you have access to

Now Click the product line you want to upload items to
Once at this screen, you can drag files into the window

Open File Explorer and locate the file you need to add

Click to highlight the file you want to upload and then Drag and Drop the file into the window

It may take a moment but your uploaded file will now be visible with a blue highlight to show it is new.