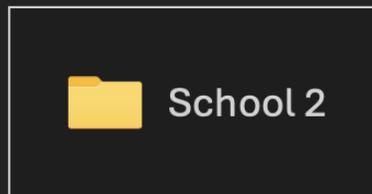


Instruction for how to upload protocols and images taken by the students



## Marta Butrym shared a folder with you

Here's the folder that Marta Butrym shared with you.



This link only works for the direct recipients of this message.

You as teacher will have access to one folder in SharePoint. Only you and the researchers at Karolinska Institutet have access to this. Please note,

1. You will receive an invitation to your folder by email. It will look as on the screen shot.
2. The folder will have the name of your school. Click the name of your folder. In this example the school name is “School 2”.

## Verify Your Identity

You've received a secure link to:

School 2

To open this secure link, we'll need you to enter the email that this item was shared to.



Next

By clicking Next you allow Karolinska Institutet to use your email address in accordance with their privacy statement. Karolinska Institutet has not provided links to their terms for you to review.

3. Enter the e-mail to which the invitation was sent.

By clicking “next” an additional email will be sent to you containing a code.

## Enter Verification Code

You've received a secure link to:

School 2

To open this link, enter the code we just emailed to [REDACTED]. [Send again](#)



Verify

Keep me signed in

4. Enter a code which was sent to your e-mail. An example email is shown below.

SharePoint

Hello,

For security purposes, you must enter the code below to verify your account to access School 2. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:

**58764728**

**Having problems with the code?**

View the error and make sure that the email identifier is "KS9CB6C". If it's not, look for an updated email or try requesting a new code.

Photos > School 2



Name ▾



May



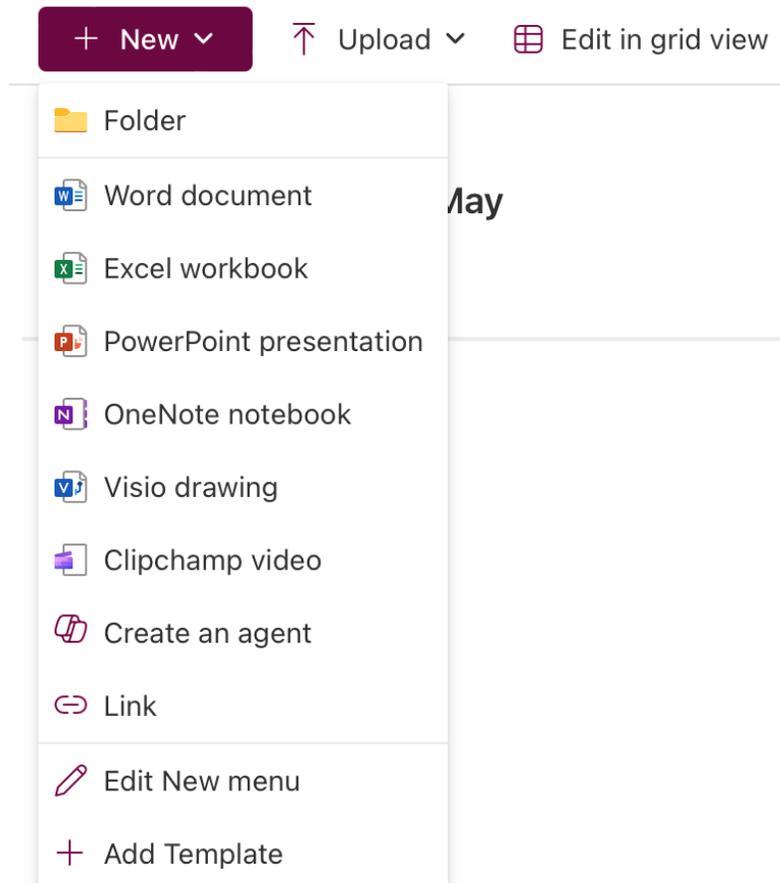
September

5. You will be able to access your schools' folder.

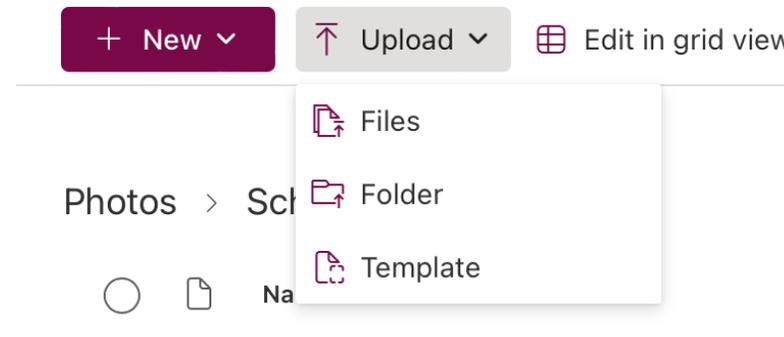
In this folder, there is one subfolder for the May collection ("May") and one for the September collection ("September").

6. Click either on "May" or "September" folder, depending which collection you will be uploading.

7. You can either create a new folder for each class and then upload the pictures.



Alternatively, you can upload folders from your computer or simply upload all documents (protocols and images) in the same folder.



Good Luck! 😊

If you have questions related to the uploading of images and protocols, please, contact:

For the May collection: [marta.butrym@ki.se](mailto:marta.butrym@ki.se)

For the September collection: [emma.ringqvist@ki.se](mailto:emma.ringqvist@ki.se)