



# Guide to Sharepoint Collaborations Sites

Welcome to join Share Point collaboration site provided by Swedish Civil Defence and Resilience Agency.

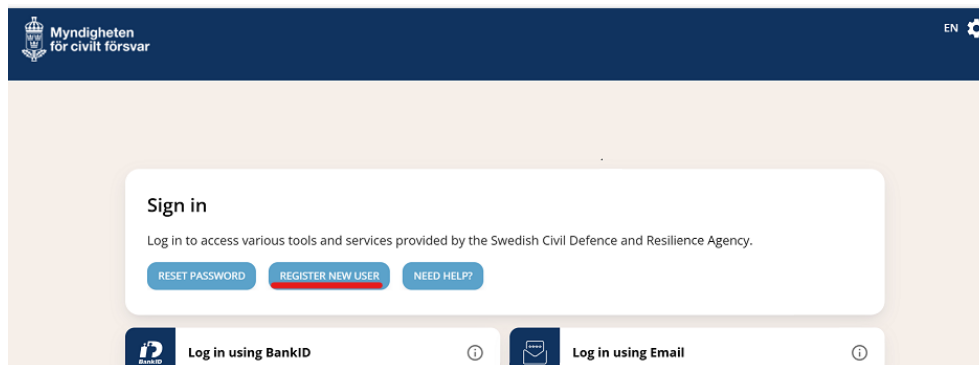
## Create an account on the login portal

As an external partner, you will receive an invitation by e-mail that contains a link to the collaboration site. An invitation from Swedish Civil Defence and Resilience Agency is a prerequisite for you to gain access to the collaboration site. First, you need to create an account in the login portal on mcf.se to be able to log in. Once you have an account, you can go directly to the collaboration site.

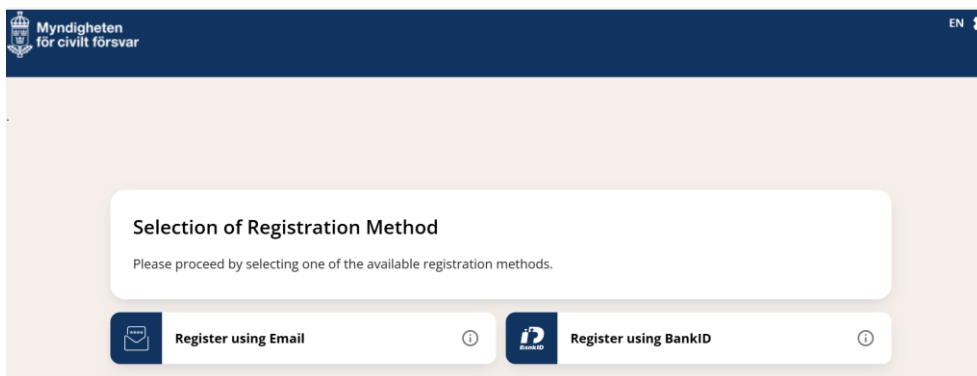
## Create the account for the login portal here:

The [Login Portal](#)

Choose **Register new user**, see image below.



You can register as a new user by clicking on **Register using Email** or **Register using BankID**, see the image below.



Enter your name, email address, and the verification code sent to your email address, and choose a password. The email address must be the one associated with the person you represent and must be the same email address to which the invitation to the collaboration site was sent.

## Do you already have an account?

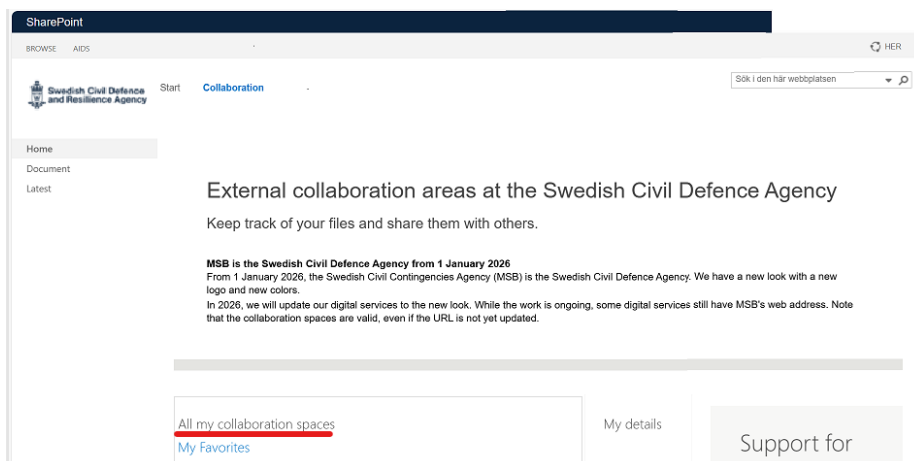
Do you already have an account?

If you already have an account, you can use it. If you have forgotten your password, you can reset it through the login box or via the [Login Portal](#).

## Go to the Share Point collaboration site

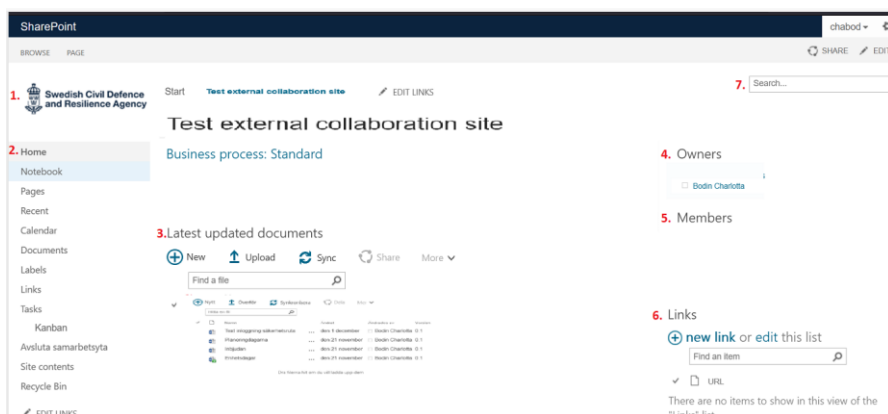
You can now use the link you received in the e-mail about the collaboration site to go to the collaboration site you are invited to by either logging in with BankID or email.

If you clicked on the direct link to the collaboration site and logged in, you will reach the homepage for external collaboration sites where you will see a list of the collaboration site or sites you are invited to and can click on the link to the relevant collaboration site, see image below.



## The start page of the collaboration site

*The Share Point collaboration site you are invited to, may look different.*



1. Click on the Swedish Civil Defence and Resilience Agency logo and you will reach the start page for all collaboration sites. There are links to the collaboration site you are part of (if you are part of several), more information about collaboration site, and more.
2. List of links to lists and libraries in the current site.

### Swedish Civil Defence and Resilience Agency

Postal address: SE-651 81 Karlstad

Telephone: +46 771-240 240

registrator@mcf.se

Fax: +46 10-240 56 00

www.mcf.se

Org. No: 202100-5984

3. The most recently updated documents provide a quick overview of what has happened regarding documents.
4. Owners are those who are responsible for and manage the collaboration site. Only Swedish Civil Defence and Resilience Agency employees can be owners.
5. Members of the collaboration site. A member has the permission to participate, which means the right to create new items, read and write in documents, tasks, etc., in the collaboration site.
6. Links. Here it is possible to add links to locations that may be useful for the work. For example, this could be references to legislation, consultation material, etc.
7. Search field.

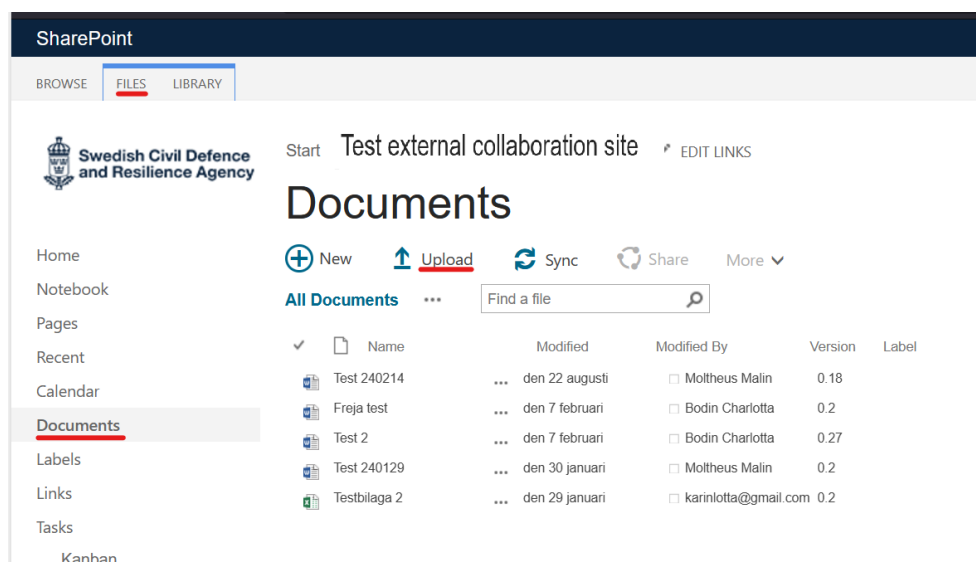
## Document

On the collaboration site's start page, you can see the most recently updated documents.

To work with documents, go through the left column and click on Documents, see the image below.

Click on the **FILES** tab at the top left to get more options.

To upload a document, click Upload and browse for a document on your computer to upload.



## Open in the Office client or in Office Online:

To open a document, you can click directly on the document. Depending on the settings of the collaboration site, documents will open in the Office client (e.g., Word or Excel) or in Office Online (browser mode).

The collaboration site may also require that a document be checked out before editing. The settings are managed by the owner of the collaboration site.

Note! For external users, a security prompt requiring verification of permissions will appear when you open a document in the Office client. Once you have verified your permissions, you will not need to do it again for a while.

### Waiting for login - opening a file in Office requires you to verify your credentials again

You can do this in two different ways - Show QR code or Copy link:

1. Scan the QR code with your mobile. A code will appear on your screen, enter the code on your mobile. Log in again using BankID or Email.
2. Copy the link and paste it into a new tab in your browser. A code will appear on the screen, enter the code in the browser. Log in again using BankID or Email.

Select below Show QR code or Copy link.

<https://login.msb.se/authentication/relay/596>

SHOW QR CODE

COPY LINK

To verify your authorization, you can do it in two ways\*:

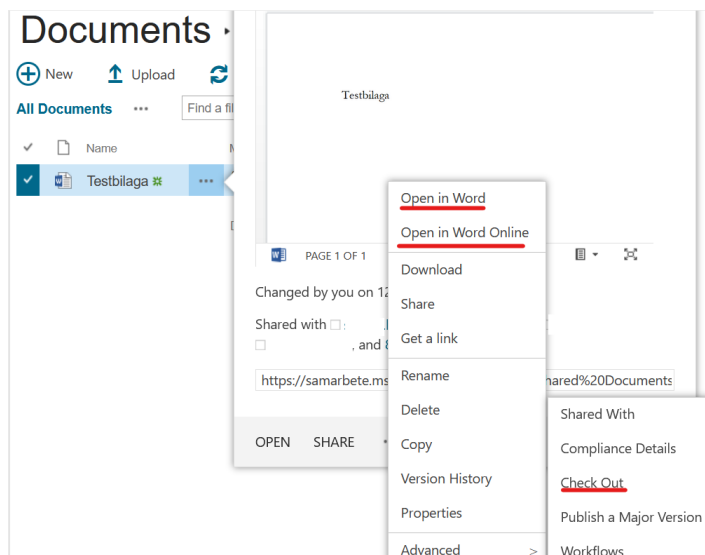
- **Scan the QR code with your mobile phone and log in again**
- **Paste the URL into another tab in your browser and log in again**

*\* See the description of the procedures for verifying your eligibility at the end of this guide.*

As a user, you can choose how you want to open a document, regardless of the collaboration site settings:

- Select the file you want to open and right-click it to see more options.
- Menus and submenus will appear with choices such as Open in Word, Open in Word Online, or Check Out a file (under Advanced).

- Check out the file if the collaboration space requires it (if you want to open/edit in Office Online, it's easiest to start by checking out the file if that requirement exists).
- If it's a Word file, as an external user, you can choose to Open in Word Online so that you don't have to verify your permissions again.



## Document version control

In the collaboration site, we use version control with the terms **Major Version** and **Minor Version**. Version control means that you can save multiple versions of the same document. You can find and view the contents of older versions of the document, and you can also revert to an older version of a document if needed. You can also see who created the different versions of the document and compare changes between different versions. Major versions are identified with whole numbers, e.g., 5.0, and minor versions with decimal numbers, e.g., 5.1.

## Collaboration site with check out requirements

If it is a collaboration site with checkout requirements, you must check the document back in when you have made changes and are finished. When checking in, you can specify whether you want to check in the document as a new minor version or a new major version. You can also overwrite the existing version, which you may choose if you think the changes you made are so minor that it is unnecessary to track them in a separate version.

### Check out

Keep in mind to only check out the document if you are going to edit it. If you just want to view the document, you can instead open it in read-only mode.

When a document is checked out, the icon gets a small green arrow. Hover your mouse over the icon to see who has checked it out.



### Check in

Keep in mind that new documents you upload to the collaboration site always need to be checked in the first time to become visible to others in the collaboration site (if it is a space that requires check-in/out).

## \* Guide - Verify access as an external user when opening documents

Some external users (depending on their own client settings) who open a document/file in the client program (Office suite) will encounter a security prompt requiring them to verify their authorization in order to open the document/file on the external collaboration site.

Click on the file/document you want to open.

The Sign in view may appear – select External user.



A security prompt is displayed, see below. There are two optional ways to verify your authorization: by scanning the **QR code** or copying the **URL link**, see the different descriptions below.

### Waiting for login - opening a file in Office requires you to verify your credentials again

You can do this in two different ways - Show QR code or Copy link:

1. Scan the QR code with your mobile. A code will appear on your screen, enter the code on your mobile. Log in again using BankID or Email.
2. Copy the link and paste it into a new tab in your browser. A code will appear on the screen, enter the code in the browser. Log in again using BankID or Email.

Select below Show QR code or Copy link.

<https://login.msb.se/authentication/relay/596>

SHOW QR CODE

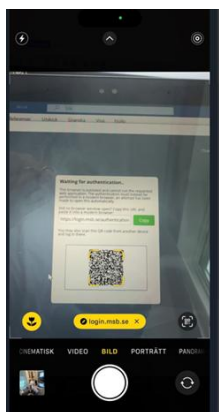
COPY LINK

## Option 1: Scan the QR code

Scan the QR code on the computer screen with your mobile camera.

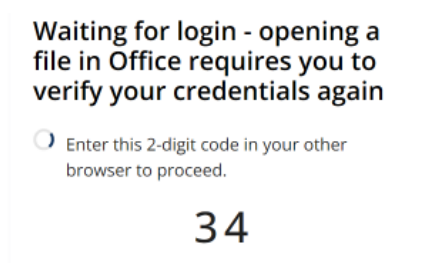
Click on the yellow-marked link login.mcf.se on the mobile screen.



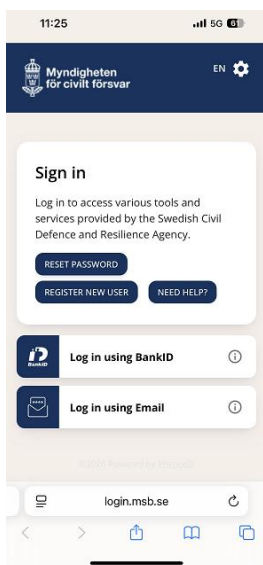


A two-digit code will be generated on the computer screen, see below.

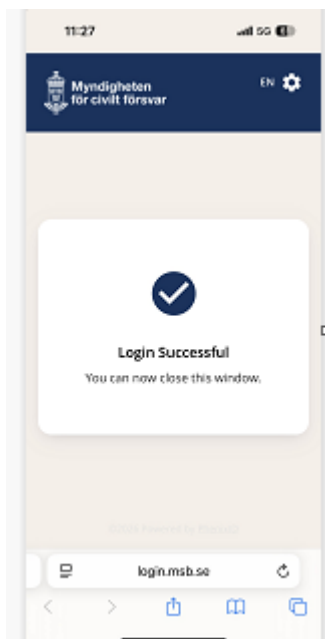
Enter the **two-digit code** into your mobile phone.



Choose to log in with **BankID** or **E-mail**.



**Done!** Now you have verified your authorization and the document/file is open.



## Option 2: Copy the URL link

Copy the URL link by clicking **Copy**.

Open a new tab in your browser and paste the copied URL link.

### Waiting for login - opening a file in Office requires you to verify your credentials again

You can do this in two different ways - Show QR code or Copy link:

1. Scan the QR code with your mobile. A code will appear on your screen, enter the code on your mobile. Log in again using BankID or Email.
2. Copy the link and paste it into a new tab in your browser. A code will appear on the screen, enter the code in the browser. Log in again using BankID or Email.

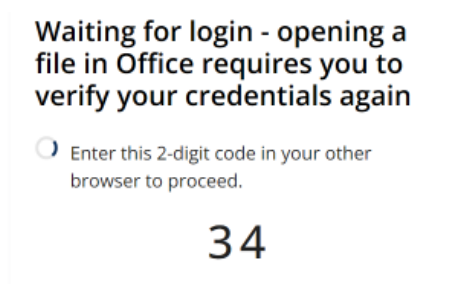
Select below Show QR code or Copy link.

<https://login.msb.se/authentication/relay/596>

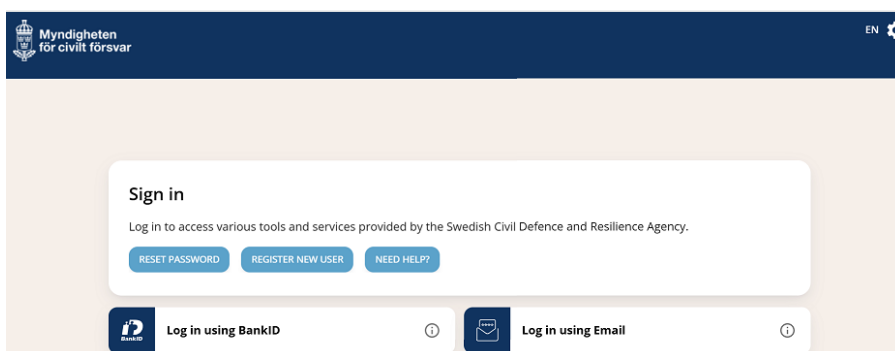
SHOW QR CODE

COPY LINK

Enter the **two-digit code** into your mobile phone.



Choose to log in with **BankID** or **E-mail**.



**Done!** Now you have verified your authorization and the document/file is open.

