



## **Guide to MSB's SharePoint Collaboration Sites**

Welcome to join MSB's SharePoint collaboration site.

### **Create a MSB Account on the login portal**

As an external partner, you will get an invitation by e-mail from MSB. The e-mail contains a link to the collaboration site. Prior to joining the site you have to create an account at msb.se.

#### **Create account for the login portal here:**

<https://www.msb.se/login-en>

Use your e-mail address as username and choose a password. These user data are the same as for other login services on the MSB website. You only have to register once.

#### **Do you already have an account?**

If you already have an account, you can use that. If you forgot your password, you can reset it on directly on the login page for the collaboration site or at

<https://www.msb.se/login-en>

#### **Verification code is sent to your e-mail every time you log in**

You need to have access to the e-mail address you entered because a verification code will be sent to your e-mail address each time you log in.

## Go to the SharePoint collaboration site

Use the link you got in the e-mail to enter the SharePoint collaboration site.

Fill in the username (e-mail address) and follow the next instructions.

## The start page of the collaboration site

*The SharePoint collaboration site may look different.*

1. Click on the MSB logo to return to the start page. On the start page you can see a list of the collaboration sites you are a member of, and some other useful information.
2. The Quick Launch contains links to lists and libraries in the current site.

### Myndigheten för samhällsskydd och beredskap

Postadress:  
651 81 Karlstad

Telefon: 0771-240 240  
Fax: 010-240 56 00

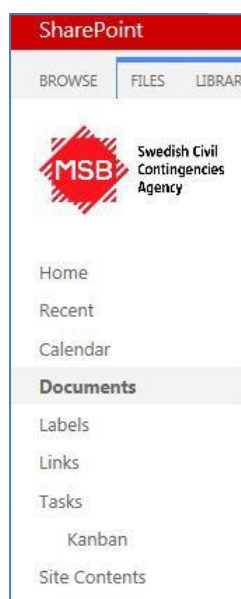
registrator@msb.se  
www.msb.se

Org.nr: 202100-5984

3. Latest updated documents shows a quick view over the latest documents.
4. SharePoint contains an interactive newsfeed, also known as microblogging.
5. Owners are responsible for and administer the site.
6. Team members at the site. Members have permission to view, add, update, and delete list items and documents.
7. Links to e.g. webpages with useful information can be added here.
8. Today shows calendar events for the current day.
9. Search.

## Document

On the collaboration's home page you see the latest updated documents only. Click on Documents in the Quick Launch menu on the left to view the complete document library. You may need to login again when entering the documents section.



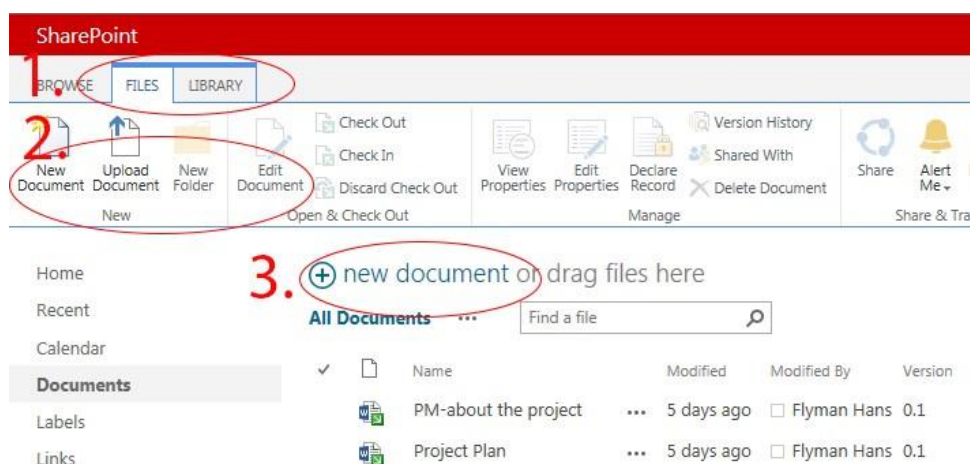
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1. Click on **FILES** in the top ribbon to get more choices.
2. Here you can choose
  - New document
  - Upload a document from your computer
3. You can also create a new document by clicking on the + sign, or drag and drop files to this area.

### Versioning of document

On the collaboration site we use versioning with major and minor versions. Versioning means that you can save multiple versions of the same document. Major versions are marked with an integer, i.e. 5.0, and minor versions with a decimal, 0.1, 5.1 etc.

The default setting in the document library is to use check out and check in. When a document is checked out, only the user who checked it out can edit the document. For others to be able to see your changes, you need to check in the document. Checking in creates a new version, complete with your changes, and makes the document available for others to check out.



When the document is checked out a little green arrow is shown on the icon. Hoover the mouse over the icon to see who has checked out the document.

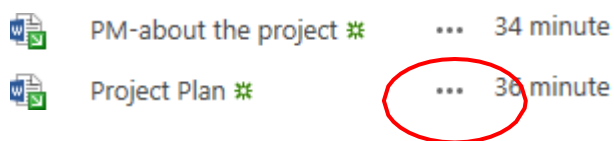
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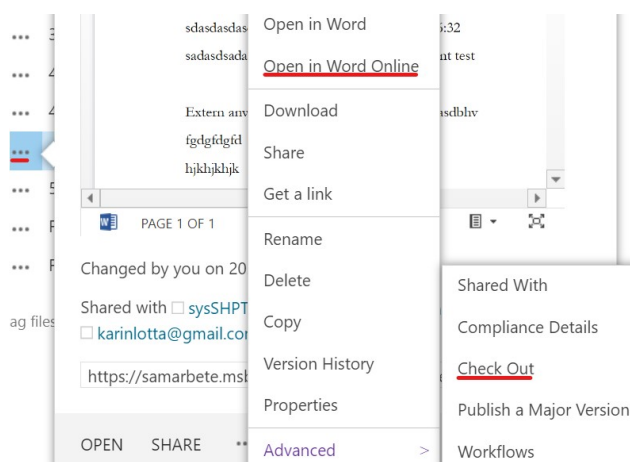
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The three dots show that there are more options in a hidden menu. Click on the three dots and you'll get the options.



In the menu, you'll see the option to **Check Out** (under Advanced). In the menu in the example, there are options to **Open in Word** or in **Open in Word Online**. Office Online is a web-based version of Microsoft Office programs that can be used for simple editing.

**If you want to make a simpler edit in Office Online, follow these steps:**

- Choose the file you want to edit.
- Check out the file (if the workspace requires check-out)
- Click on the three dots to the right of the file name and then the three dots again.
- If it's a Word file, choose "Open in Word Online" from the menu.
- When you edit, your changes are automatically saved.
- Remember to check in the file.

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