Instructions for Accessing the Rose-Hulman SharePoint Site for Off-Campus People

1. Create a Windows Live ID if you don’t already have one:
   b. In the upper right corner click on Sign In.
   c. The left column is labeled “Sign up” and there is a button at the bottom of the column that reads “Sign up”. Click this button.
   d. Follow the instructions that you are presented. You can use any valid e-mail address for getting a Windows Live ID.
   e. Go back to http://web.rose-hulman.edu. The upper right corner should now have a Welcome statement with a string of hexadecimal digits.
   f. Click on that Welcome statement to bring up a drop-down menu then choose My Live ID Settings.
   g. Fill in your name in the Display Name box, your e-mail address in the E-Mail address box, write something about you in the About Me box, and put a URL for a picture of you in the Picture box (your picture needs to be online somewhere like Picassa or Flickr where you can give a URL for the picture itself; test the URL in a web browser to see if just your picture comes up when you put the URL in the browser’s address line). Fill in the Department box with your department if you wish to.
   h. Click on Submit at the bottom of the page.

2. E-mail Cary Laxer (laxer@rose-hulman.edu) with your name and e-mail address you used to create your Windows Live ID (use the e-mail address entered in the E-mail address box of your profile). Cary will need to add you to the people in the list of members for the course SharePoint site.

3. Once you have heard back from Cary, log in to the IT in Society SharePoint site at Rose-Hulman:
   a. Go to http://web.rose-hulman.edu/class/itis.
   b. Sign in with your Windows Live ID.
   c. You should now be on the home page for the course SharePoint site.
   d. You can see who is in the course by clicking on the People and Groups link on the left pane.
   e. Explore!