

# Accessing SharePoint Online

There are a couple of ways to navigate to SharePoint online. Either method will allow for the same level of access.

## Method 1 (direct)

In your Internet Explorer browser address bar, simply go to [castlebri.sharepoint.com](http://castlebri.sharepoint.com) We **highly** recommend using Internet Explorer for accessing SharePoint, as other browsers (like Chrome or Firefox) may limit some file features.

You will be most likely be prompted with a login page. Enter in your full email address, along with your **email** password.

If you are asked about accessing via a personal account or work account, you will select work account, as highlighted below (keep in mind, you may not be prompted with this dialog)



It looks like loren@castlebri.com is used with more than one account. Which account do you want to use?



Work or school account

Created by your IT department  
loren@castlebri.com



Personal account

Created by you  
loren@castlebri.com

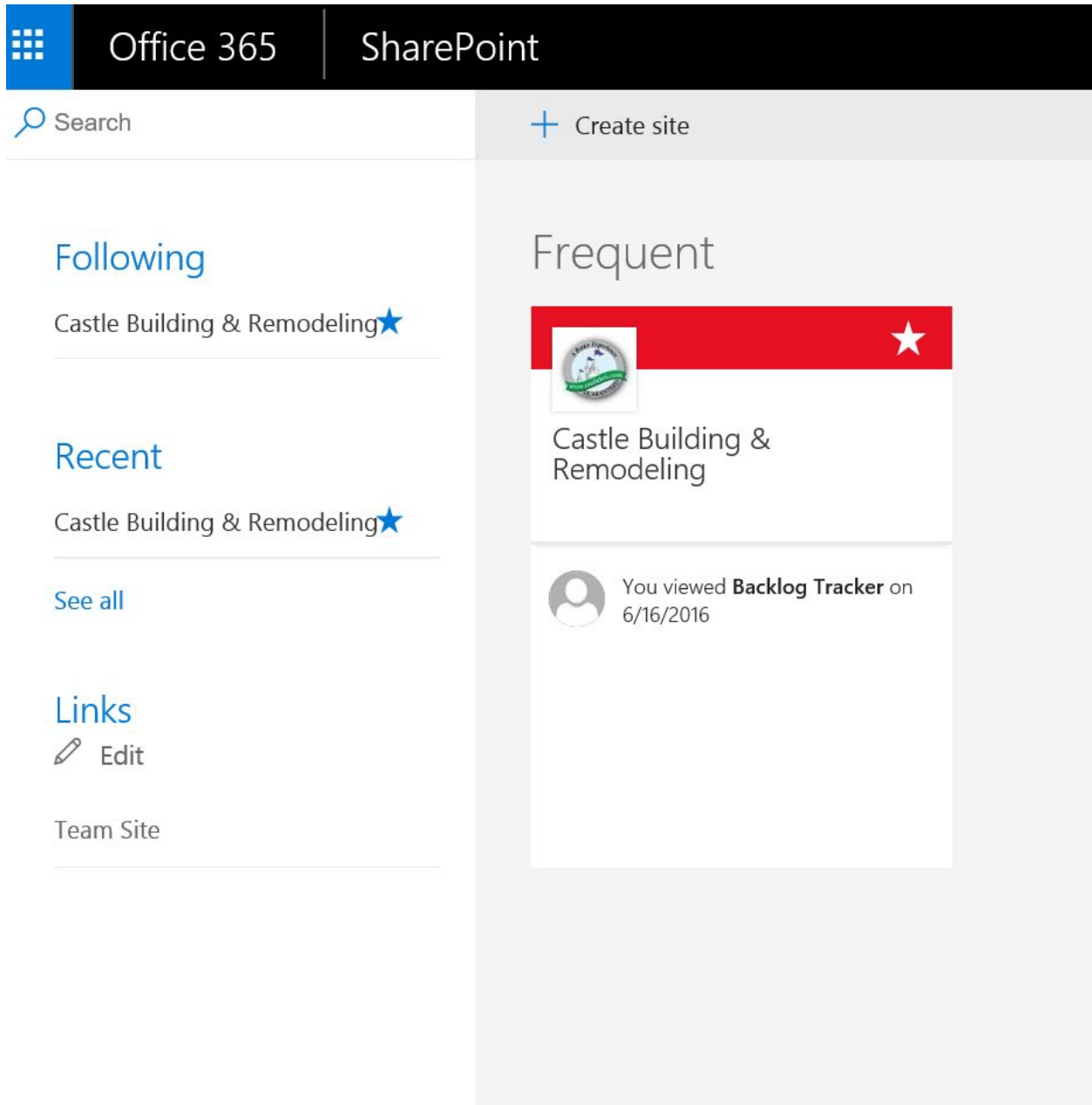
Back

Don't have an account assigned by your work or school?

[Sign in with a Microsoft account](#)

Tired of seeing this? [Rename your personal Microsoft account.](#)

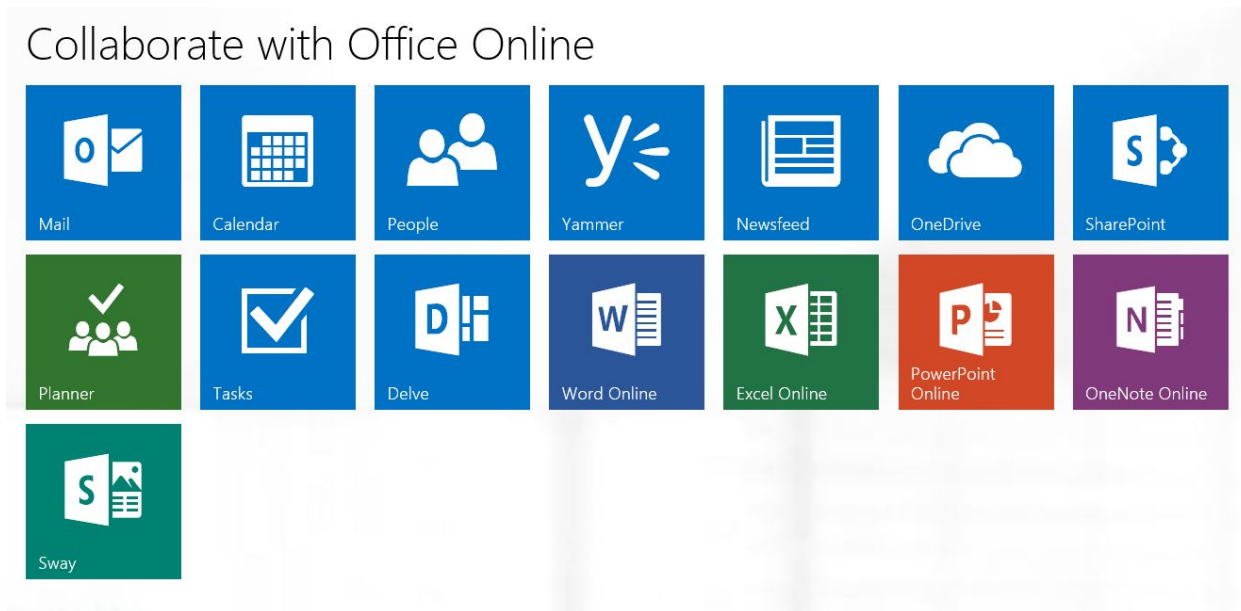
Once you are logged in, you may be presented with a site selection page as shown below. Simply click on the “Castle Building & Remodeling” site.



There is a way to bypass the sharepoint site selection screen by creating a shortcut in your browser to point directly to <https://castlebri.sharepoint.com/default.aspx>

## Method 2 (indirect)

When you are logged into any of the other web based Office 365 applications (like web email, web calendar, etc), you are able to select SharePoint icon from the main application selection screen as shown below. You will typically see this selection screen when logging into the Office 365 portal at [portal.office.com](http://portal.office.com)



In addition, if you are already logged into an Office 365 application like web email, you can navigate to any other Office 365 app (like SharePoint), by clicking the app picker icon in the upper left side of the page, as shown below

