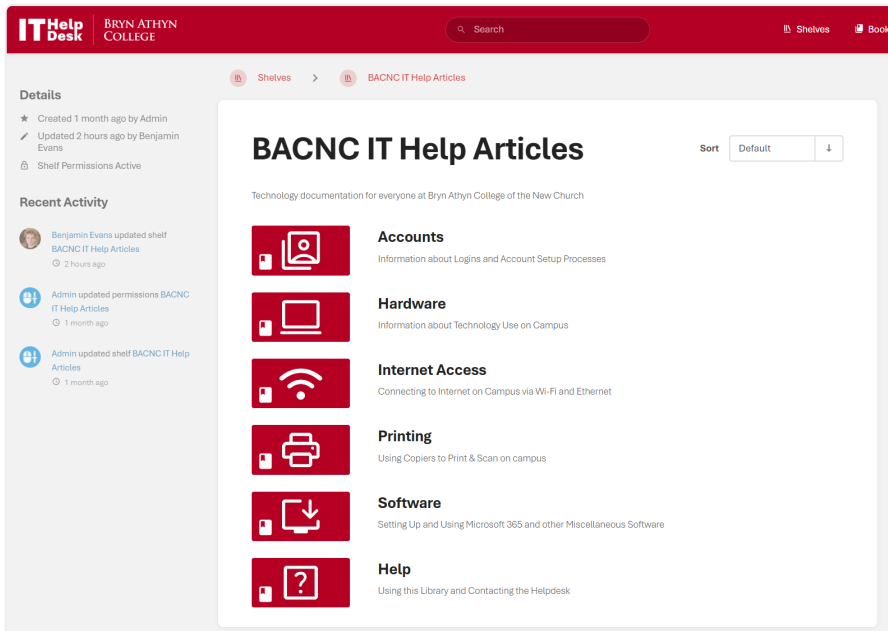


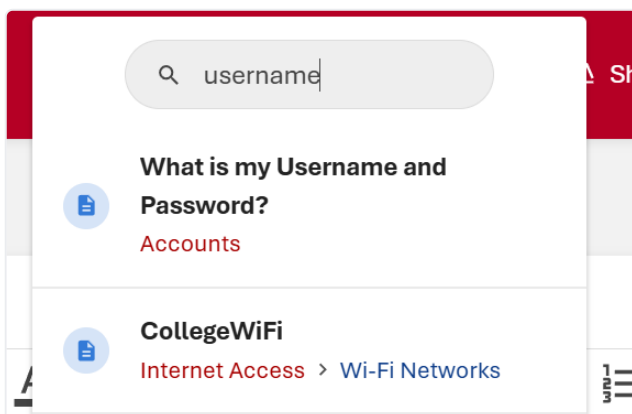
Navigating the help articles

This page contains some tips and tricks for getting around this website in case you get lost.

- This website is divided into Books, Chapters, and Pages.
 - **Books** contain Chapters and Pages of one genre of articles, such as [Printing](#).
 - **Chapters** group Pages within a book, such as [Printing Methods](#).
 - **Pages** contain information about a specific policy or procedure, such as [Printing on Non-Standard Paper](#).
- The logo in the top left can be clicked to return to the **Shelf** view, which contains all books.



- You can search for specific pages via the search bar at the top of the screen.



- **Book navigation**
 - This can be used to jump from page to page within a book without returning to the book page itself.
 - Locate it to the left of the content pane in any page.

Book Navigation

Accounts

What is my Username and Password?

Logging in with Microsoft 365

Setting up your Microsoft Account

Setting up your Moodle Account

Setting up Microsoft Authenticator

- **Page Navigation**

- Click on a section to jump to that header in the document.
- Locate it to the left of the content pane in pages that contain headers.
- This is a useful tool for longer articles with multiple headers.

Page Navigation

• Username

• Password

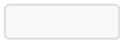
• Email

• When to Use Email vs Username

• Email

• Username

- **Printing a Page**

- You can print a page if you want to have it on location.
- Press +P on any page to do so. This will be the most consistent method.

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