

# SharePoint Technical Notes

**If you are experiencing SharePoint issues please try the following steps:**

- If you are using a non-standard University computer and prompted with a login to access the workspace, please enter ADUNSW\zid + your zpass.
- We recommend you use Chrome or Safari as your default internet browser when opening the document as a PDF.
- The SharePoint site is secure – this means that only a person who has authorised access can launch the documents by clicking the link. If you forward this email to someone who does not have access, they will not be able to open the link.
- If you are using a tablet such as an iPad or Android device – bookmarks will only be enabled if your device has a PDF reader app installed – such as Adobe Reader or GoodReader (iPad only). The default PDF reader on tablet devices will not allow you to access bookmarks.
- For further technical issues, please contact the IT helpdesk on x51333.

**Once you have resolved your technical issues, you can launch the documents as a PDF by undertaking the following:**

- Click on the link to the document in the meeting pack email (this will open the document).
- Click Open to the left of the document and open in browser.
- If you wish to save the document, click download and save the document to your computer.
- Open the PDF document saved, this document should now open with bookmarks enabled.