ALBEMARLE Share

- End User Handbook –
V 2.1
September 26th, 2019

1   What is Albemarle Share?

Albemarle Share is a collaboration platform based on Microsoft SharePoint that allows Albemarle employees to share information with external partners.

# 2   What is required to use "Albemarle Share"

Your Albemarle contact may have offered you to share data via the **Albemarle Share** system. To connect to the **Albemarle Share** platform, you require only 3 things. In the following sections of this document you will get a detailed description where to get these tools and how they are set up. The three things required are:

- A computer with internet access and actual internet browser (ideally MS Explorer)
- An Microsoft Account that is granted access to the Albemarles AzureAD B2B platform
- An invite to an **Albemarle Share** SharePoint site

3   Getting access to the Albemarle AzureAD B2B platform

Your internal contact at Albemarle is responsible to provide you the invite to the Albemarle AzureAD B2B platform. The internal contact will request internally your access. For this process a valid eMail address of you is required. Our AzureAD team will send you an invite on this eMail address.

1. The invite will look like this. Click on "Get Started" to start the registration process with Microsoft
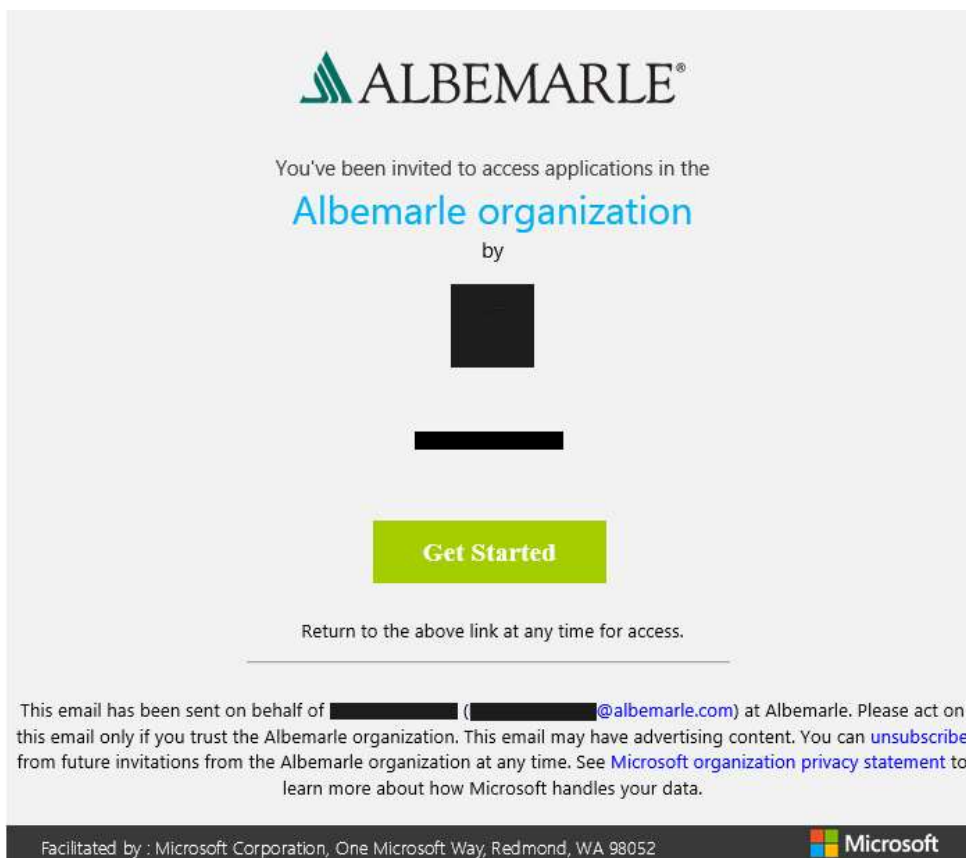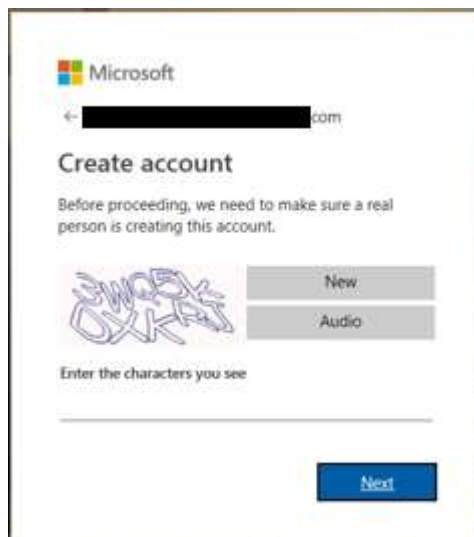
2. If the email account already exists in Azure then the same account will be used. Skip steps 3 – 5.

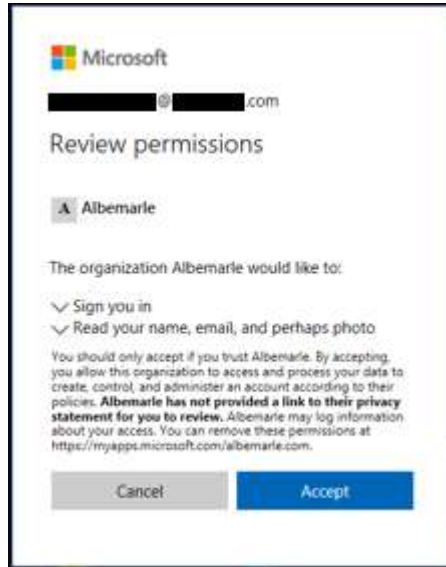3. If the email ID is not in Azure then a new Azure account will be created automatically.
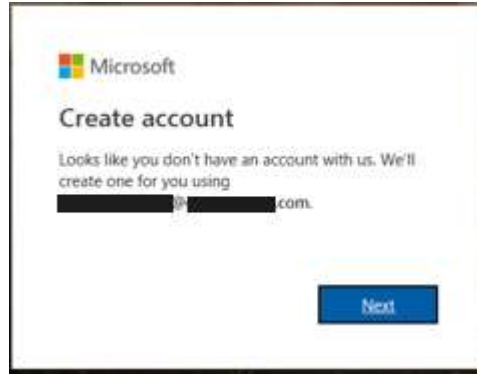
4. To verify the email address, a code will be emailed to the same address. Please enter the code and click Next.
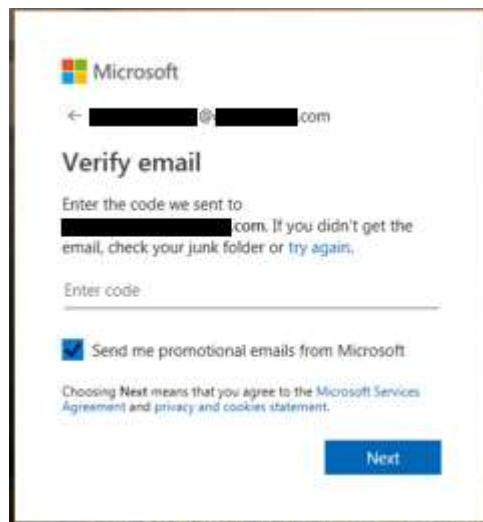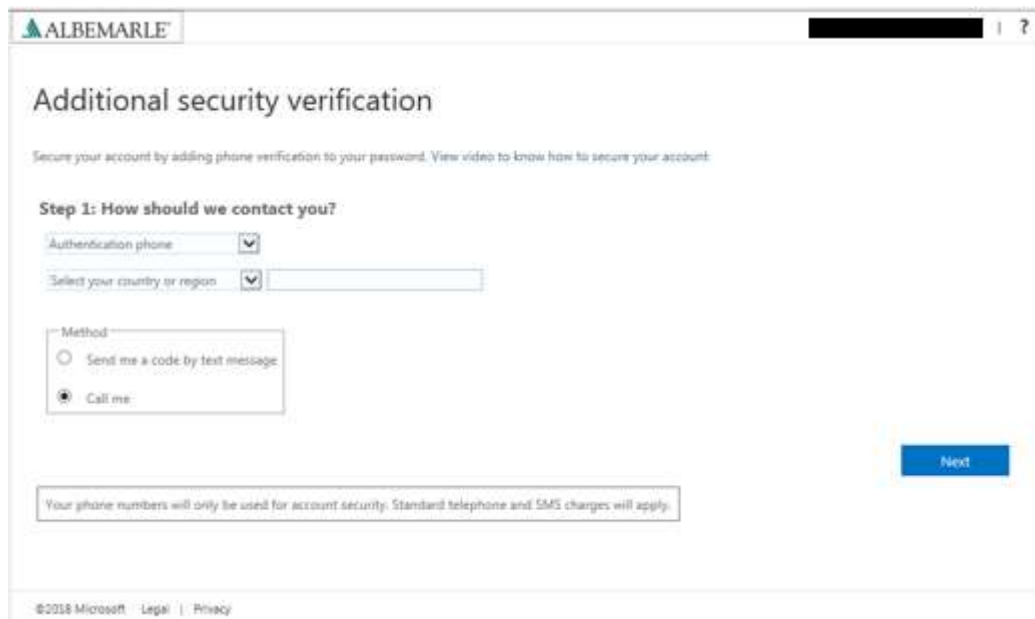

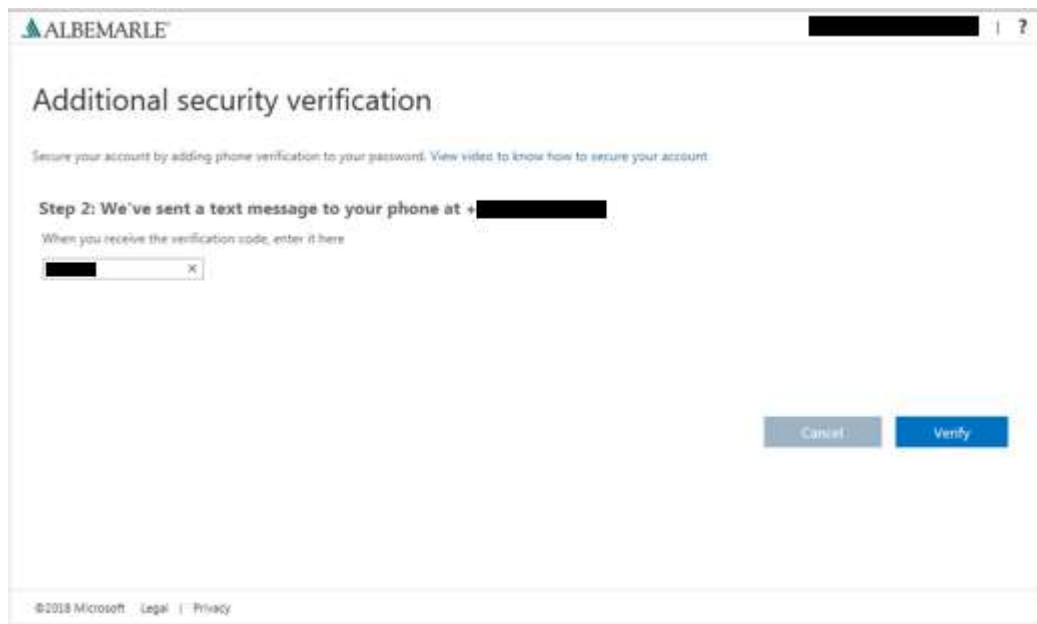5. Enter the Verification Code and click Next.

6. Read and accept the terms and conditions and click on Accept.

7. Choose the 2 factor authentication as per your convenience and click on Next.

8. Based on the 2 factor authentication selected you will receive a call or a text on the phone number mentioned. Please verify accordingly.

9. You will be redirected to the Albemarle apps. Please click on the Share app to test your access to SHARE. You should receive the following screen:
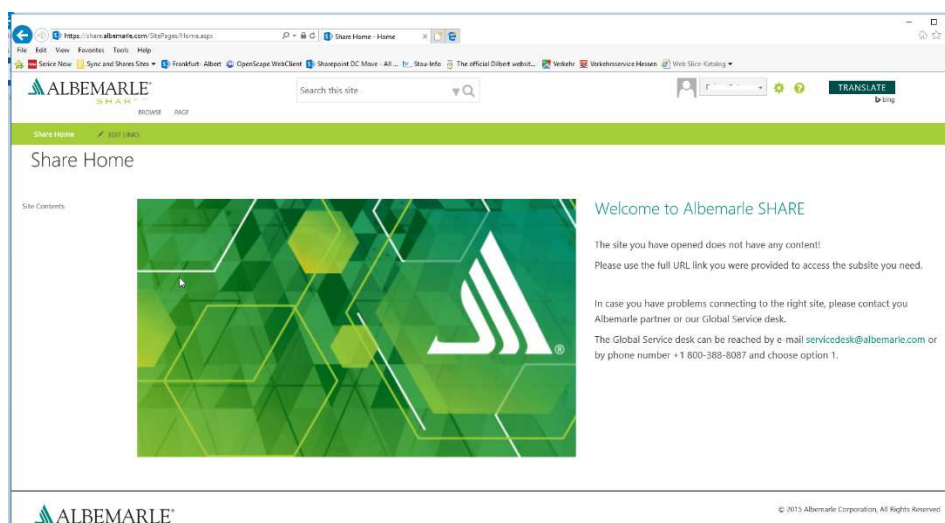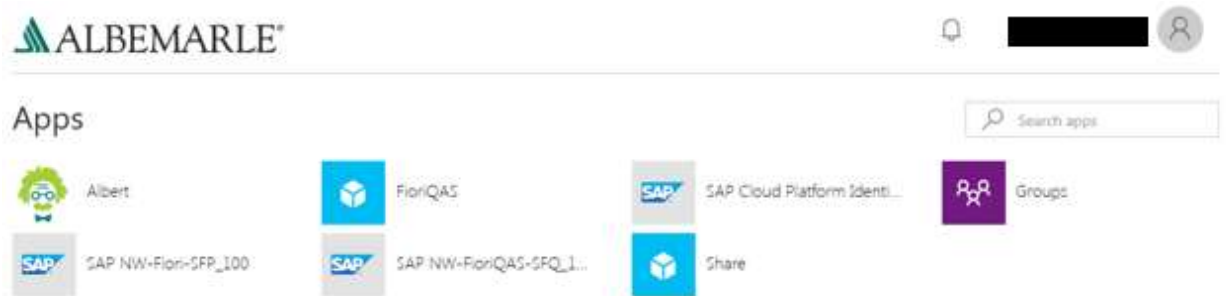
10. Your are now setup to use Albemarle SHARE. You have or you will receive an URL for the site you have provided access to. Use this link to access your data.

4 Confirming that you have received and processed the invite

Shortly after you have received your invite message, you should have received a second mail that asks you if your registration had been successful or not.
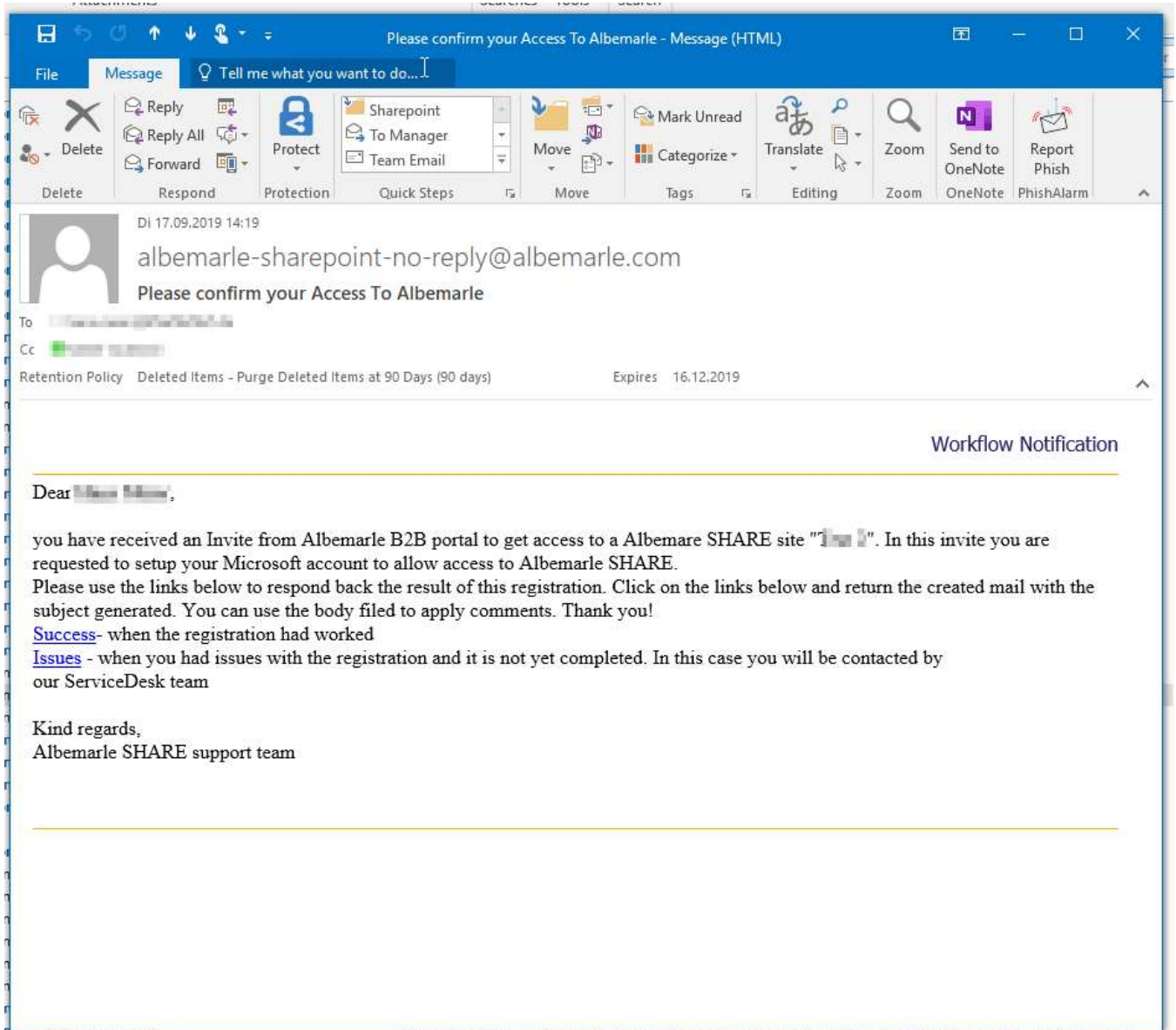
Please click on either "Success" if your access to Albemarle SHARE was successful or click on "Issues" in case you have problems.

A new eMail is created. In case of success – just send the email. Do not change the subject line or the recipient.
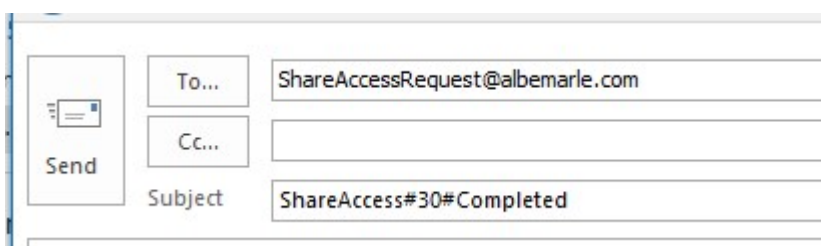
In case you had issues in the registration, click on "Issues". Use the mail body to describe the problems you had been facing. A supporter from the Albemarle Helpdesk will come back you to check for the issues.

5 Getting an invite for a Albemarle Share SharePoint Site

You get either an email from the SharePoint database or a mail from your Albemarle contact with a link to the SharePoint site you have been granted access to. You just need to click on the link to get to the SharePoint site.

6 Logon process on Albemarle Share

When you click on a provided **Albemarle Share** link, you will be redirected to the login screen from Microsoft. Login with your Microsoft account registered in Chapter 3 above
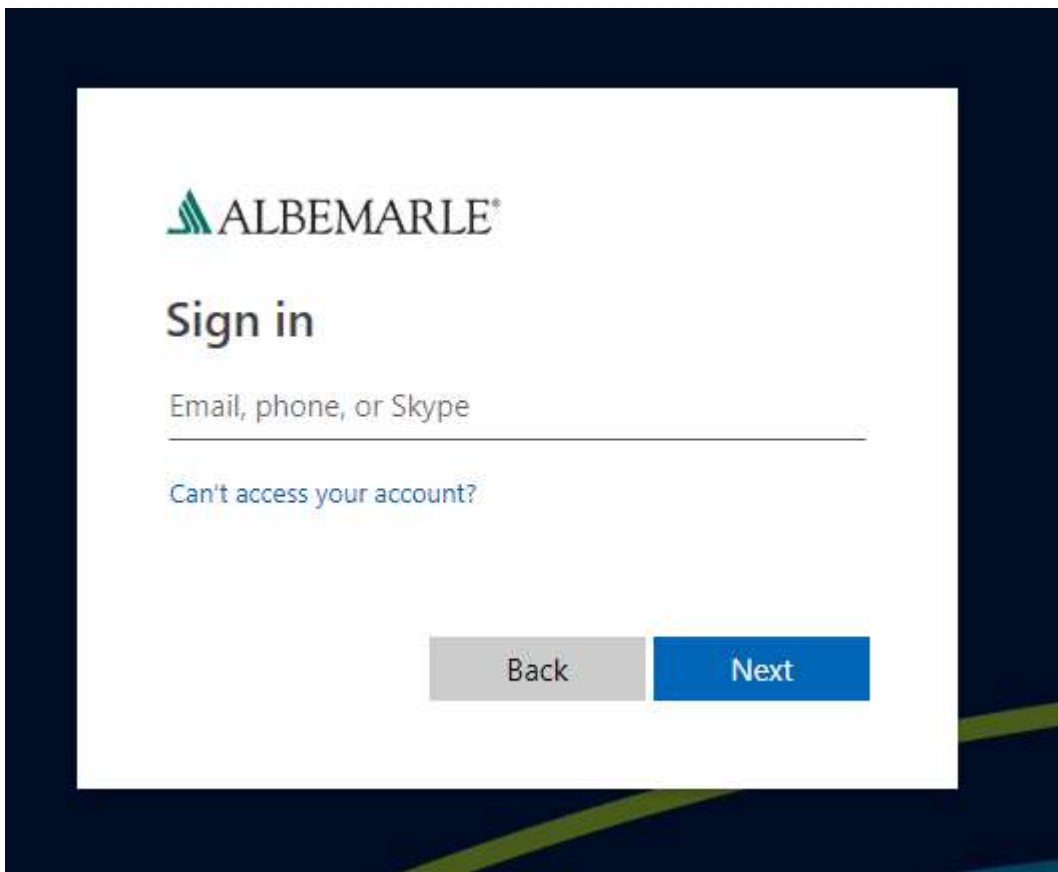

In the next dialog enter your password. Then you need to provide the 2nd factor you have registered in step 3, e.g. you will get a code sent to your mobile phone.
After this your SHARE site should open.

7 Opt Out from Albemarle

If you want to leave the Albemarle Organization you can do that at any time, without contacting anyone within Albemarle. To leave the Albemare Organization. To do so, open the the link
https://myapps.microsoft.com

Click on the profile icon in the upper right corner and then on "Profile"
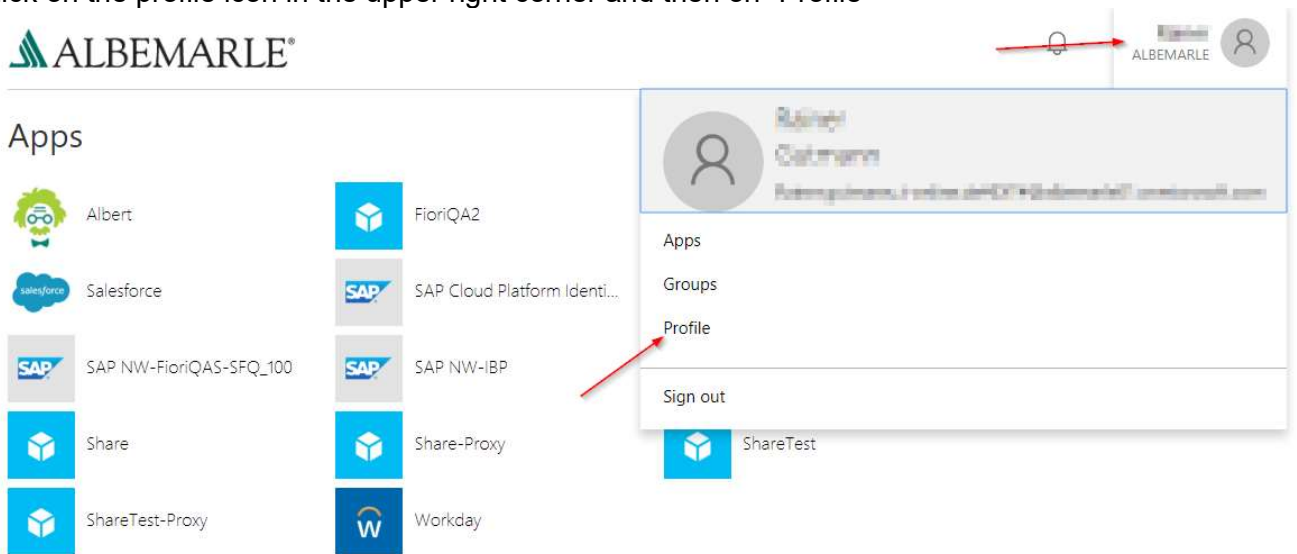
Click on "Leave Organization" to be disconnected from Albemarle.
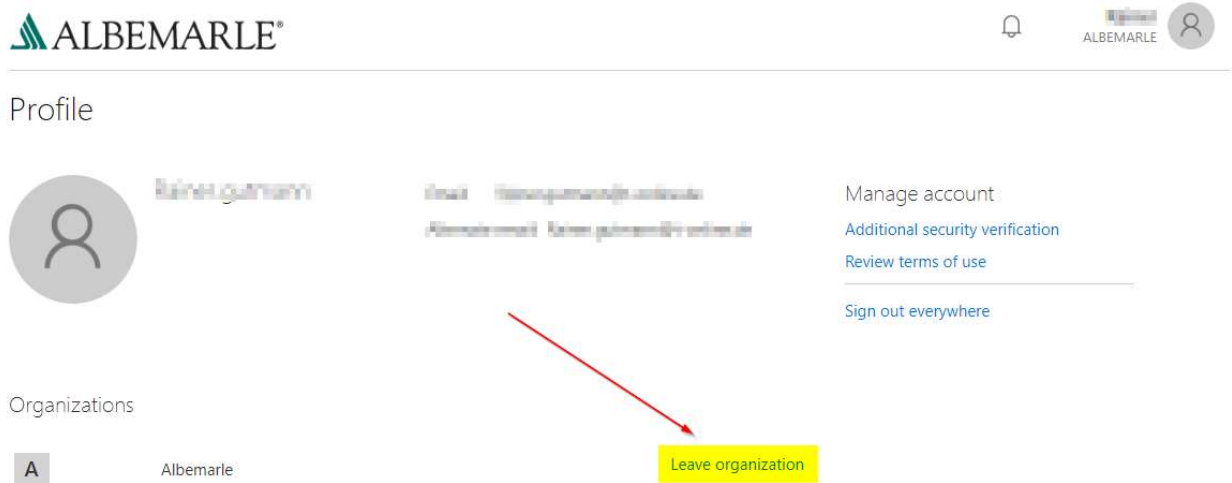
8 Where I can get help?

In case of problems with the **Albemarle Share** service, please reach out to your Albemarle contact. You can also send a mail with the problem description to servicedesk@albemarle.com or call the Albemarle Service Desk: +1 800-388-8087 and choose option 1.