

Using a CNO External Sharing Site

WHAT IS A CNO EXTERNAL SHARING SITE?

The College of Nurses of Ontario (CNO) uses SharePoint External Sharing Sites to securely manage file transfers between organizations or individuals. The system ensures that data confidentiality and integrity are preserved during transport and storage.

You will be given access to a secure folder on a CNO External Sharing Site by your contact at CNO. You will then be able to upload and download files and folders to that location.

ACCESSING THE EXTERNAL SHARING SITE

An External Sharing Site can only be accessed by individuals, who must provide CNO with an email address assigned only to them.

Email addresses used by multiple users (e.g., info or inquiry accounts or role-specific addresses) cannot be used for access to an External Sharing Site. Users with access to a folder cannot share access with another user. If additional users require access to a folder, please contact the CNO Team who gave you access.

Users authorized to access an External Sharing Site will receive an email notification with the link to their assigned folder. Save this link as a bookmark for future access.

When you click the link to an External Sharing Site for the first time, you must authenticate your access using multi-factor authentication (MFA).

For MFA, you can use the following on your personal device:

- Text a code to your device
- The MS Authenticator app
- A different authenticator app



SETTING UP ACCESS TO THE FOLDER

To set up initial access to your folder on a CNO External Sharing Site:

1. Click the link in the email from CNO.
2. Click **Next** to start the sign in process.

2 Sharing Link Validation

You've received a secure link to:

123456

Sign in to **paulinezed@proton.me** and we'll give you access immediately.

Next

3. If your email address is on a Microsoft service (e.g. outlook.com or live.com) or can connect to one, enter your password for the account and click **Sign In**.

Microsoft

paulinezed@outlook.com

Enter password

.....|

Forgot password?

Email code to pr*****@rogers.com

Sign in

4. If your email address is not on or cannot connect to a Microsoft service click **Send code** to be sent a code to sign you in, enter the code you receive in your email and click **Sign in**.

4 Microsoft

paulinezed@proton.me

Sign in

We'll send a code to paulinezed@proton.me to sign you in.

Send code

4 Microsoft

← paulinezed01@proton.me

Enter code

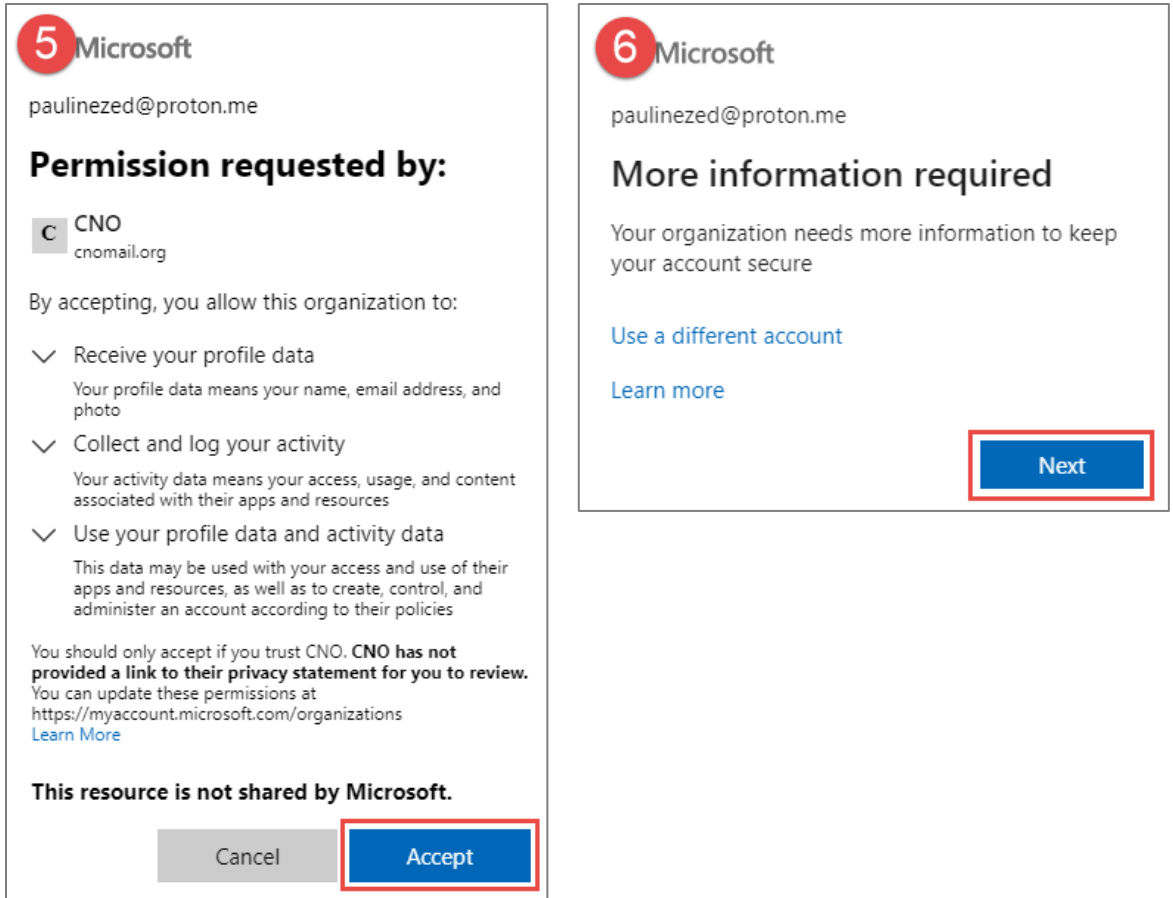
We just sent a code to paulinezed01@proton.me

14409671|

Sign in

5. In the **Permission requested by** window, click **Accept**.

6. In the **More information required** window, click **Next**.



MULTI-FACTOR AUTHENTICATION (MFA)

You'll next need to set up a multi-factor authentication (MFA) method.

You must choose one of the following MFA methods:

- Phone Number
- Microsoft Authenticator App
- Alternate Authenticator App

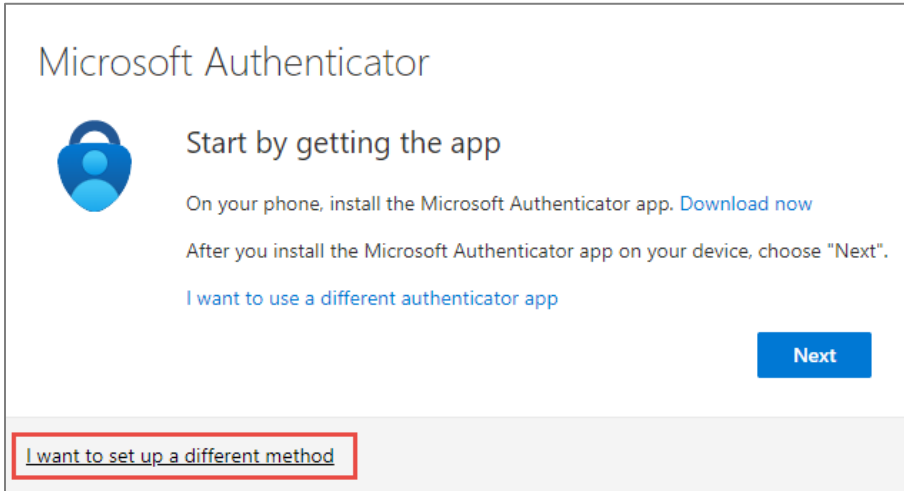
NOTE: You can only select one method of authentication. If you wish to change your MFA method, please contact the CNO staff member who shared the folder with you.

IMPORTANT: If you lose or change your mobile device, please contact CNO as soon as possible to reset the MFA for the folder.

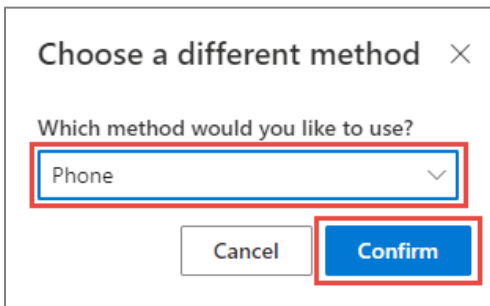
Phone Number

To set up a mobile phone number for MFA:

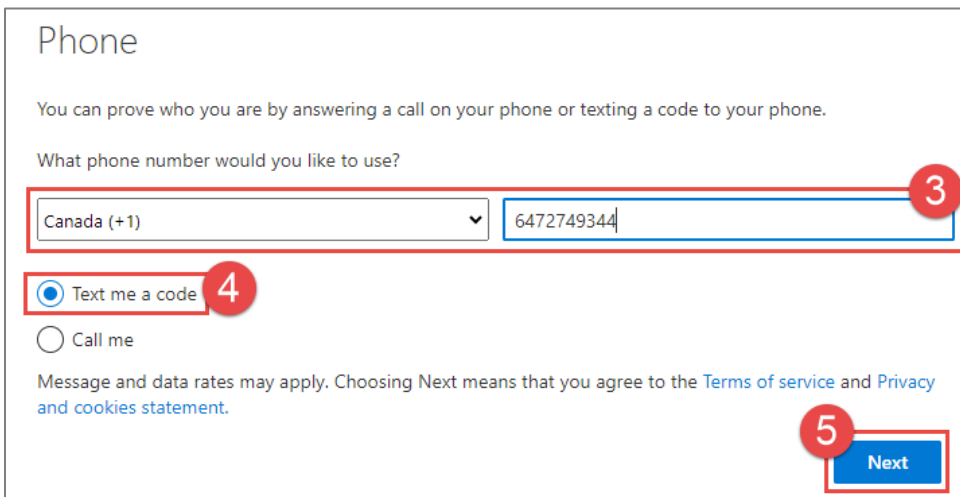
1. On the Microsoft Authenticator window, click **I want to set up a different method**.



2. Select **Phone** from the drop-down list, and click **Confirm**.



3. Enter your phone number.
4. Select **Text me a code**.
5. Click **Next**.





USER GUIDE GUIDE D'UTILISATION

6. Enter the code sent to your phone, and click **Next**.
7. Click **Next**.

6 Phone

We just sent a 6 digit code to +1 6472749344. Enter the code below.

392914

Resend code

Back Next

7 Phone

✓ SMS verified. Your phone was registered successfully.

Next

8. You'll see a success notice. Click **Done** to sign into the folder.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone
+1 6472749344

Done

MS Authenticator

If you want to use the MS Authenticator app, you'll need to download the app to your phone and set it up before accessing the External Sharing Site.

To set up the MS Authenticator app for MFA:

1. On the Microsoft Authenticator window, click **Next**.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

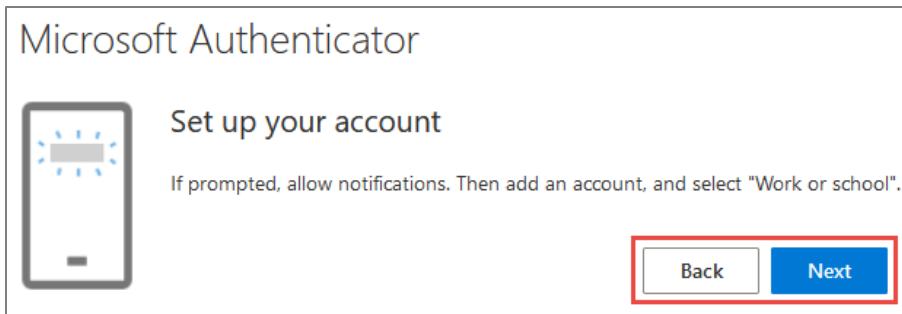
[I want to use a different authenticator app](#)

Next



USER GUIDE GUIDE D'UTILISATION

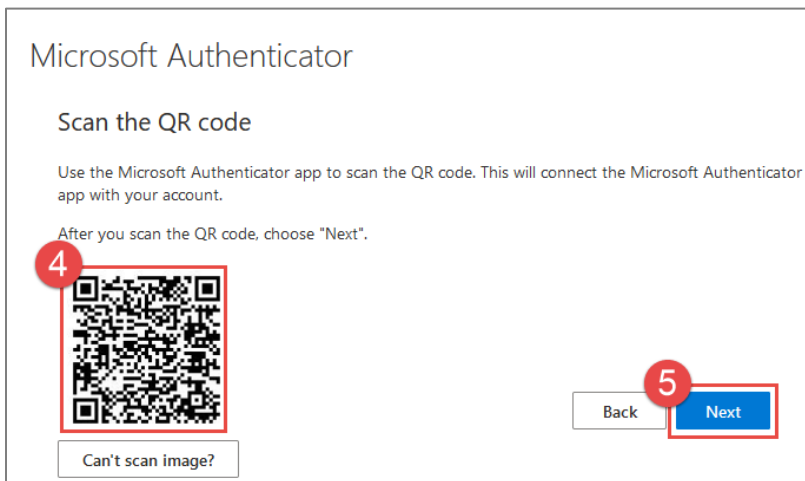
2. In the **Set up your account** window, click **Next**.



3. In MS Authenticator app on your phone, select **Verified IDs**, then **Scan QR Code**.

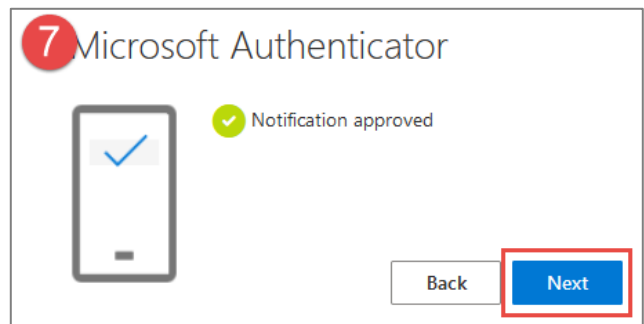
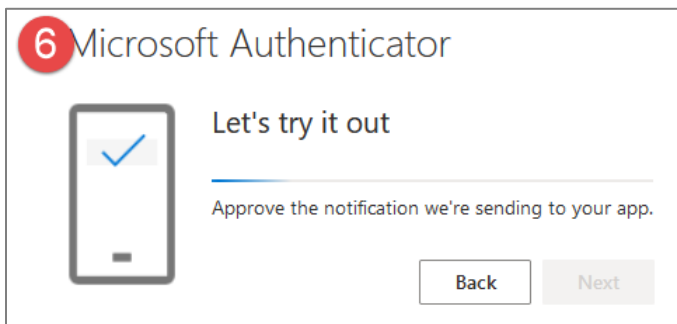
4. Use your phone to scan the QR code on the screen.

5. Click **Next**.



6. SharePoint will send a test authentication to your phone. Approve it in the MS Authenticator app.

7. When you see the notification was approved, click **Next**.







8. Finally, you'll see a success notice. Click **Done** to sign into the folder.


Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:


 Microsoft Authenticator 

With MS Authenticator set up, the next time you access the folder you will be asked to enter a code from the screen into the authenticator app on your phone.

 Microsoft

paulinezed01@proton.me

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

95

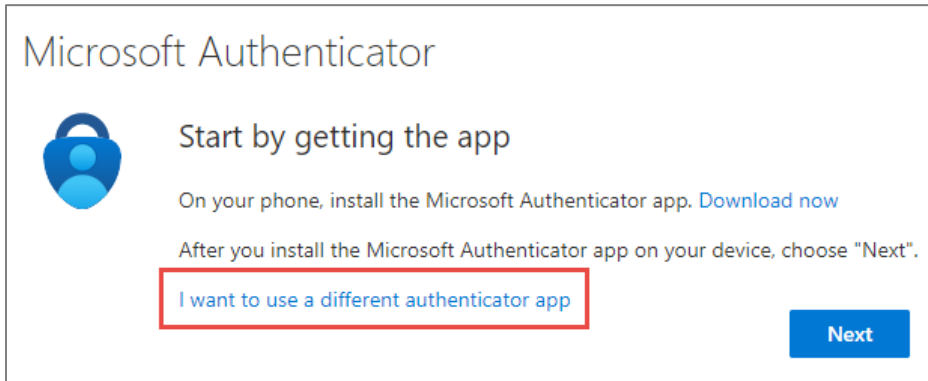
No numbers in your app? Make sure to upgrade to the latest version.



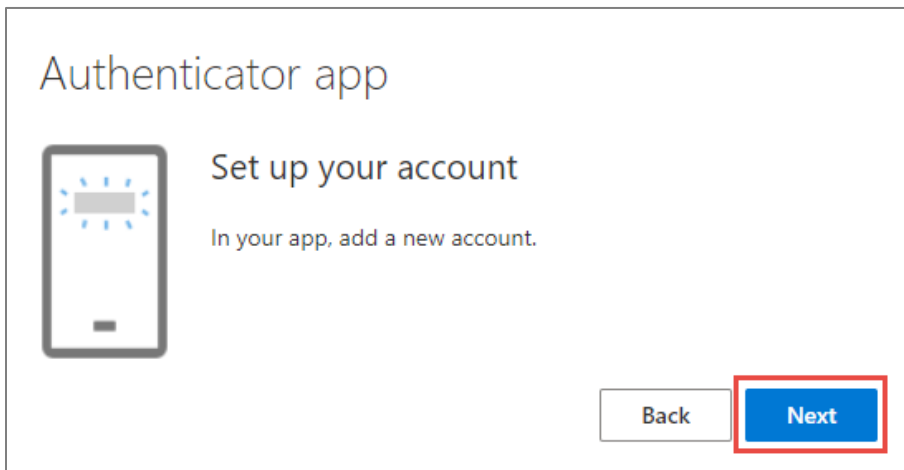
Alternate Authenticator App

This guide does not provide instructions for setting up other authenticator apps, but if you want to use a different app:

1. On the Microsoft Authenticator window, click **I want to use a different authenticator app**.



2. Select **Next** on the **Set up your account** window.



3. Follow the on-screen instructions in the browser and your authenticator app.

ACCESSING YOUR FOLDER

Once you have set up the authentication for your folder on a CNO External Sharing Site, you can easily access it any time using your chosen authentication method.

Keep the email from CNO with the folder link and/or bookmark the folder address in your browser.

Once you are in your folder, you can:

- Upload files and folders (if you have been given **Edit** access to the folder);
- Download files and folders;

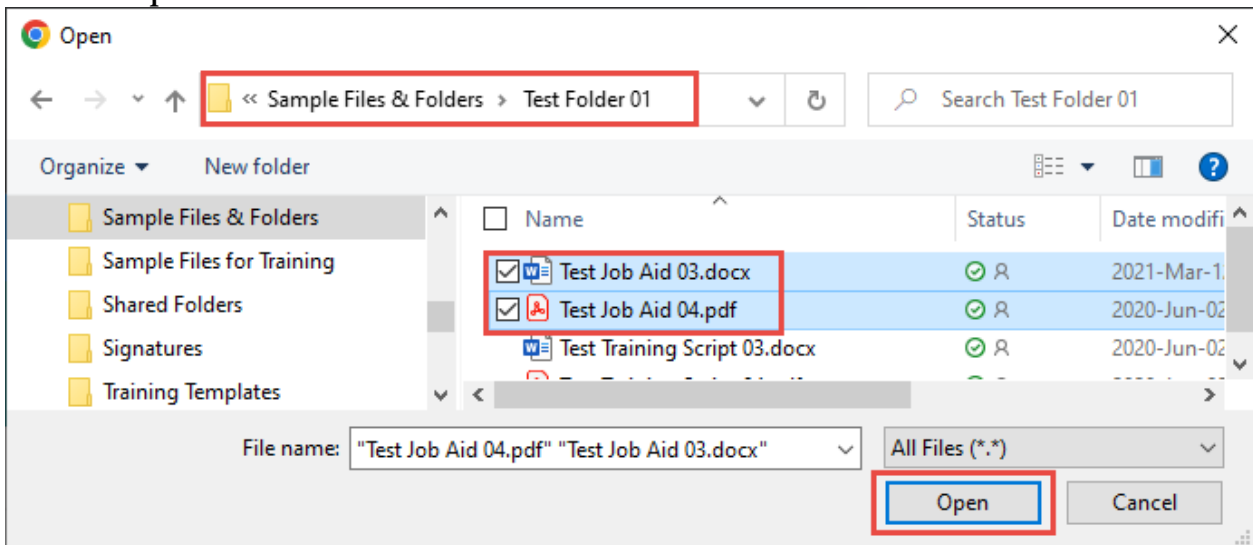
Upload Files & Folders

To upload files or folders from your machine to the folder:

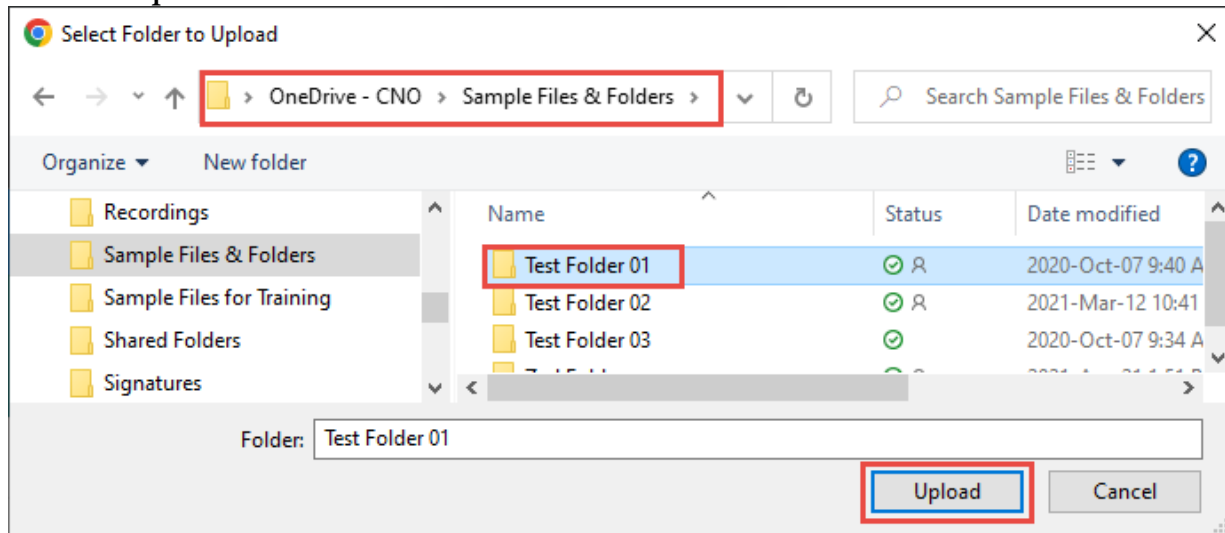
1. On the toolbar, select **Upload** → **Files** or **Folder**.



2. To upload files:
 - Navigate to the location of the files you want to upload.
 - Select the files you want to upload.
 - Click **Open**.



- To upload a folder:
 - Navigate to the location of the folder you want to upload.
 - Select the folder you want to upload.
 - Click **Upload**.

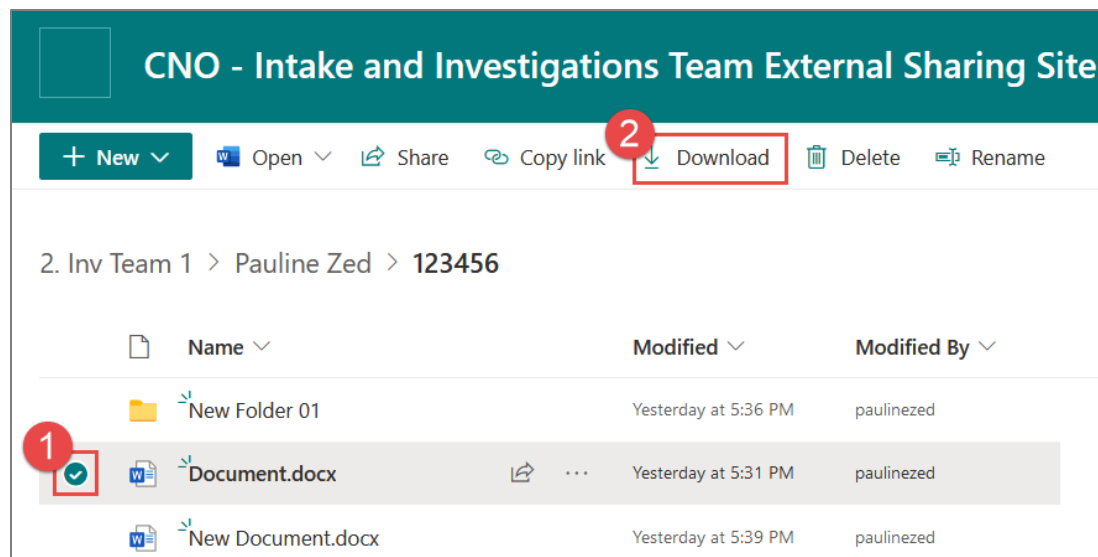


The files or folder will be uploaded to the shared folder.

Download Files & Folders

To download a file or folder from the shared folder:

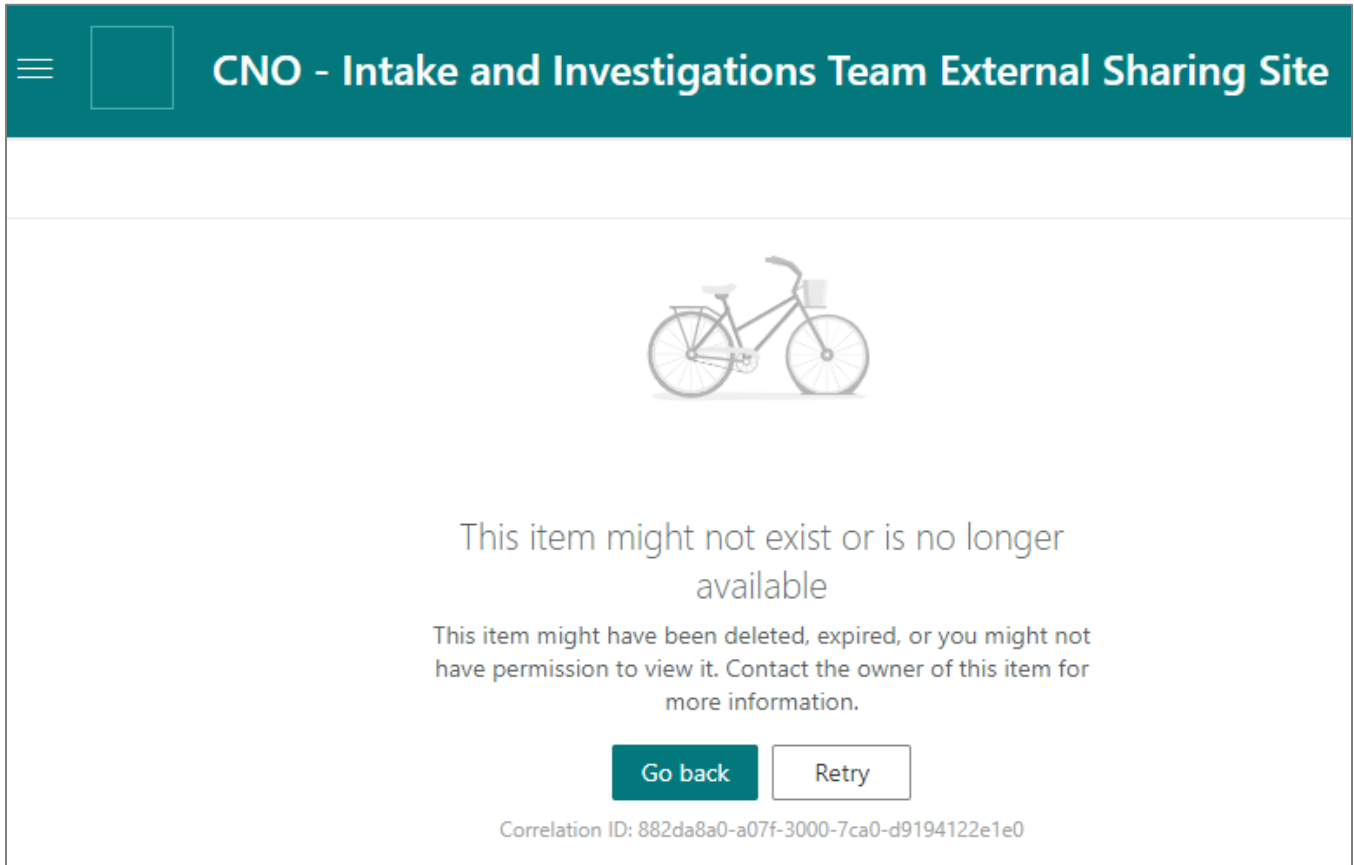
- Select the file or folder.
- Click **Download** on the toolbar.





The file or folder will be downloaded to the **Downloads** folder of your computer.

AFTER YOUR ACCESS HAS BEEN REMOVED

If you try to open a shared folder after CNO has removed your access, you will see an error page in your browser.



☰  CNO - Intake and Investigations Team External Sharing Site



This item might not exist or is no longer available

This item might have been deleted, expired, or you might not have permission to view it. Contact the owner of this item for more information.

[Go back](#) [Retry](#)

Correlation ID: 882da8a0-a07f-3000-7ca0-d9194122e1e0