**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
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External User guide for OpenText Core Share

Contents

When an external user is invited to collaborate on a document in in OpenText Core Share, they receive an automated email from noreply@opentext.com with a link to accept the request. An external user needs to follow the steps below to set up their Core Account.

CORE Web Portal - https://core.opentext.com.au

1. Accept the request

- Open the invitation email and accept the request as per the example below.
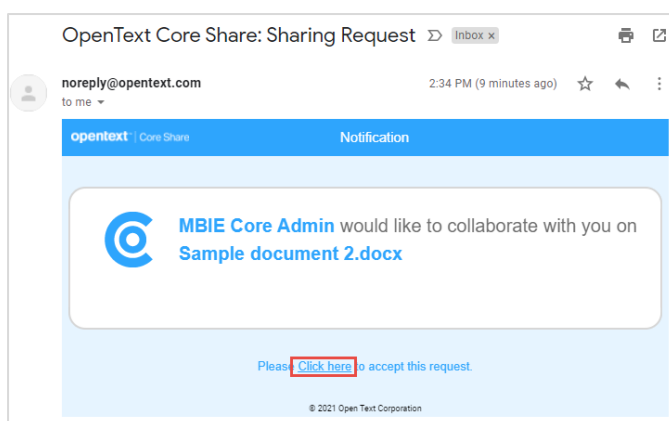

- This will take you to the Core Share login screen where you can create an account.

Note: Once registration has been completed or you have already accepted the request, the link will expire and no longer be available. You would need to Login to the Core web portal via https://core.opentext.com.au for access to the shared content.

If you click on the link to the original email invite, you will be presented with an error message like below:

The invitation code has expired or has already been accepted

OK
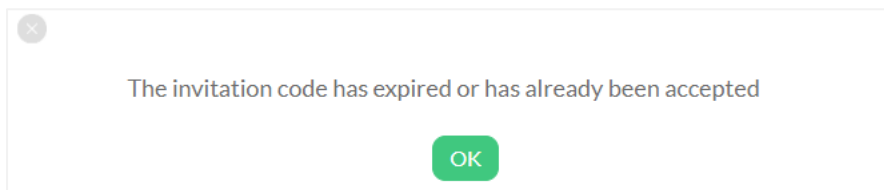
2. Enter your details

- At the sign up page enter your first name, last name and create a strong password then select Create Account

opentext™ | Core Share

Sign up for OpenText Core Share

Personal   Business

Your First Name

Your Last Name

@gmail.com ✔

Password

Verify Password

Terms of Service

🌐 English (US) ▼

CREATE ACCOUNT

ALREADY HAVE AN ACCOUNT?

OPENTEXT CORE SHARE   HOME   SUPPORT

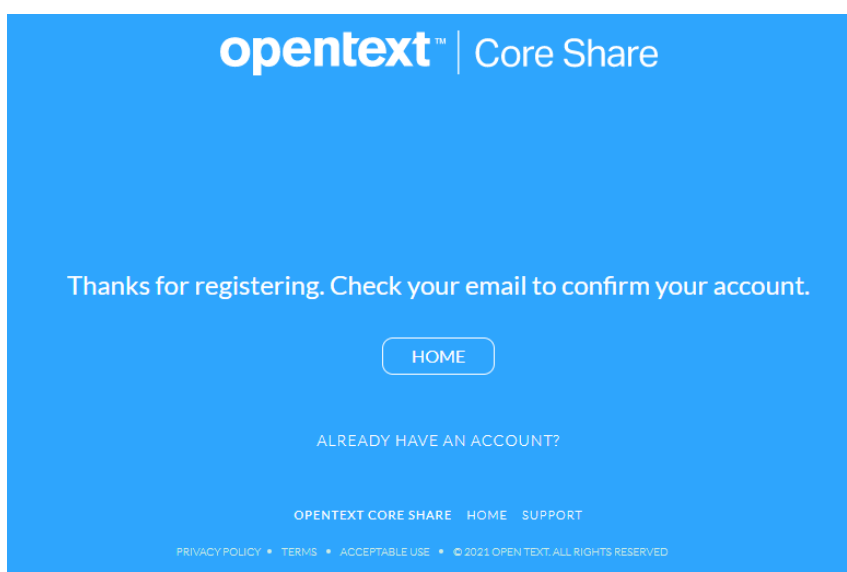PRIVACY POLICY • TERMS • ACCEPTABLE USE • © 2021 OPEN TEXT. ALL RIGHTS RESERVED

3. Complete the Registration

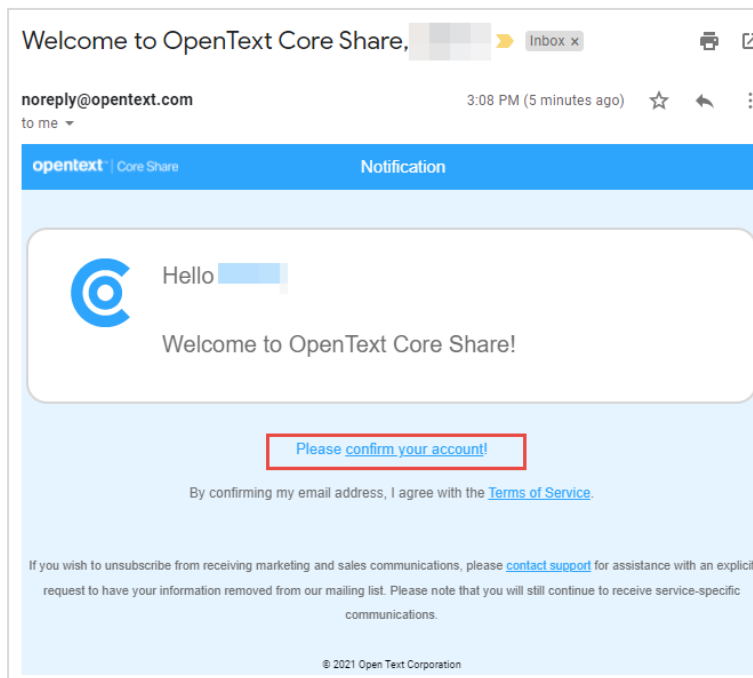- On the Welcome to OpenText Core Share prompt 'I Accept'.

- The registration process is now complete and you should receive an email to confirm your account.

4. Confirm your Account

- Once you have registered yourself, you will receive an email to confirm your account.
- Within the notification click 'Please confirm your Account'.

5. Sign in to your OpenText Core Share account using your registered email and password

- Select Sign In and choose the Australian datacentre.
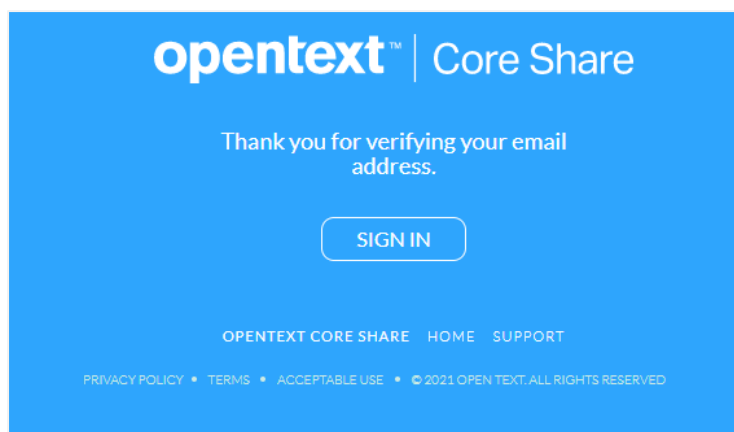
- Access the webportal using this link:

  https://core.opentext.com.au

At this point you should be presented with the Core Webportal and have access to content shared with you.

6. Additional Settings

1. Co-Authoring

As an external user, you will need your own Microsoft licence for editing online (Co-Authoring).

If you do not have a Microsoft licence you will need to download the document, make your edits offline and add the version back into OpenText Core Share as a version (Draft). (This will only be available if you have the Collaborator rights assigned to you).

- **Edit online settings are disabled by default for personal accounts**

You need to enable the Edit Online function from your Settings within the WebPortal.

Click on your name, then Settings, Preferences, Integrations and enable/toggle the Office Online switch.

- **Edit offline or if you don't have a Microsoft license.**

To edit a document offline, you will need to download the document (if you have been provided with those rights), edit it with the appropriate application(Word, Excel etc..) and then add the document back as a draft(See below).

Select the document, click More then Add Draft and browse to the location of the file to add. The version number will change to reflect there is a new version.

2. Notifications

You can set how you are alerts for share activities. See the below options available through the Settings menu.