



## External User guide for OpenText Core Share

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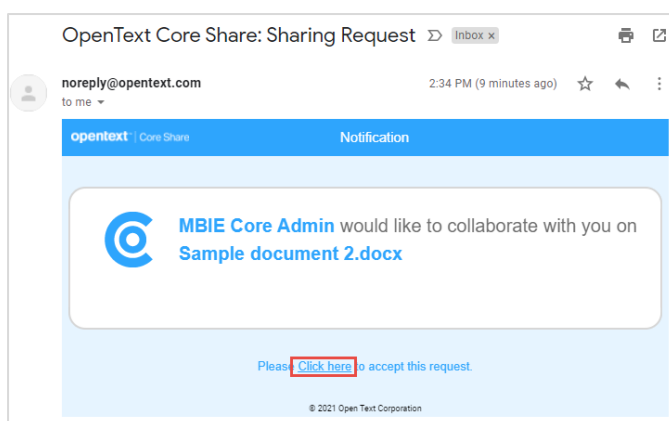
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When an external user is invited to collaborate on a document in in OpenText Core Share, they receive an automated email from [noreply@opentext.com](mailto:noreply@opentext.com) with a link to accept the request. An external user needs to follow the 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.

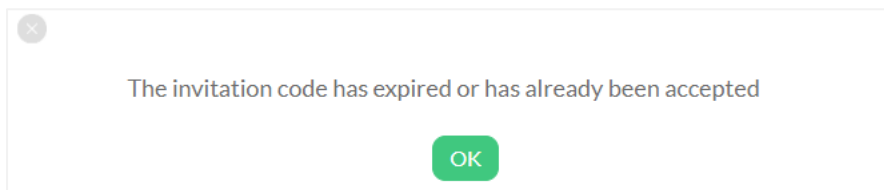


- This will take you to the Core Share login screen where you can create an account.



**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:*



## 2. Enter your details

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

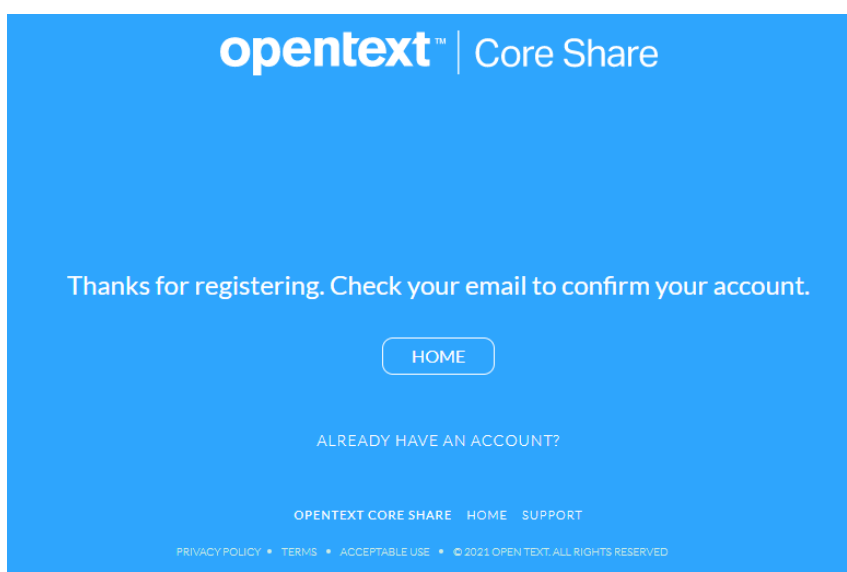


### 3. Complete the Registration

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



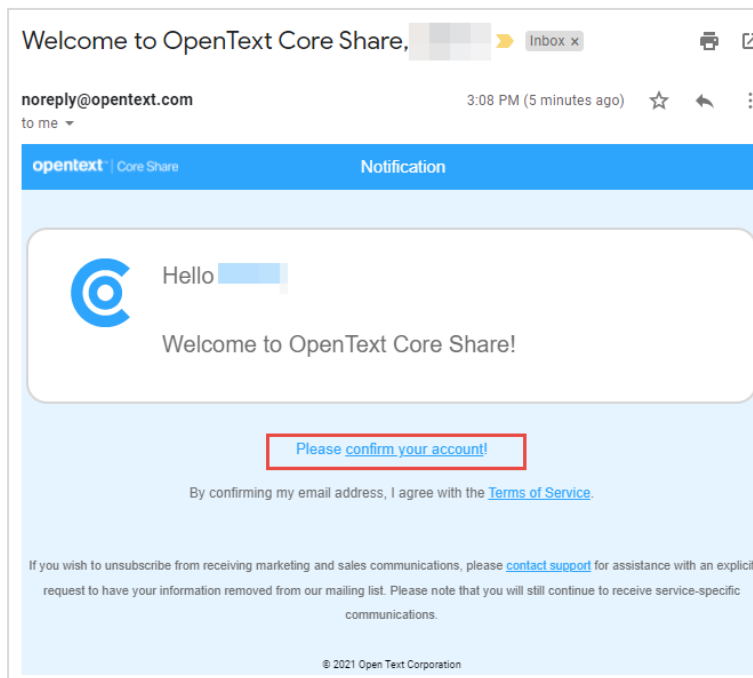
- The registration process is now complete and you should receive an email to confirm your account.





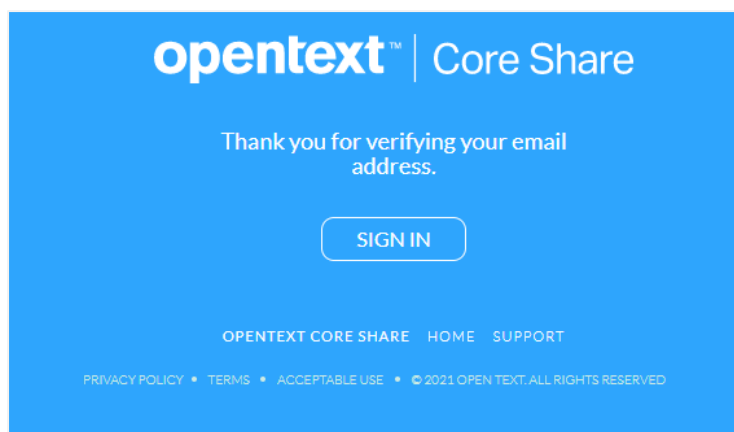
#### 4. Confirm your Account

- 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.

The screenshot shows the OpenText Core Webportal interface. On the left is a navigation sidebar with options: DASHBOARD, FILES (highlighted), FAVORITES, COLLECTIONS, ACTIVITY, SHARED, and TRASH. The main area is titled 'FILES' and contains buttons for 'Upload', 'New File', and 'New Folder'. Below these is a table of files:

<input type="checkbox"/>	Name	Size	Modified	
<input type="checkbox"/>	Sample document 1 copy.docx <small>Shared By MBIE Core Admin</small>	12 KB	05/24/21 4:26 pm	
<input type="checkbox"/>	Sample document 2.docx <small>Shared By MBIE Core Admin</small>	14 KB	05/24/21 4:26 pm	

## 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.



**SETTINGS** USER INFO **PREFERENCES** NOTIFICATIONS SECURITY ACCOUNT

DASHBOARD

FILES

FAVORITES

COLLECTIONS

ACTIVITY

SHARED

TRASH

### Language and Integrations

Language

Select Language: English

Integrations

Enable Office Online:

Preferred File Viewer: OpenText Core Share Viewer

- **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).

**FILES**

your name

DASHBOARD

FILES

FAVORITES

COLLECTIONS

ACTIVITY

SHARED

TRASH

Download Leave Share More

<input type="checkbox"/>	Name
<input type="checkbox"/>	Sample document 1 copy.docx Shared By MBIE Core Admin
<input checked="" type="checkbox"/>	Sample document 2.docx Shared By MBIE Core Admin

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.

**FILES**

Download Copy Edit Leave Share More

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Sample document 2.docx (1) Shared By MBIE Core Admin
<input type="checkbox"/>	Sample document 1 copy.docx Shared By MBIE Core Admin

- Tags
- Lock
- Audit
- Rename
- Download Audit
- Add Draft**
- Metadata



Download Copy Edit Leave Share More

Name	Size	Mod
Sample document 1 copy.docx Shared By MBIE Core Admin	12 KB	05/2

Add draft to Sample document 2.docx

Drop your files here or select a file

Browse Files

Sample document 2.docx (1) ☆  
Shared By MBIE Core Admin

## 2. Notifications

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

**your name** SETTINGS USER INFO PREFERENCES NOTIFICATIONS SECURITY ACCOUNT

DASHBOARD

FILES

FAVORITES

COLLECTIONS

ACTIVITY

SHARED

TRASH

### Notifications

Choose notifications you want to receive, whether you need it in email or in real time and how frequently you want email notifications to be delivered.

<b>Email Notifications</b>		<b>Real Time Notifications</b>	
All Email Notifications	<input type="checkbox"/>	All Real Time Notifications	<input type="checkbox"/>
Comments	<input type="checkbox"/>	Comments	<input type="checkbox"/>
Shares	<input checked="" type="checkbox"/>	Shares	<input type="checkbox"/>
Quota	<input type="checkbox"/>	Document Added	<input type="checkbox"/>
Drafts/Versions	<input type="checkbox"/>	Version Added	<input type="checkbox"/>
Document Added	<input checked="" type="checkbox"/>	Folders or Documents Deleted	<input type="checkbox"/>
		Quota	<input type="checkbox"/>
<b>Email Frequency</b>			
Notify Instantly	<input checked="" type="radio"/>		
Notify as an Email Digest	<input type="radio"/>		
Frequency of Email Digest	<input type="text" value="Weekly"/>		