# Access DFA Shared Folders

Step 1: Invitation Email

The staff from DFA sends invitation email to the external subgrantees, the subgrantees will need to look for the email and get the permission to access their secure folder. If you don't see the email in your inbox, **check the spam/junk folder**. The email will look like the screenshot below, **simply click the "Open" button** to open the shared link in the Web Browser.
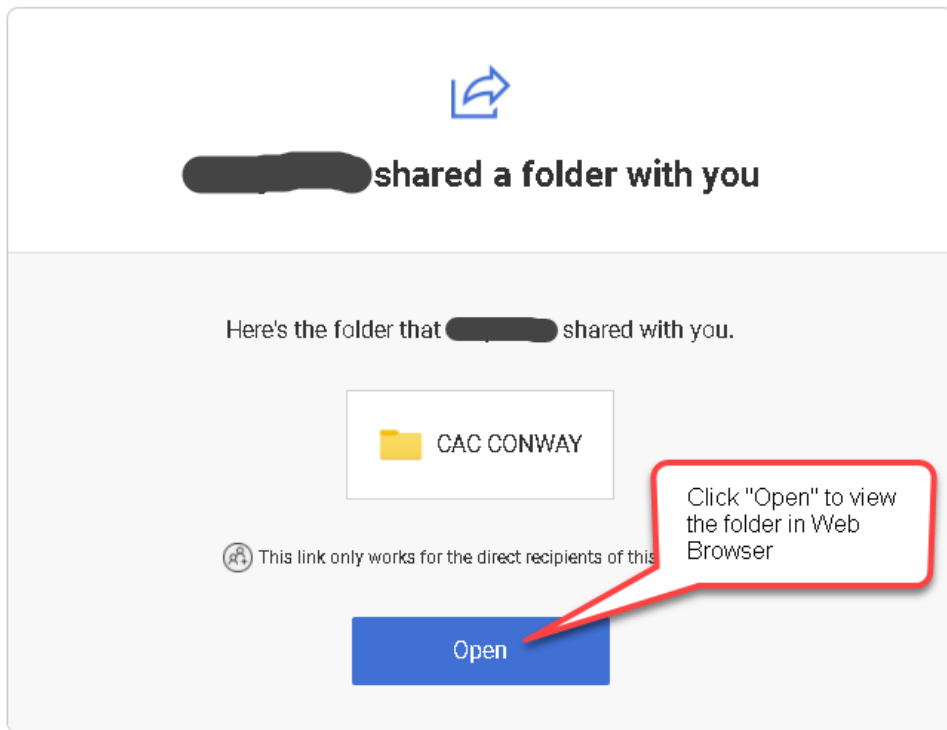
Step 2: Get the Verification Code

For the first time sharing, you need to obtain a verification code from email. Simply click the "Send Code" button and the code will be sent to your email.

Check your email titled for your code, **check the spam/junk folder** if you don't see it in your inbox. The email will look like the screenshot below,

79836520 is your Microsoft SharePoint verification code. 🖨

Inbox ✕

SharePoint Online <no-reply@sharepointonline.com>   10:05 AM (7 minutes ago)   ☆   ↩
to me ▾

SharePoint

Hello,

For security purposes, you must enter the code below to verify your account to access CAC CONWAY. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:

79836520

> Get the verification code from Email, check the spam/junk folder if it does not appear in the Inbox within 10 minutes

Having problems with the code?
View the error and make sure that the email identifier is "GMKVWLD". If it's not, look for an updated email or try requesting a new code.

Input code below and click the button "Verify". The code is valid within 10 minutes, it will be expired, and a new code will be issued after 10 minutes.
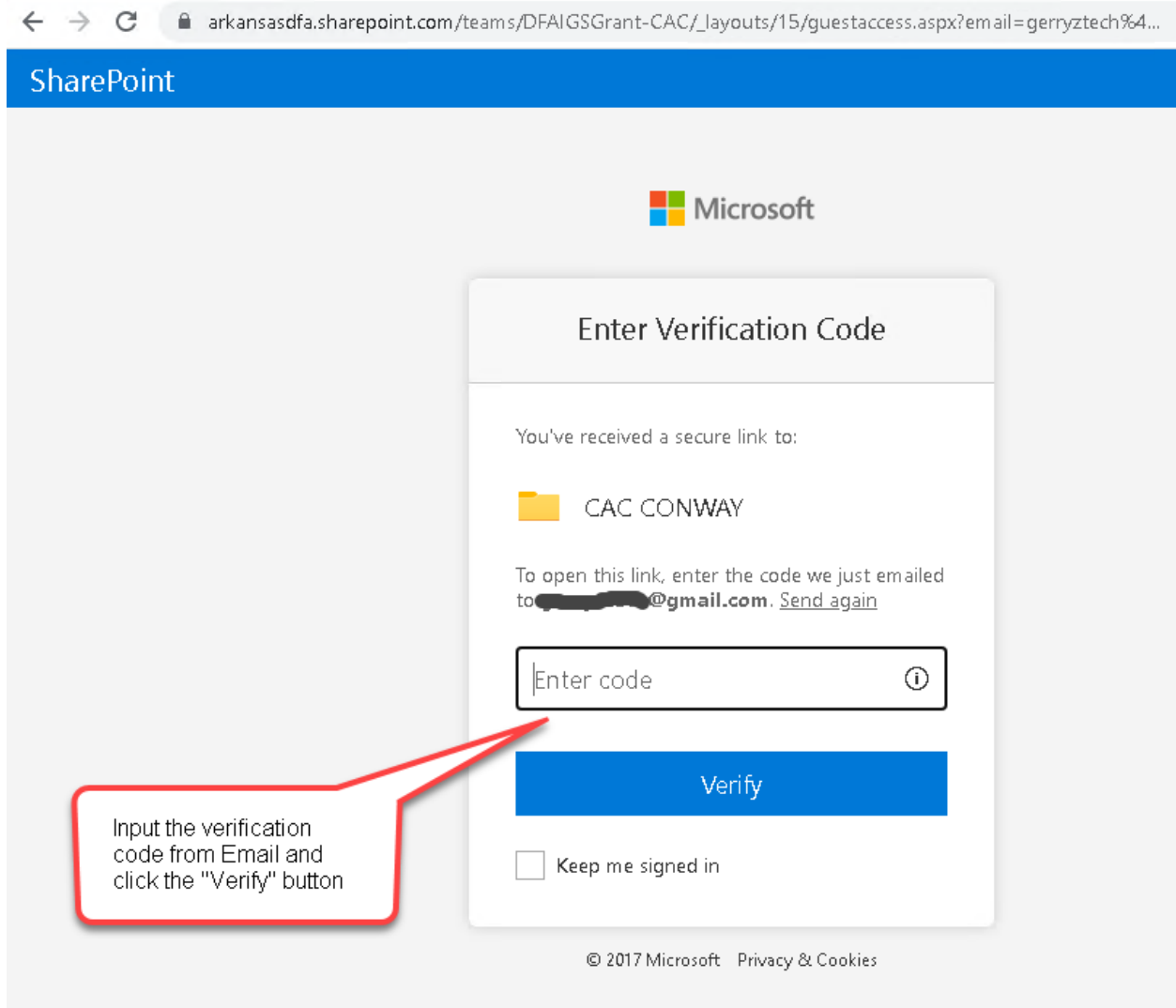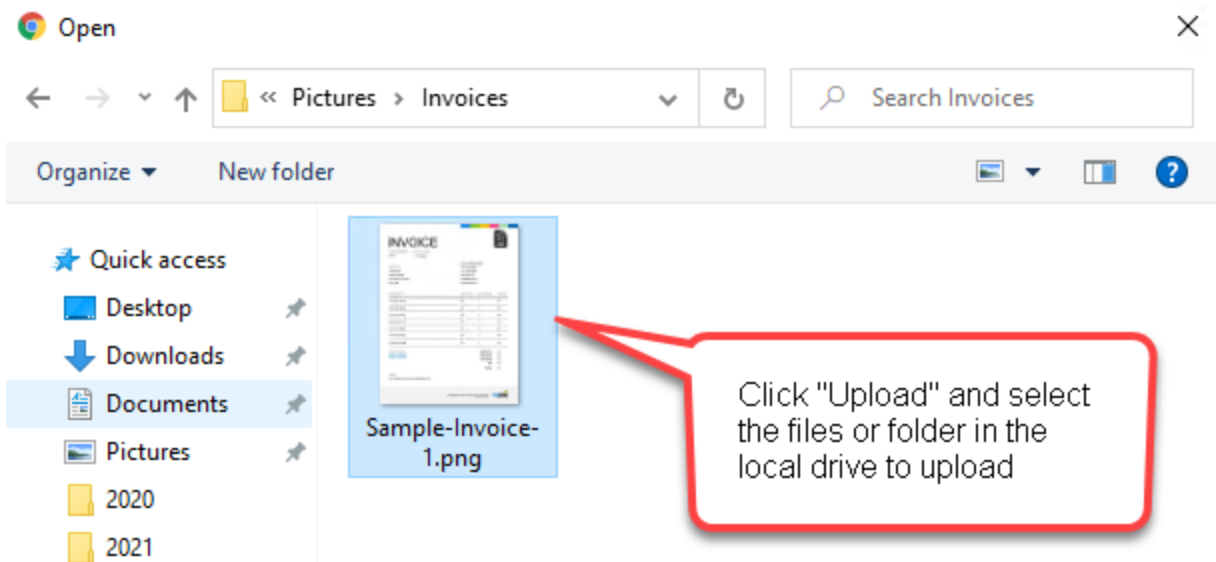
Step 3: View, Upload and Download Files

You will have access to the main folder and its subfolders to view, upload and download files.

Upload Files

To upload files, click the "Upload" menu and select files, it will pop up the dialog to browse files from the local drive and upload.

Download Files

To download files, select the files with the check box in front and click "Download", the files will be download to the local drive (multiple files or folders will be downloaded as a zip file).