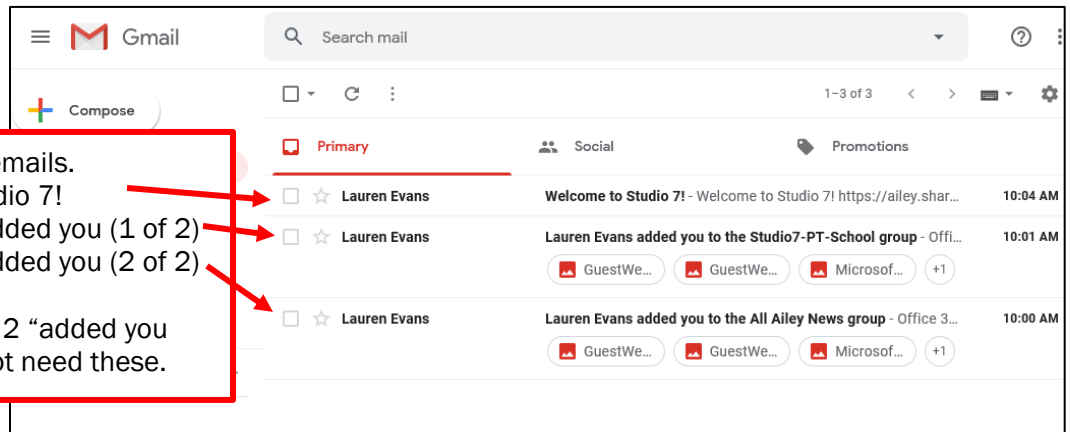


HOW TO ACCESS STUDIO 7

1

You will receive 3 emails.
1) Welcome to Studio 7!
2) Lauren Evans added you (1 of 2)
3) Lauren Evans added you (2 of 2)

You can delete the 2 “added you emails”. You will not need these.

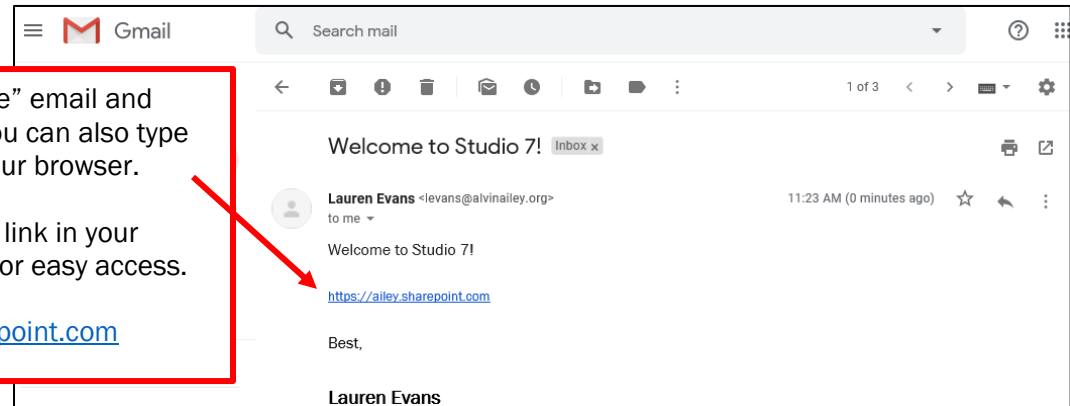


2

Open the “Welcome” email and click on the link. You can also type the below link in your browser.

TIP: Bookmark this link in your browser of choice for easy access.

<https://ailey.sharepoint.com>

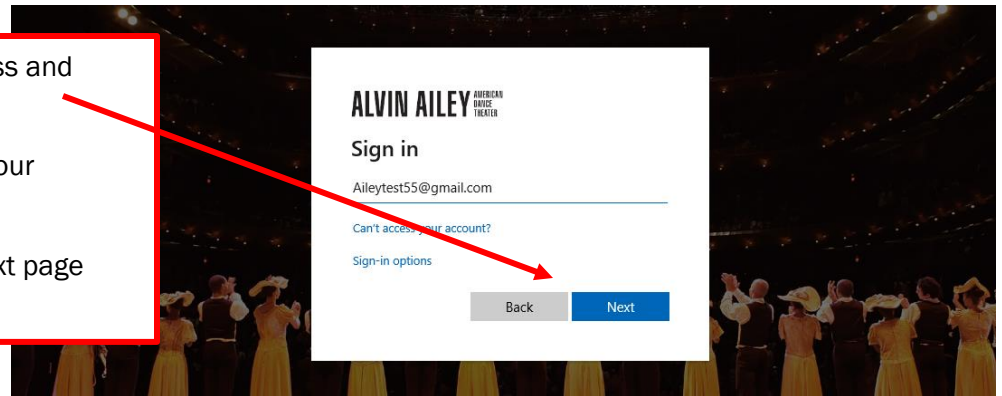


3

Type in your email address and click “Next”.

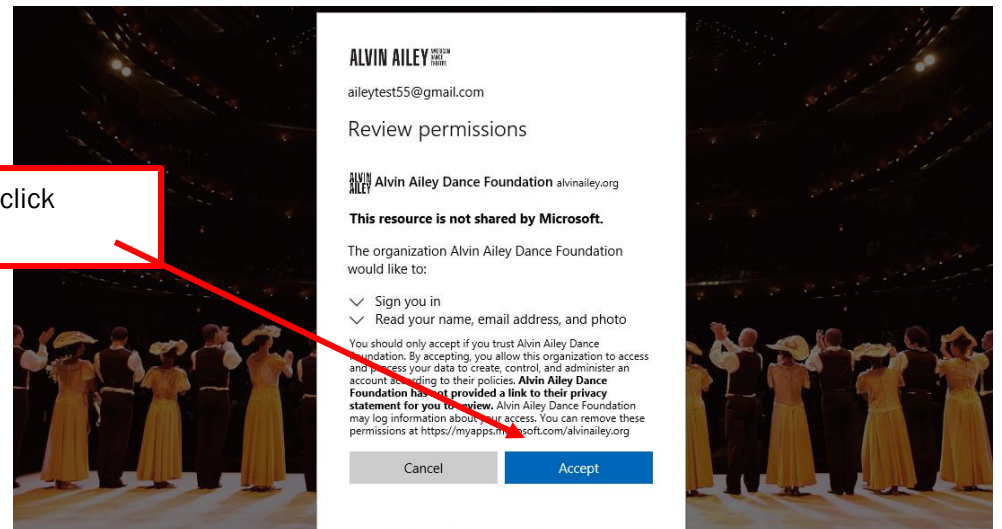
An email will be sent to your account with a code.

Enter the code on the next page and click “Sign In”.



4

Review permissions and click “Accept”.



WHAT'S ON STUDIO 7?

The screenshot shows the Studio 7 SharePoint dashboard with the following sections and callouts:

- Navigation:** Studio 7, Staff Directory, Support, Backstage, Outreach Calendar, Studio 7 Help.
- Header:** Studio 7 logo, "Not following", "Share", and "Search across sites".
- Main Content:**
 - WELCOME TO STUDIO 7, THE PLACE TO BE FOR AILEY STAFF**
 - All Staff News and Announcements** (with "See all" link)
 - Ailey Apps** list:
 - Teams
 - OneDrive
 - Ceridian (Callout: Link to Ceridian)
 - MINDBODY
 - Salesforce
 - IT Helpdesk
 - Ailey Website (Callout: Link to Ailey Website)
 - Reports
 - Mircast Spam Filter
 - Concur
 - Ailey Pressroom
 - Ailey Media Hub
 - Stream
 - Staff Support** (with icons for AileyPedia, HR, IT, Studio Ops, Finance, Payroll)
 - Upcoming Events** (with "Sync calendar" link):
 - Wed, Feb 19, 2020 7:00 PM – Sun, Feb 23, 2020 6:59 PM: Performance: AAADT at Fox Theater
 - Today 10:15 AM – 11:15 AM: Master Class: AAADT at Stephenson High School
 - 10:00 PM: Performance: AAADT at Fox Theater
 - Sat, Feb 22, 2020 10:00 AM – 11:30 AM: Master Class: AAADT at Academy of the Arts
 - Weather forecast** (Callout: Weather forecast): New York, United States, 25°F, Sunny, 34°/25°, 02/21/2020, MSN Weather.
 - NYC Alerts feed** (Callout: NYC Alerts feed): "Tell us what you think about Studio 7!" and a feed of tweets from @NotifyNYC regarding traffic delays.
 - Ailey Social Media feeds** (Callout: Ailey Social Media feeds): "Latest Social Posts" section with images of dancers.

News and Announcements from various departments

Support pages with contact information and helpful documents.

Link to Ceridian

Link to Ailey Website

List of upcoming events

Weather forecast

NYC Alerts feed

Ailey Social Media feeds.