

NetDocuments

Logging in to NetDocuments Remotely

Logging in to NetDocuments while out of the office on a non-firm computer can be accomplished in two different ways: by logging in by going to the NetDocuments homepage and selecting **Login**, or through a specific URL (vault.netvoyage.com).

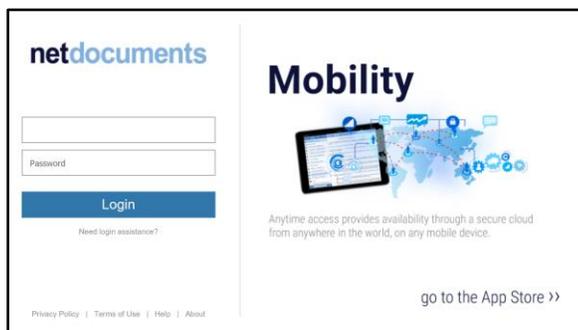
Logging in the First Time

There are two ways to log in for the first time:

- The first option for logging in is going to www.netdocuments.com. There is a sign-in button in the top right hand corner of the screen.



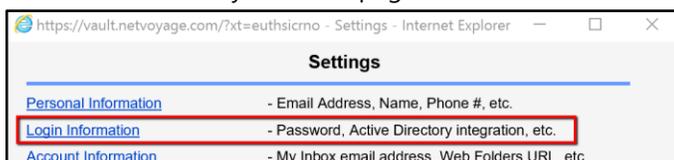
- The second option is to go to the link <https://vault.netvoyage.com/neWeb2/docCent.aspx>.
- Both of the above options above will take you to a login screen.



- Enter your User Name (your Greenstein email address) and Password, and select **Login**.

From NetDocuments

- You can now manage your login settings within NetDocuments through **Settings** in the top right hand corner of your homepage.



- On this screen, you can setup automated login. If you want NetDocuments to remember your info, select the radio button next to Enable Automated Login.

- After setting this up, you can click and drag the NetDocuments icon from your address bar to your Favorites Bar in Internet Explorer. You may also drag this icon to your desktop to save a shortcut there. Additionally, you may drag this icon to your Window Taskbar to pin it there.



- When the icon is dragged it will show as a favorite in your browser



- You can right-click on the link on your Favorites Bar and name it however you wish.
- The shortcut on your desktop goes right to NetDocuments without having to open the internet. You may want to rename it as well.



- Selecting this link on your taskbar will take you directly into NetDocuments without having to enter and email address and password.



Note: Your User Name is your email address. You can log in to NetDocuments on any computer that has access to the internet.