JHU TRANSLATIONAL NEUROENGINEERING TECHNOLOGIES (TNT) NETWORK FILE ACCESS USER GUIDE

Created by Golnoosh Kamali

Translational Neuroengineering Technologies

Spring 2021

TNT Files

A OneDrive Folder has been created for TNT Members to access pertinent and helpful neuroengineering and TNT related files. On the drive members will be able to access two folders: "**Speaker Series Recordings**" and "**Job Postings**".
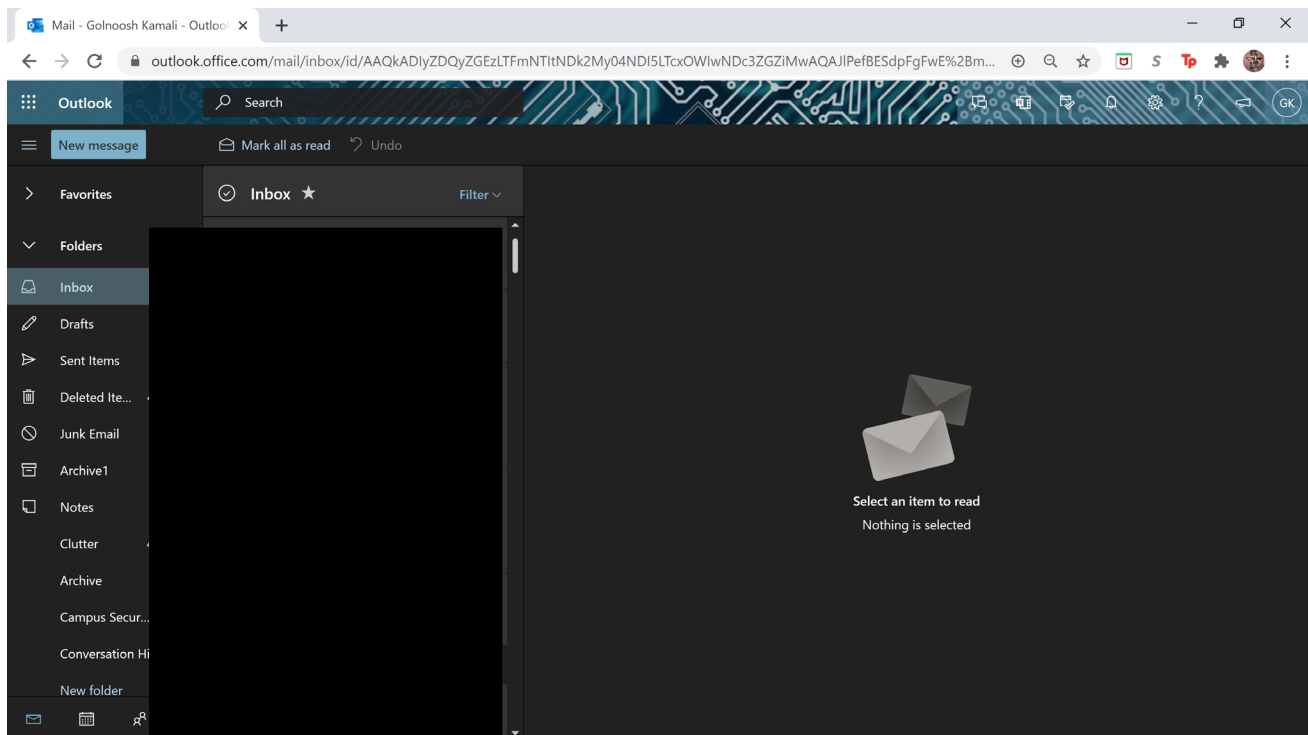
In the folder for the **Speaker Series Recordings**, members will find recorded TNT seminar talks and the speaker answers to a list of follow-up questions.

In the **Job Postings** folder there will be a list of neuroengineering jobs and internship opportunities for students and postdocs. If you are aware of any job postings, helpful contacts, or links, please feel free to upload and share the job postings on the folder, as well as filling out the excel file for every job posting/resource you provide.
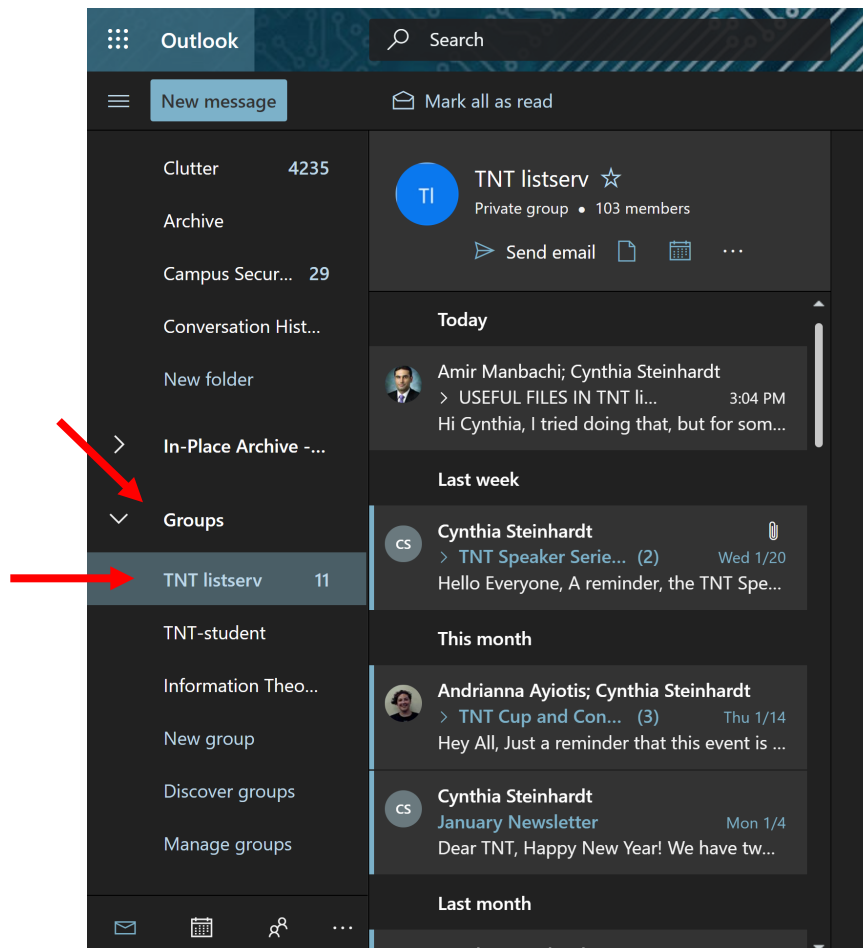
Below is a step-by-step guide on how to access the OneDrive folders.
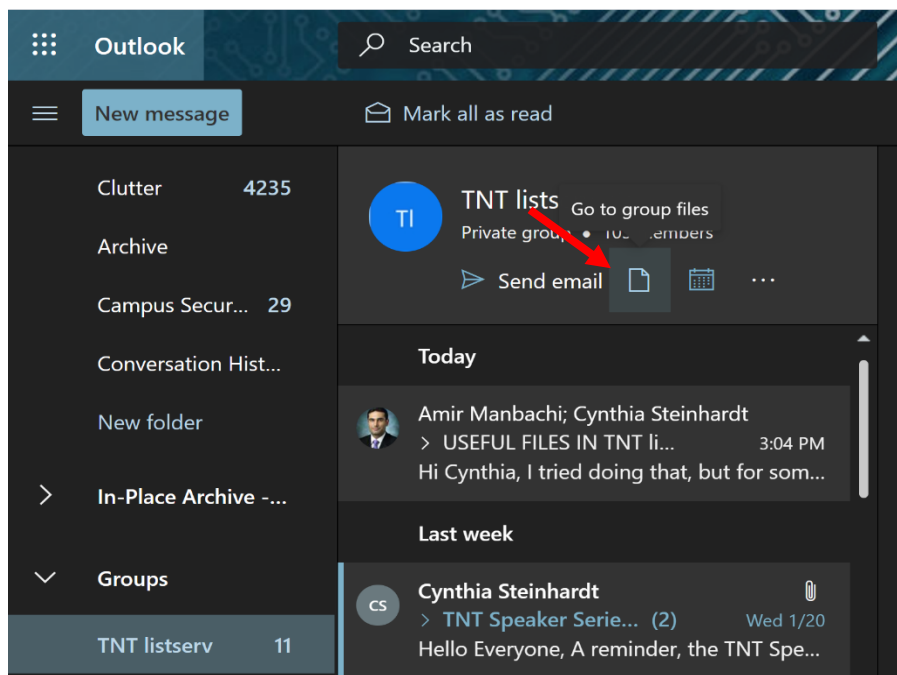
Accessing TNT Files

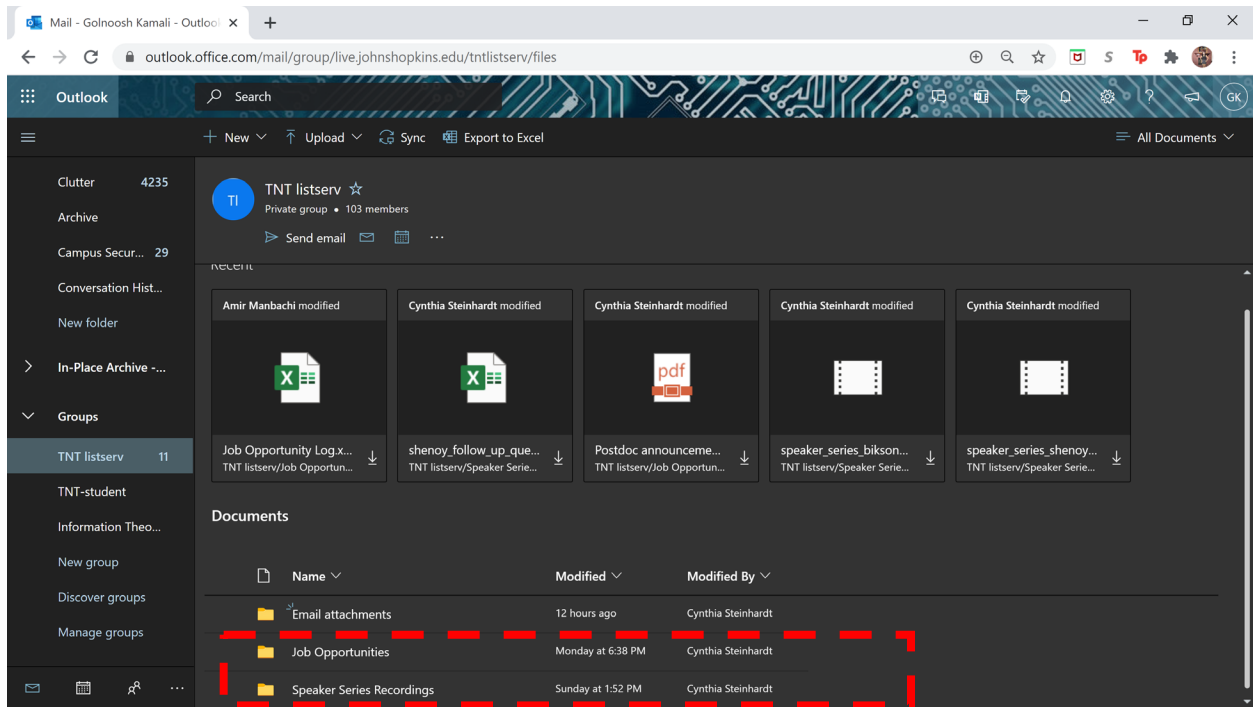After logging into your Hopkins Outlook email account, you should see an inbox similar to the one below:

Scroll down the left-hand pane until you see the "**Groups**" tab and expand it so that you can see the **TNT listserv** group. When you click on that group, you should see a window like the following:

Once in the TNT listserv, at the top click on the "**Group Files**" icon highlighted below:
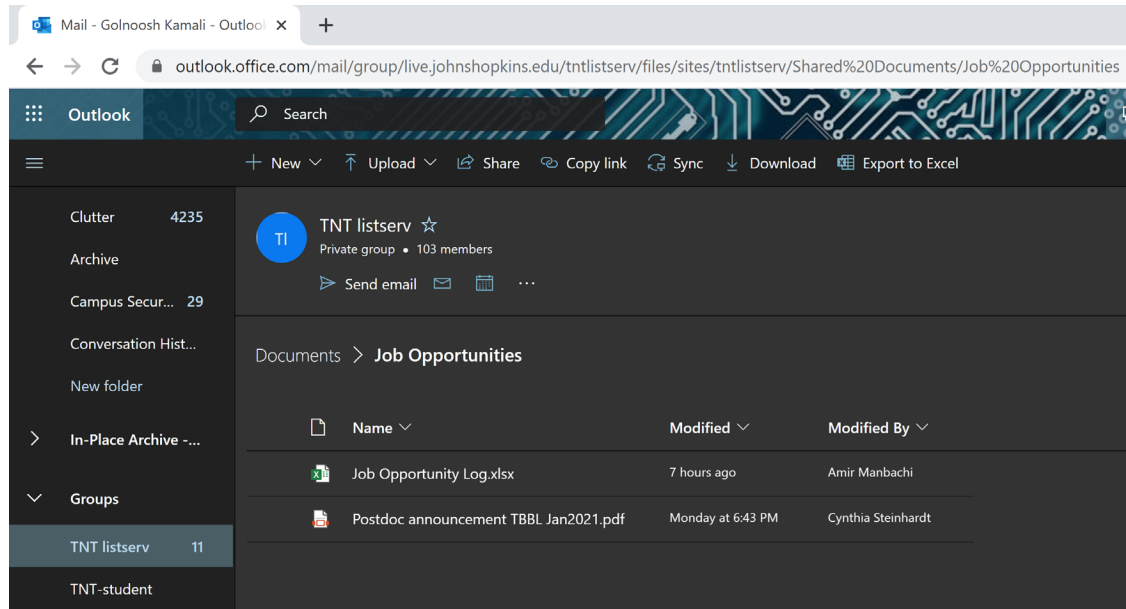
Clicking on the "**Group Files**" icon should have the following screen popup, where you will find the two folders: "**Job Opportunities**" and "**Speaker Series Recordings**"
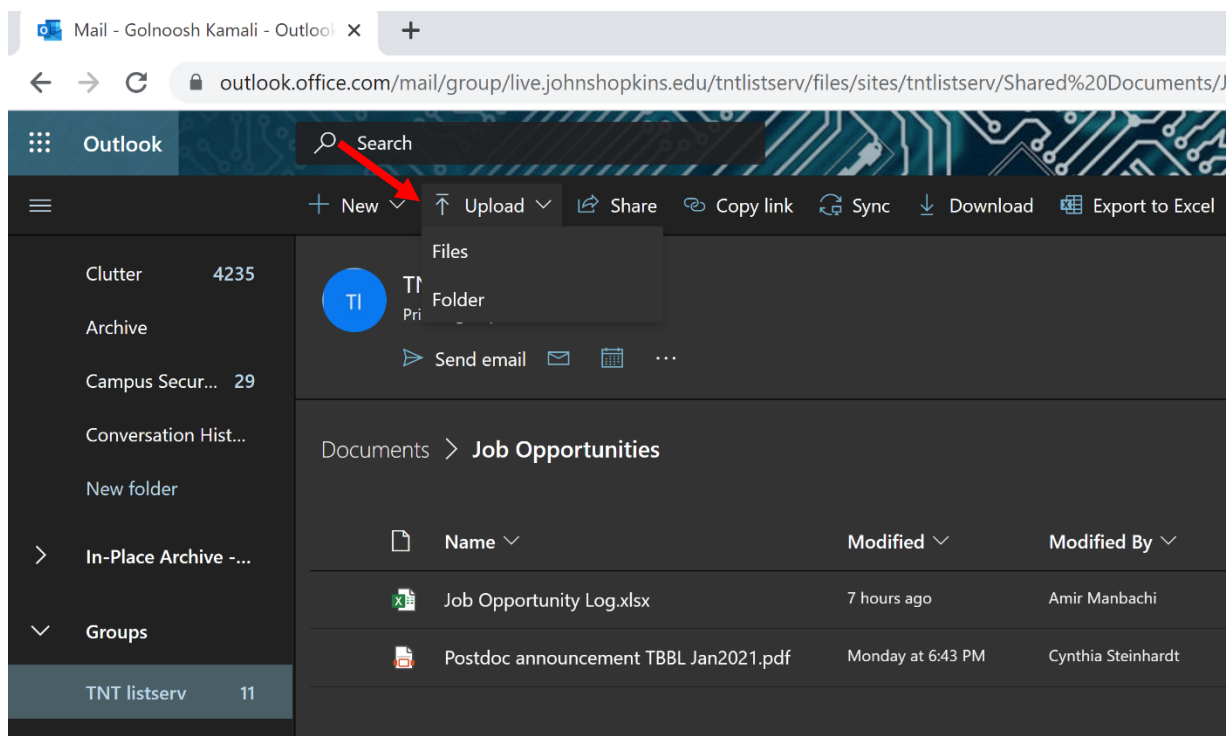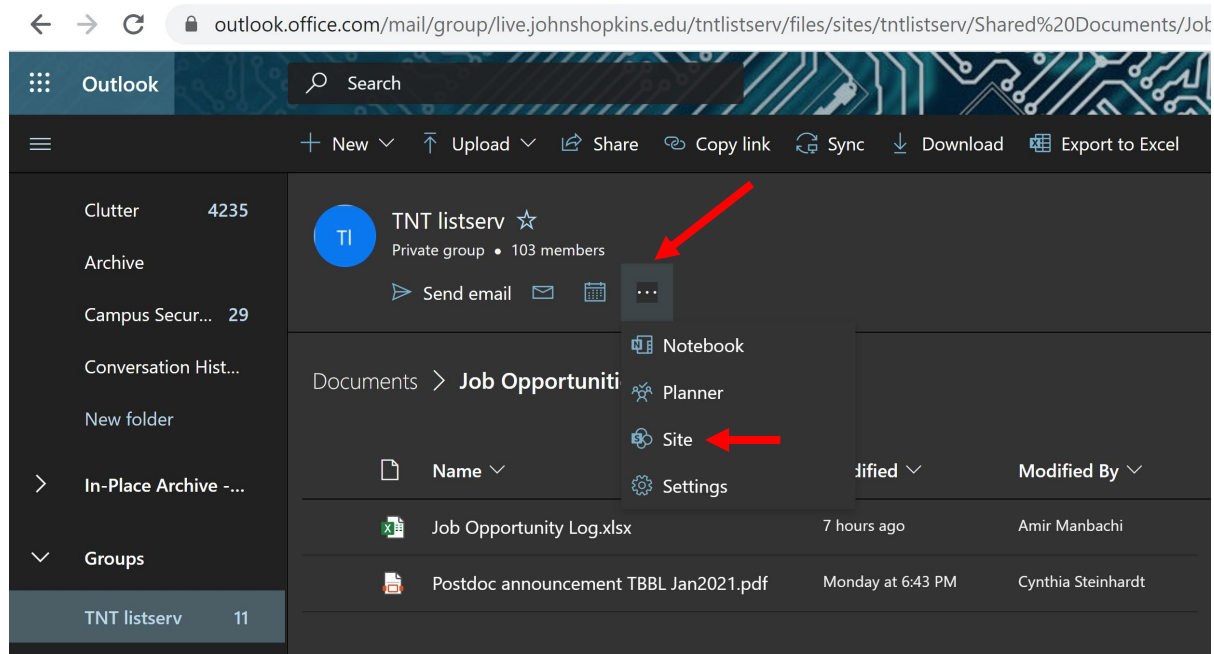
You can then click on either folder to enter and access the content available. For example, clicking on the "**Job Opportunities**" folder, will give you access to the "**Job Opportunity Log**" excel spreadsheet where those who upload job opportunities will fill out to keep track of opportunities submitted by whom, as well as job postings that may have been uploaded.
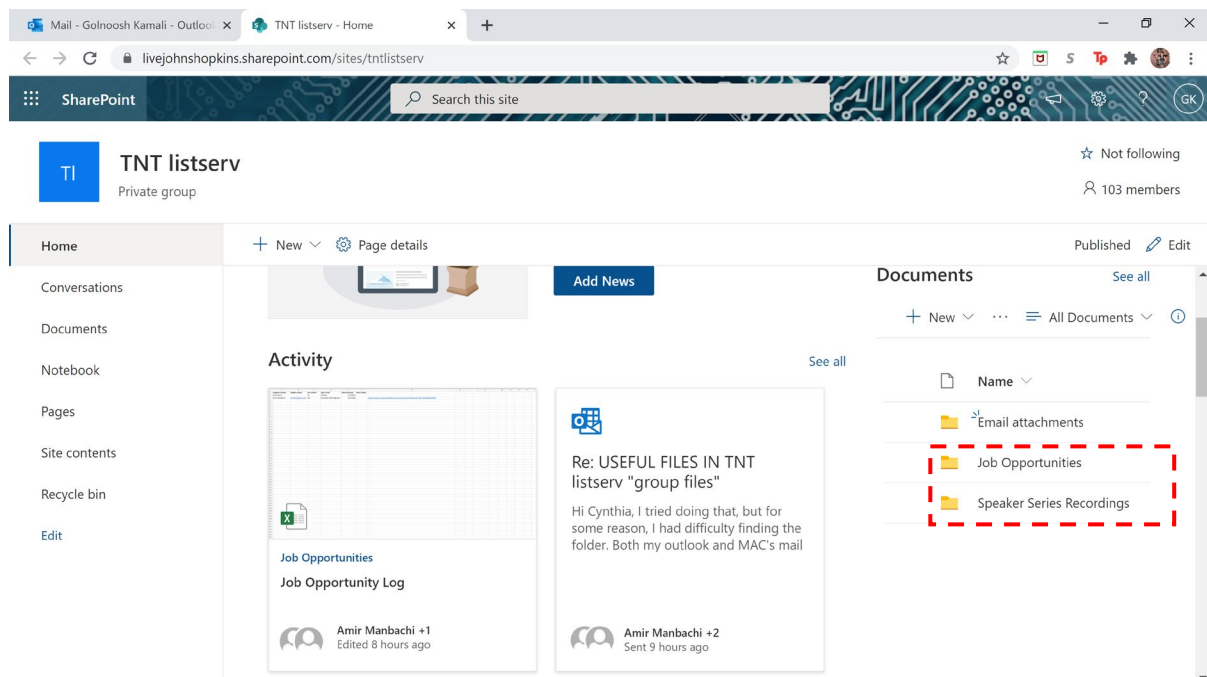

To upload an announcement, click on the "**Upload**" icon ⬆ Upload which will then allow you upload files or folders to be shared with other TNT members.

Finally, another way to access all the available TNT files in one place is to click on the 3 dots icon which are highlighted below and select "**Site**"

When you click on "**Site**" a new tab will open, which will look like the picture below, where you will be able to see all the files in one place, as well as the folders that you can access:

Alternatively, here is the OneDrive link that you can use to access the information: https://livejohnshopkins.sharepoint.com/sites/tntlistserv