

How to access a recording of a chapel message

- Open the Chapel SharePoint using the link <u>https://studentsphc.sharepoint.com/sites/Chapel</u>. The SharePoint can also be accessed via the student portal in the "Chapel Messages" tab on the left.
- If prompted, fill in your Student, Faculty (Staff also select this), or Alumnus username and password.
- The "Home" section of the Chapel SharePoint displays some of the recently uploaded messages. Click on the recording you want to watch to play it.





• If the message you'd like to view is not in the "Home" section, switch to the "Chapel Recordings" section and select the current semester's folder. Then click the recording you want to watch.

ł	Chapel Home Chapel Recordings	Archive		
\square	Name $ \smallsetminus $		Term ${}^{\vee}$	Created $ \smallsetminus $
	Previous Semesters			October 21, 2020
	2023 Spring			January 11
	2022 Fall			August 23, 2022

• To download a recording, right click it and select "download" in the drop-down menu.