



## How to use Microsoft SharePoint to receive NCAT files

NCAT uses Microsoft SharePoint to share sound recordings securely with external parties.

You will receive an email when a sound recording file is available. The email you receive will contain a link to the SharePoint portal.

The link will be contained within the message body of the email **or** in within the PDF correspondence, where a document is attached.

### Sample link inside email message body:

NCAT Sound Recording - Case [Case Number] Inbox x

No\_Reply <No\_Reply@ncat.nsw.gov.au>  
to me ▾

Dear [Recipient Name]

On [DateOfRequest], the Registrar received your request for a copy of the sound recording of the proceedings on [ListingDate].

The sound recording is available via the following secure link:  
[https://fac365.sharepoint.com/:u:/s/NCATPrincipalRegistry-External/EbXblSCpac5BswubHaC0MKUB4RhZ12S2Xyo\\_3pXQkkGaTw?email=sample%40email.com.au&e=5xP86](https://fac365.sharepoint.com/:u:/s/NCATPrincipalRegistry-External/EbXblSCpac5BswubHaC0MKUB4RhZ12S2Xyo_3pXQkkGaTw?email=sample%40email.com.au&e=5xP86)


Please note: The recording will be available for 30 days from the date of this letter.

You can play the recording on any device that supports audio playback, such as a smartphone, tablet, laptop, or desktop computer.

**Copyright of sound recordings**  
Sound recordings are subject to Crown Copyright. They must not be copied, published, or uploaded to any website or social media platform.

NSW Civil and Administrative Tribunal (NCAT)  
Web: [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au) | Follow us on [Twitter](#)

*I acknowledge the traditional owners and custodians of the land on which I work and live, and pay my respects to Elders past, present and future.*



### Sample link inside PDF attachment:

Sample Applicant  
sample@email.com.au

12 September 2024

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Case title                      **Sample Applicant v Sample Respondent**  
   **Application under Residential Tenancies Act 2010**

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On [DateOfRequest], the Registrar received your request for a copy of the sound recording of the proceedings on [ListingDate].

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[https://fac365.sharepoint.com/:u:/s/NCATPrincipalRegistry-External/EbXblSCpac5BswubHaC0MKUB4RhZ12S2Xyo\\_3pXQkkGaTw?email=sample%40email.com.au&e=5xP86](https://fac365.sharepoint.com/:u:/s/NCATPrincipalRegistry-External/EbXblSCpac5BswubHaC0MKUB4RhZ12S2Xyo_3pXQkkGaTw?email=sample%40email.com.au&e=5xP86)

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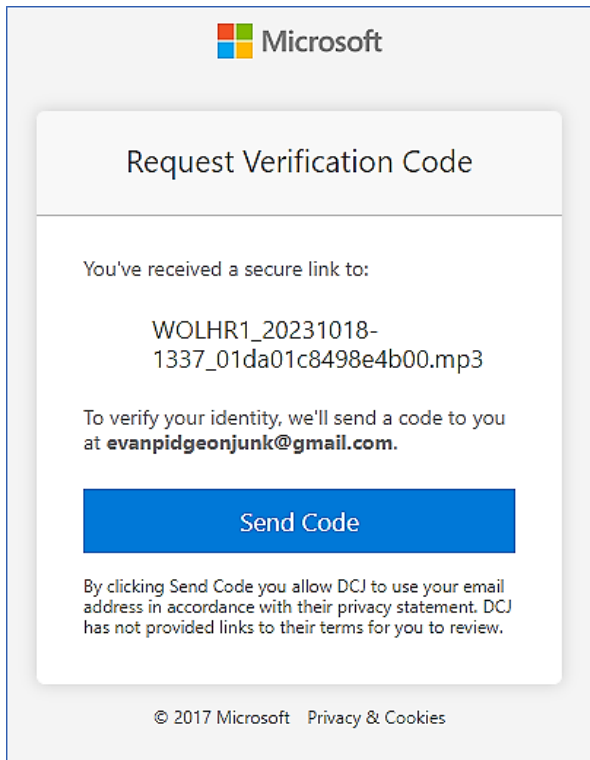
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Registrar  
epidge0



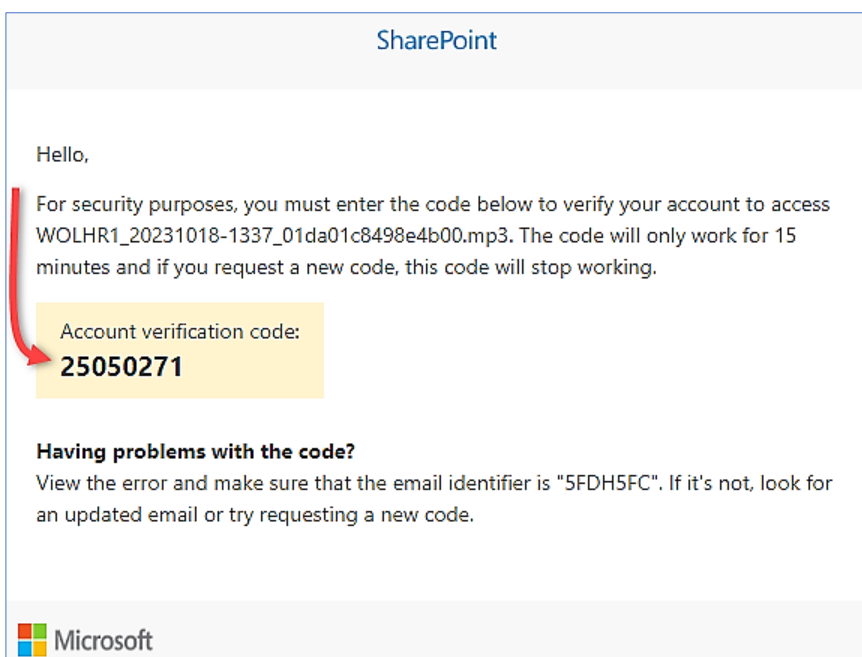
After clicking the link, or copying and pasting the link into your browser, you will be prompted to verify your identity.

Click '**Send Code**'.

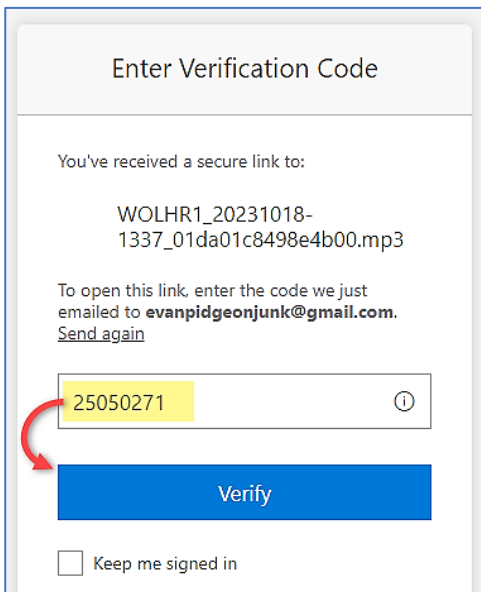


An automated email will be sent to the same email address.

Open the email and note down or copy the 8-digit code.



Return to the previous window and **enter the 8-digit code** from the email, then click **Verify**.

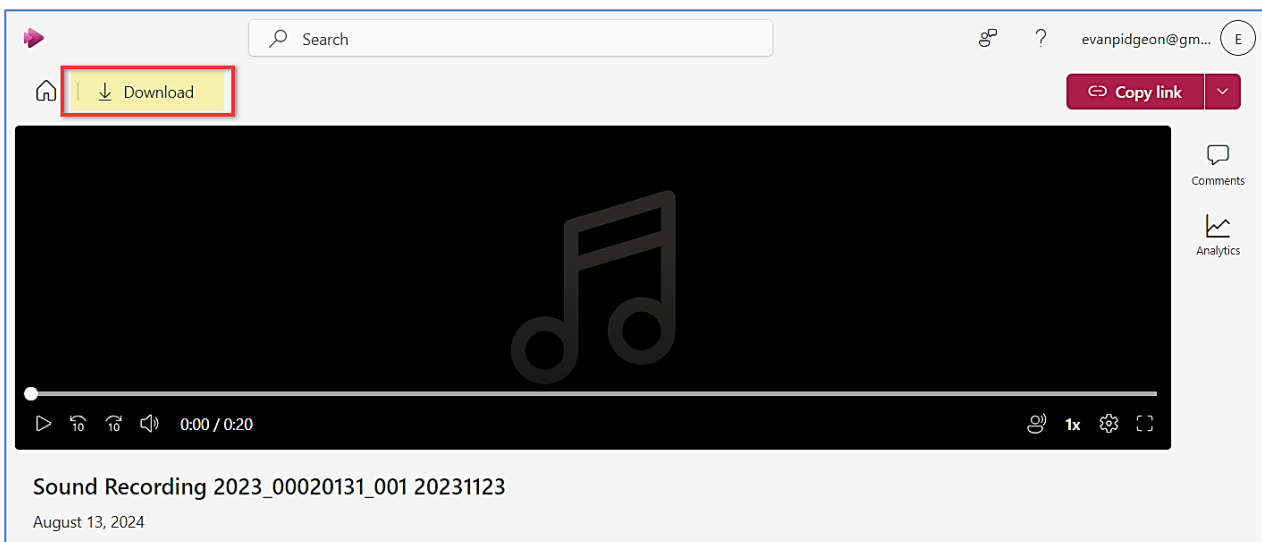


**Note:** The 8-digit code is only valid for 15 minutes. If you have not entered the code within 15 mins you must request a new code by clicking the ‘**Send Code**’ button again in the original email.

Once the code has been entered and verified, the shared file will open.

In most browser the sound recording will start to play automatically.

To download a copy of the recording, use the ‘Download’ link found at the top right of the page.



### Acceptable use and copyright of sound recordings

Sound recordings are subject to Crown Copyright. They must not be copied, published or uploaded to any website or social media platform without the express permission of the Tribunal. A party wishing to copy, publish or upload a sound recording must make an application to the Tribunal using the [Application for miscellaneous matters](#) (PDF , 71.2 KB) and ask for an order allowing the reproduction or release under section 9B of the Court Security Act 1995