
Before you begin: Access Library in the Education sandbox

The Education sandbox is a shared, cloud-based environment to help you learn about and experiment with MicroStrategy Web and Library.

Use the Education sandbox to complete various report and dossier exercises. Complete the steps below to access the sandbox.

- 1 In your browser, navigate to **education.microstrategy.com/MicroStrategy/servlet/mstrWeb**.
- 2 Log in to the sandbox with your **MicroStrategy Account** credentials.

Open the Tutorial project

- 3 The MicroStrategy landing page opens. Click the **MicroStrategy Tutorial** project.



MicroStrategy Tutorial

MicroStrategy Tutorial project and application set designed to illustrate the platform's rich functionality. The theme is an Electronics, Books, Movies and Music store. Employees, Inventory, Finance, Product Sales and Suppliers are analyzed.

Server name

The MicroStrategy Tutorial home page opens.

- 4 Click **Go to MicroStrategy Library**.
- 5 If prompted, enter your **MicroStrategy Account** credentials, and then click **Log in with Identity**.

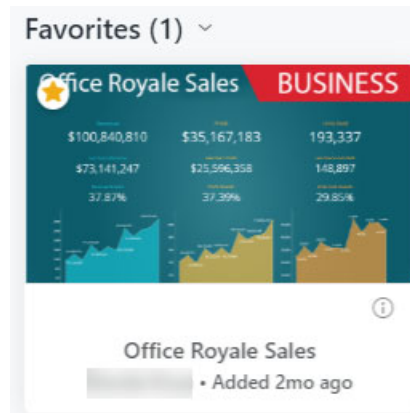
Your Library home page displays.

Exercise: Add a dossier to Favorites so you can easily find it

Because you frequently use the Office Royale Sales dossier, add it to the Favorites area in your Library.

Add a dossier to your Favorites

- 1 Access your Education sandbox Library. For a reminder on how to do this, see *Exercise: Open and start to explore the Office Royale Sales dossier*.
 - 2 By default, dossiers are sorted by the update date, so your Office Sales Royale dossier is toward the top of the Library. When you update other dossiers, however, it will get pushed further down in the list. Add it to your Favorites, by clicking the **Favorite** icon ☆ on the dossier.
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The dossier is now displays in the Favorites area.

- 3 You only want to view your favorite dossiers. Click the **Library** icon to open the sidebar menu.
- 4 Click **Favorites**. Only the Office Royale Sales dossier displays.

