SharePoint Training Agenda

1. Website:  https://libstaff.unl.edu

2. OneDrive

3. When accessing Sharepoint outside of work you will need to authenticate (unl-ad\yourname#)(password)

4. Opening files – click on a file to open it. You may be asked to “edit workbook/document.”

5. Saving files. The path you are looking for, to save files, is:

   you could also select “Computer” and save to your L: drive as usual. Please stay away from the UNL Sharepoint.

6. Deleting files. Select the file you wish to delete. Press the delete button on your keyboard or go up to “Files” and choose delete. Select several to delete several at a time.

7. Restoring a deleted file:
   Click on the settings icon.
   Click on Site Contents
   Click on Recycle Bin
   Check box next to file(s) you want to
   Restore and select “Restore Selection”
   You have 30 days to restore a file.
   You should not clean out your SharePoint Recycle Bin

8. To move a file, left click (hold the left click) and move the file to where you want it.

9. Editing Properties (Renaming files)
   To rename a file, click on the 3 dots by the filename, and again.
   Click on Edit Properties.
   Type in the new name and click Save.
10. Creating Folders: To create a new folder, click on any file or folder, click on library then click on “New Folder”

11. Sharing files: You can share files with other Library staff on SharePoint.

   Select the file/folder you want to share.
   Click on the 3 dots.
   Click Share.

   Choose to allow them to edit or just view.
   Note: You need to tell them if they only have view rights. SharePoint will not alert them to this fact.

Type in the person’s name.
Click on the correct name.
Click Share.

HUGE NOTE: IF YOU WANT SOMEONE TO EDIT YOUR SHARED FILES – THEY MUST OPEN THEIR SHAREPOINT WITH INTERNET EXPLORER AND NOT GOOGLE CHROME OR FIREFOX!! Otherwise they will save to the local C: drive and not back to your L: drive.

11a: Notifying someone you have shared a file/folder with them.

To alert someone you have shared a file or folder with them, either click on the 3 dots by the name and copy/paste the URL into Outlook or send them the file name and make them use the Global Search to find the file themselves.

11b: UnSharing a File/Folder

To remove shared permissions, click on the 2 people beside the shared file/folder.
Find the share you want to remove and click on “Stop Sharing” Save Changes and Close
11c: Sharing with multiple Staff/Faculty

To share files, with multiple people, either type in all their names, or type in the AD group associated with those people – e.g. CORS would be libr-cors

11d: If someone (with edit rights) tries to open a file, that you already have open, they will receive a message that the file is already open and who is editing it.

12. Check In / Check Out

If you have shared a file with someone and you have given them edit rights, you can lock them out of editing the file by:
Select/Highlite the file.
Click Library
Click on Check Out.
Once checked out, you will see a green arrow on the file icon.
Once you are done, check it back in.

13. Searching. Click on “Find a File” to search your files and folders (this will search your current folder)
    Click on “Search Everything” to search for shared files/folders and other.

14. In the upper left is a question mark. Use this if you need some quick SharePoint answers to questions.

FYI:

• Your L: drive still exists. At work, you can continue to use your L: drive as normal (unless you go to a different computer – this is only good for your main, work computer)
• When naming/renaming files, please do not use strange symbols or very long file names.
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- If you delete a file from your L: drive, you can restore it from your desktop recycle bin icon.

Yet More:

YM1: If you are away from your main computer and you want to bring up your L: drive (the old way – with Windows Explorer), you need to:

Click: “Library” and “Open with Explorer”   NOTE! This only works in IE (not Chrome for Firefox)

YM2: Bread Crumbs: As you go into folders – how do you get back to the main Documents Folder?

You can either click on the browser’s back button or click on the bread crumbs. In the example below I am in the Supervisor directory, to get back to the Documents folder, click on Documents.