

How to utilize SharePoint shares



Over the next few days and weeks we will be moving all shared files to SharePoint for easy accessibility everywhere. This document is intended to make that transition as easy as possible.

You will be receiving invitations to SharePoint Sites – It is probably easiest to think of these as folders (and will be named after existing folders). **It is critical that as soon as you get an invitation to a site you stop using the DropBox/Windows/OneDrive/etc. folder of the same name and start using the SharePoint site.** Anything saved to the old folder after that point will be lost when the transition is complete. (Obviously we will do our best to make sure that doesn't happen but switching will guarantee nothing is lost.)

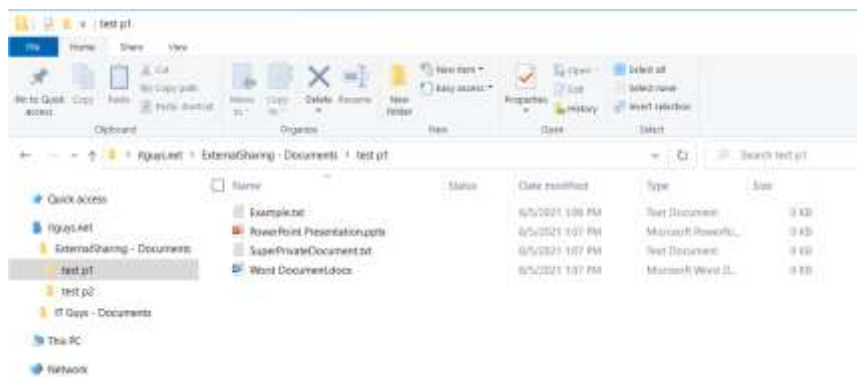
When you are invited:

You will receive an email invitation to each SharePoint Site that will give you a link to the site. When you follow that link you may need to sign into Microsoft 365 with your email and email-password, after which you should see a page with this at the top:



- Click the star labeled “Not Following” in order to follow the site and make this page easier to find in the future.
- Click Sync to make the files accessible on your computer.
- Click the button to allow the website to open OneDrive on your computer.

If you have not synced a SharePoint or OneDrive site before, you will get a blue cloud icon in the task tray near your clock. You will also get a new folder in your File Explorer with a building icon next to it. This building-folder is the root of all SharePoint folders that you are a member of. Each will be labeled Name_of_the_site – Documents.



If you need to access these documents on another computer, you can always sign into office.com and click on the SharePoint logo to see all the sites that you are following.



Once you get to the site you are looking for, you can click “Documents” on the left menu to get to your files and folders. If you open a document online, it will by default open in Office Online. If you prefer to use the apps on your computer, you can right click the document, hover over Open and “Open in app”.



You will sometimes be disconnected from SharePoint and need to sign in again. This is signified by a red X over your cloud icon. (NOTE: if you do not see it by the clock, it may be under the ^ icon.



To sign in again, simply click the cloud icon, click Sign In, and if requested, use your work email address to sign in.

As always, if you have any questions, please feel free to reach out to us at helpdesk@itguys.net