Getting Started: Office 365 SharePoint

modern**networks**

What is SharePoint?

SharePoint is a collaborative platform which allows you to store, search and manage files and folders.

These files and folders can be restricted to certain users based on permissions as required.

SharePoint is a cloud based service which means you can access it anywhere in the world on any device as long as you have an internet connection.

SharePoint is the perfect way to work on documents with your colleagues.

## Accessing SharePoint

SharePoint in your browser

You can access your SharePoint site by signing into the Office 365 Portal using the following link: https://office.com

Once signed into the Office 365 Portal in your browser, you will see the SharePoint application. You can also access SharePoint by clicking on the squares and selecting SharePoint from the list of applications.
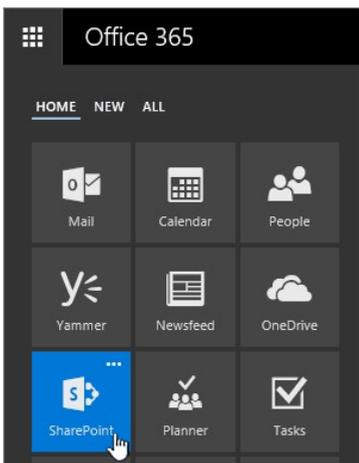
Attach a file from SharePoint in Outlook

Go to the '**Attach File**' option as you normally would, then hover over the '**Browse Web Locations**' option and your SharePoint site as well as your OneDrive folder will show up as options to select files from.
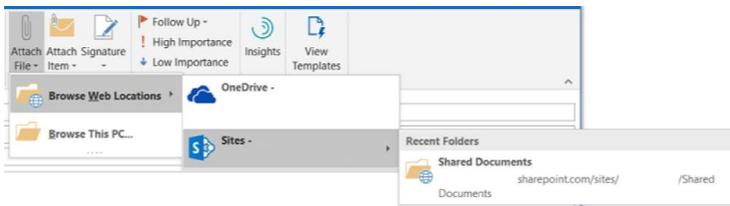

From here you can attach any of the files on your SharePoint site. You will be prompted to share a link or attach the file as a copy.
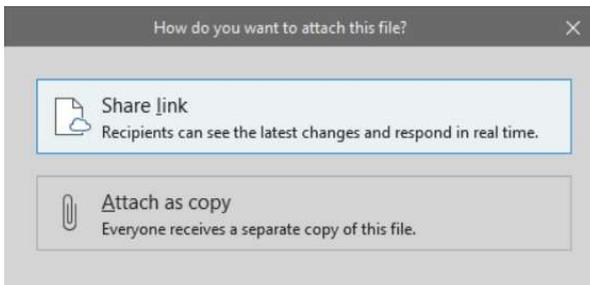
Save an email or attachment to SharePoint

If you want to save an email or an attachment you've received in an email to your SharePoint Site, you can click on the email/attachment and drag and drop it into the location you want via the **Microsoft Edge** browser.
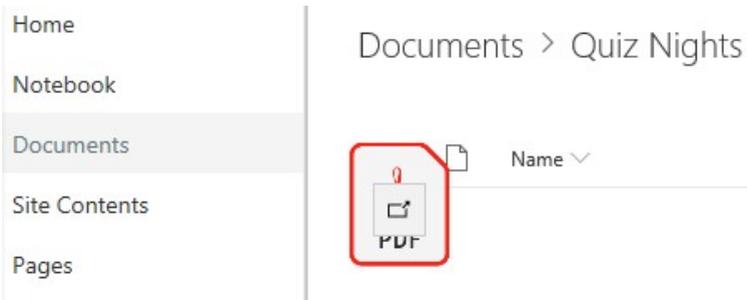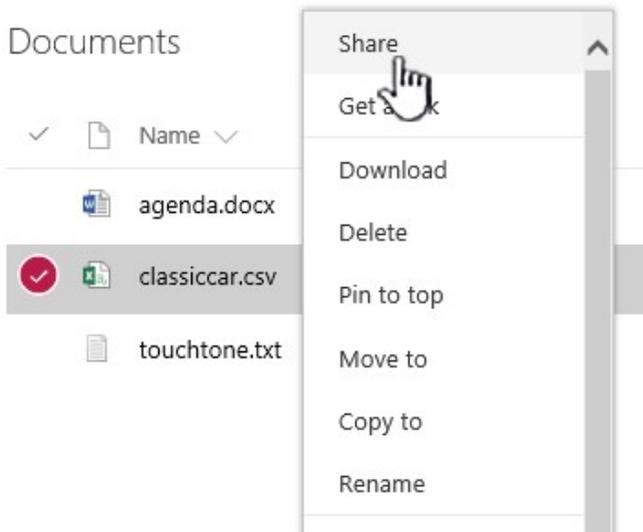

This currently only works on Microsoft Edge which is set as your default browser.
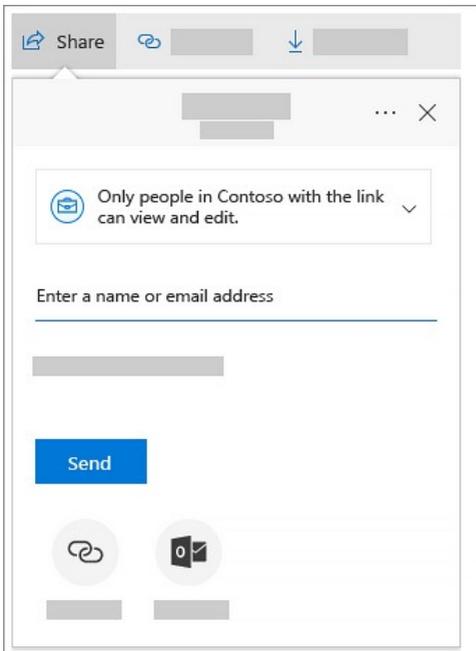
Sharing a file from your SharePoint Site

Select the file or folder you want to share by clicking the tick box to the left of the file/folder name.

Hover over the file or folder and select the three dots ⋮ to the right of the file or folder name.

Then click the '**Share**' option.

You can then select who can access the link and if they can edit what you are sharing.
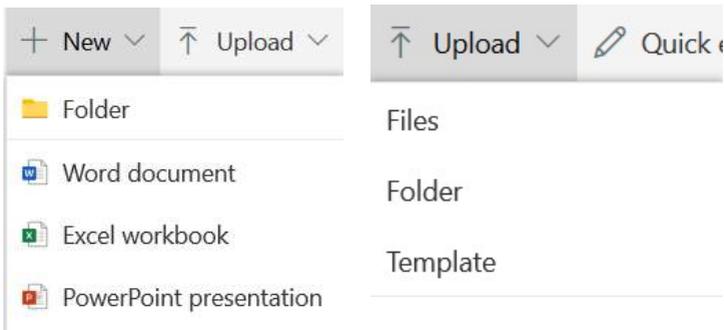

This is where you enter the name or email address of the person you are sharing the document with.

There is also an option to add a small message before you send it.

Adding documents to your SharePoint Site

When you are in your SharePoint site, you can create new files and folders and upload existing files and folders.


Once your documents are on SharePoint you can access your documents from anywhere on any device with an internet connection.

Working on documents

You can easily open your documents and work either in the browser using Word Online, or the Word application on your PC.

Click the document you want to work on and select '**Edit Document**' to select either Office Online or the Office application on your computer.
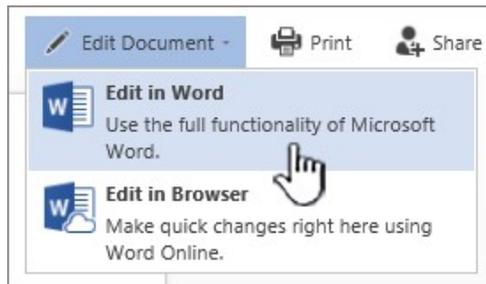
Office Online has slightly limited functionality in comparison to the Office applications on your computer.

Working with others

SharePoint is great for collaboration. You can easily see who has made changes to documents using version history.
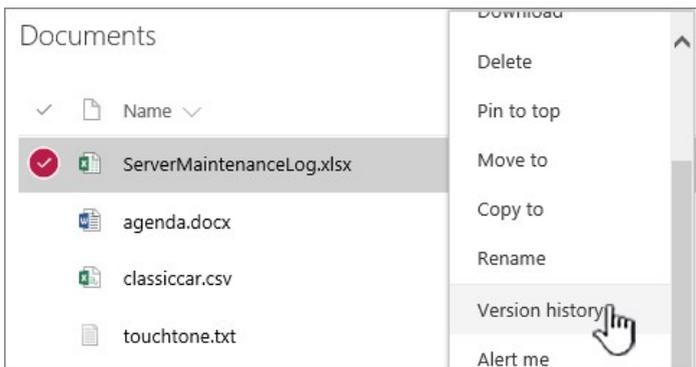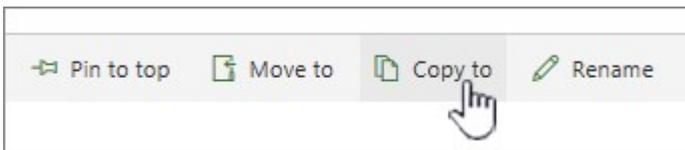

You can even work on the same document at the same time with your colleagues.

Copy and move files and folders

In SharePoint online you can use the '**Copy to**' or '**Move to**' buttons to copy or move files and folders.

Select the file or folder you want to copy and the options in the image above will appear and allow you to copy or move the files or folders to the desired location

Searching for documents

To search for something, type into the '🔍 **Search**' box in the top left of the page.

You can search for files and folders but you can also search for files that have been modified by colleagues.

For example if you are unable to find a document that you have been working on, you can search for your name and it will display all the documents you've recently worked on.

modern**networks**