

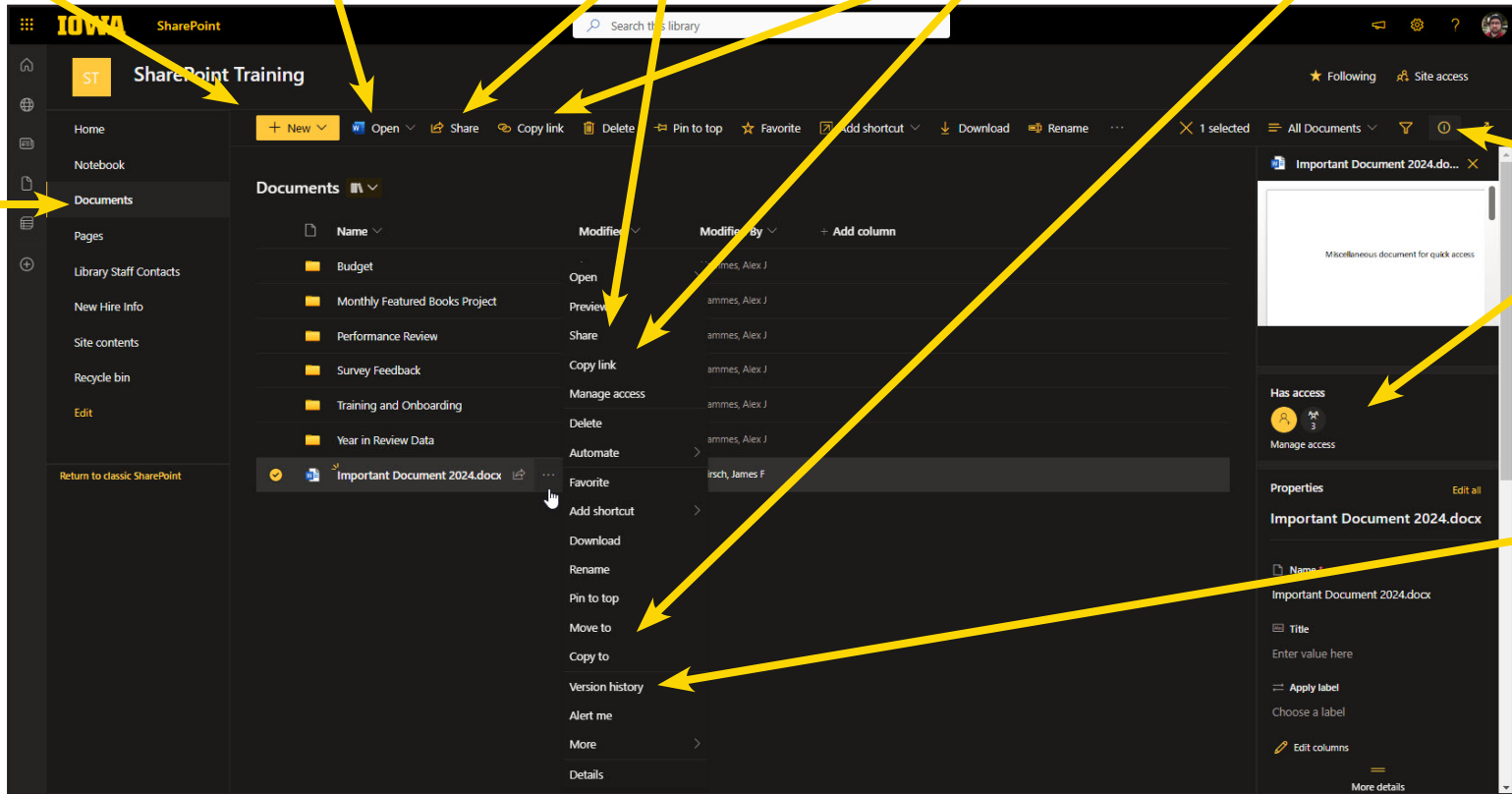
# SHAREPOINT ONLINE: WORK WITH AND MANAGE FILES

## WORK WITH FILES

Select a site from the SharePoint start page through office365.uiowa.edu or enter the site's direct URL into your web browser. Then click on Documents in the left navigation pane.

- New:** Create a brand new file all from within SharePoint.
- Open:** Open and edit a file online or in a desktop app.
- Share:** Share files directly from OneDrive. Files are private until shared.
- Copy link:** Get a link to the selected file to include in an email or site.
- Move to/Copy to:** Move or copy a file to another destination - or drag and drop!

**Documents:** View and work with the files stored on a SharePoint site.



**Information Pane:** See file information & recent activity. Manage file access permissions.

**Sharing status:** See which files are being shared and who they're shared with.

**Version history:** View different versions of the file and see who made the changes.

## LEARN MORE

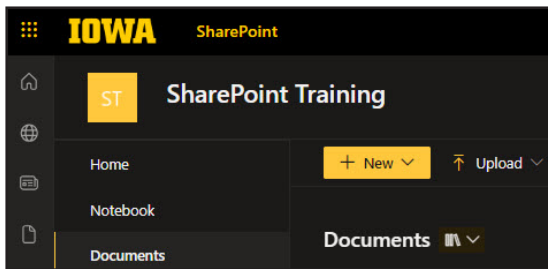
⇒ [ITS-TRAINING@UIOWA.EDU](mailto:ITS-TRAINING@UIOWA.EDU)

⇒ [ITS.UIOWA.EDU/SERVICES/SHAREPOINT-ONLINE](https://ITS.UIOWA.EDU/SERVICES/SHAREPOINT-ONLINE)

# SHAREPOINT ONLINE: WORK WITH AND MANAGE FILES

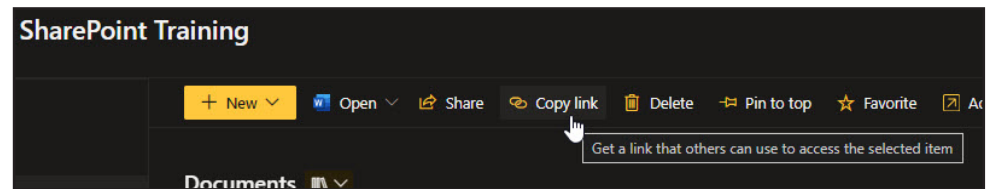
## ⇒ CREATE/UPLOAD FILES AND FOLDERS

You can add New or existing files and folders from your device. In SharePoint, click Upload > Files or New > the type of document you'd like to create. Otherwise, select a location in OneDrive and drag and drop files or folders from File Explorer.



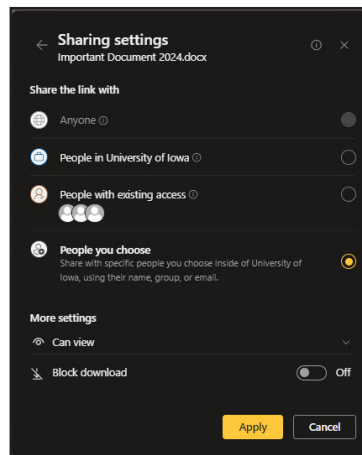
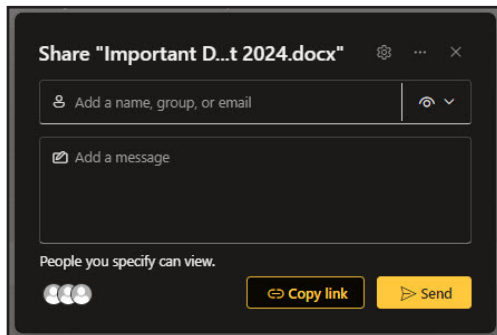
## ⇒ COPY LINKS

Copy a link to a file to share it anywhere. Select a file and then click Copy link. Then paste the link in an email, Teams chat, webpage, or wherever else you would like to share the file.



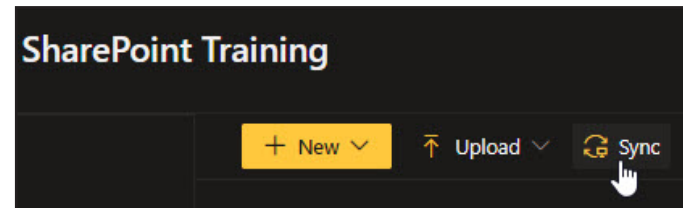
## ⇒ SHARE FILES

Select a file and then click Share. You can grant Edit or View permissions for recipients and set time limits on a file to specify when it will no longer be accessible.



## ⇒ SYNC FILES AND FOLDERS

Sync your files and folders to your File Explorer if that is your preferred method of accessing them. Navigate to a document library on a SharePoint site and click Sync.



## LEARN MORE

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