

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.

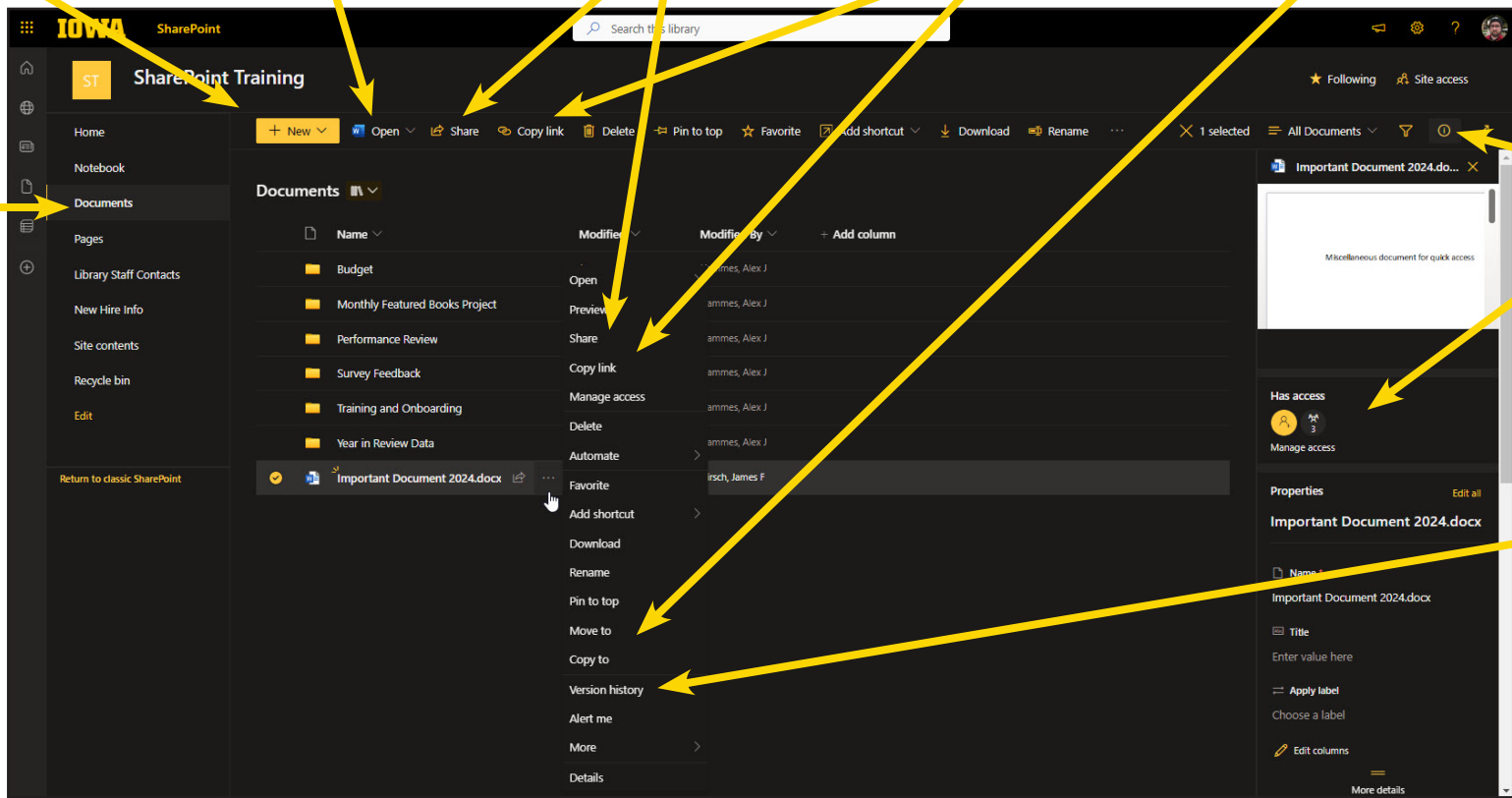
Move to/Copy to:
Move or copy a file to another destination - or drag and drop!

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.

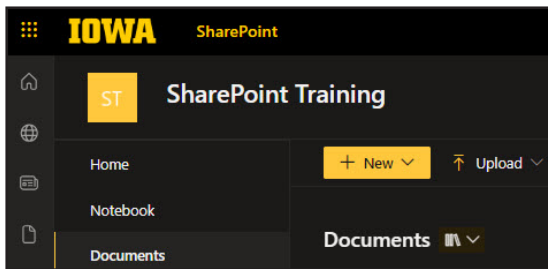


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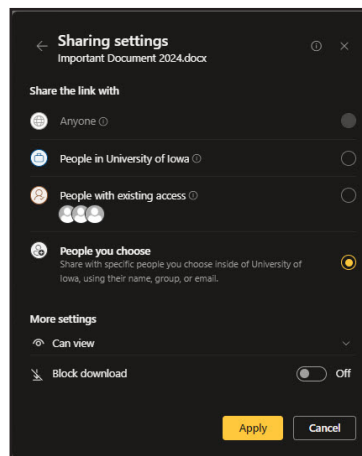
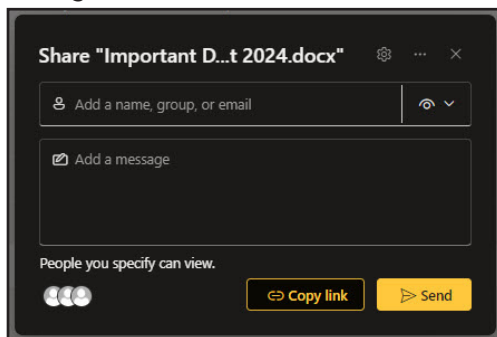
➔ CREATE OR UPLOAD FILES AND FOLDERS

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.



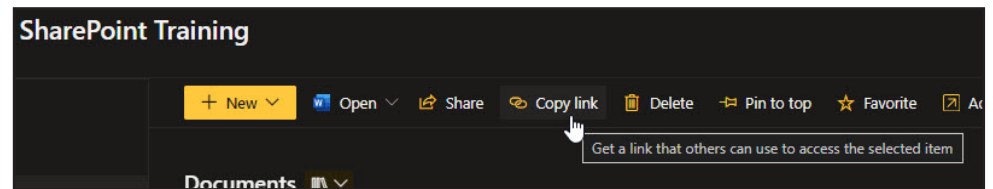
➔ SHARE FILES

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.



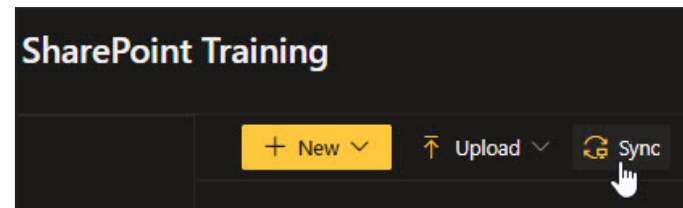
➔ COPY LINKS

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.



➔ 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.



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