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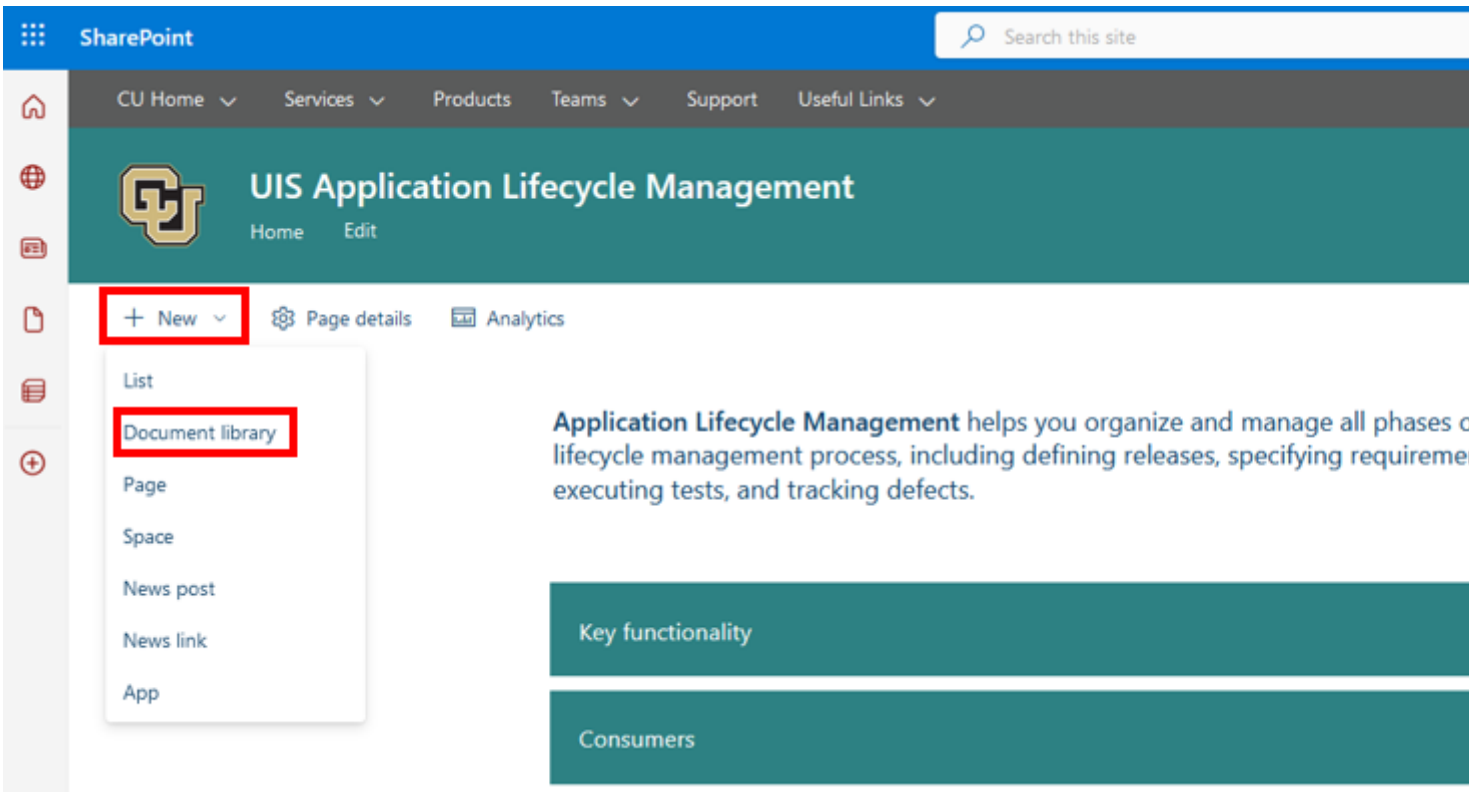
Using SharePoint for reference documents [1]

July 22, 2024 by ES and UIS Communications [2]

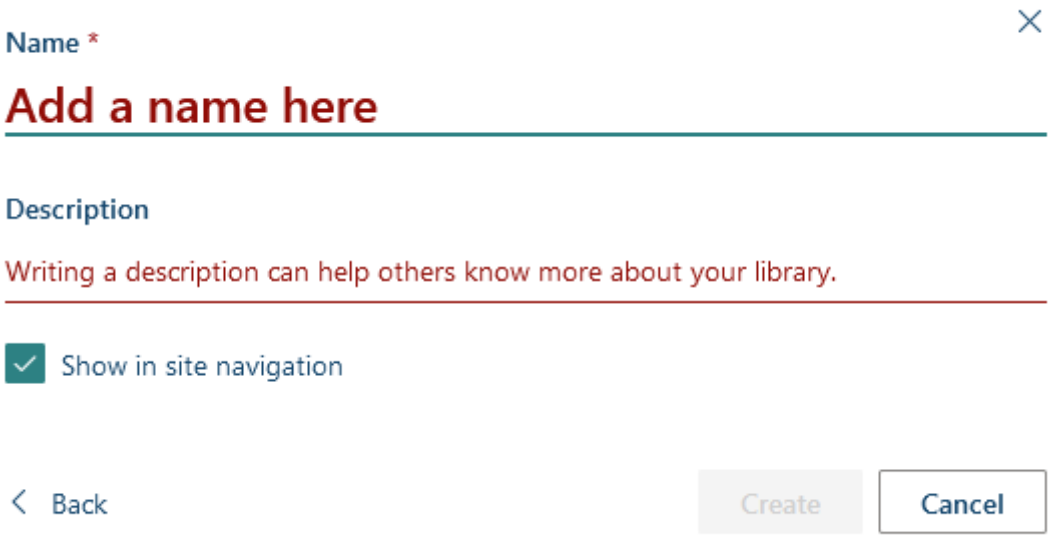
SharePoint is Microsoft's tool for storing, organizing and sharing documents. You can create a document library for your team or department with access from any device. You can update access for people to collaborate on documents.

Creating a SharePoint document library

1. Go to the SharePoint site where you want to create a new document library.
2. On the menu bar, select **New**, and then select **Document library**.



3. Enter a name for the new library.



4. Select **Create**.

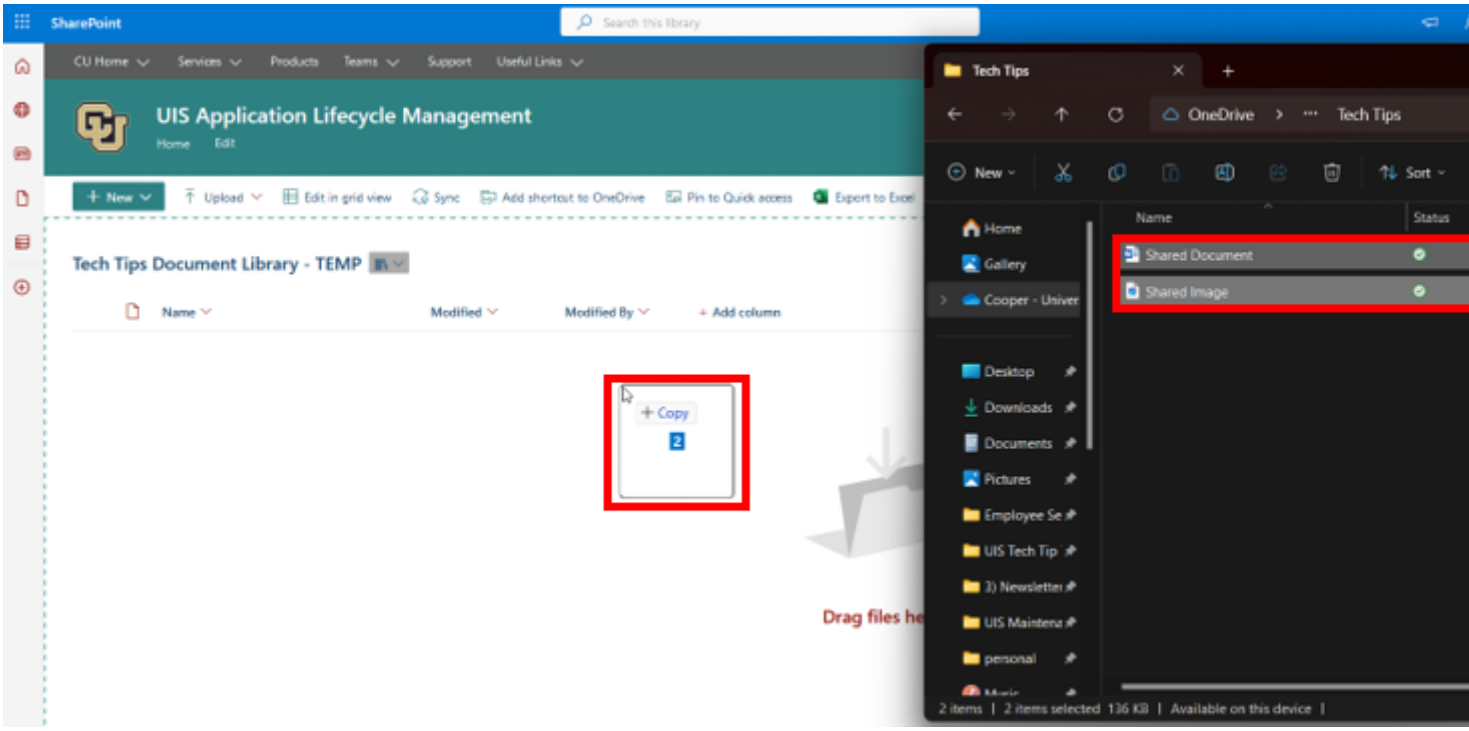
Uploading files and documents to a SharePoint document library

1. Open your newly created SharePoint document library.

2. Open **File Explorer**.

3. Navigate to the folder with the documents that you want to upload.

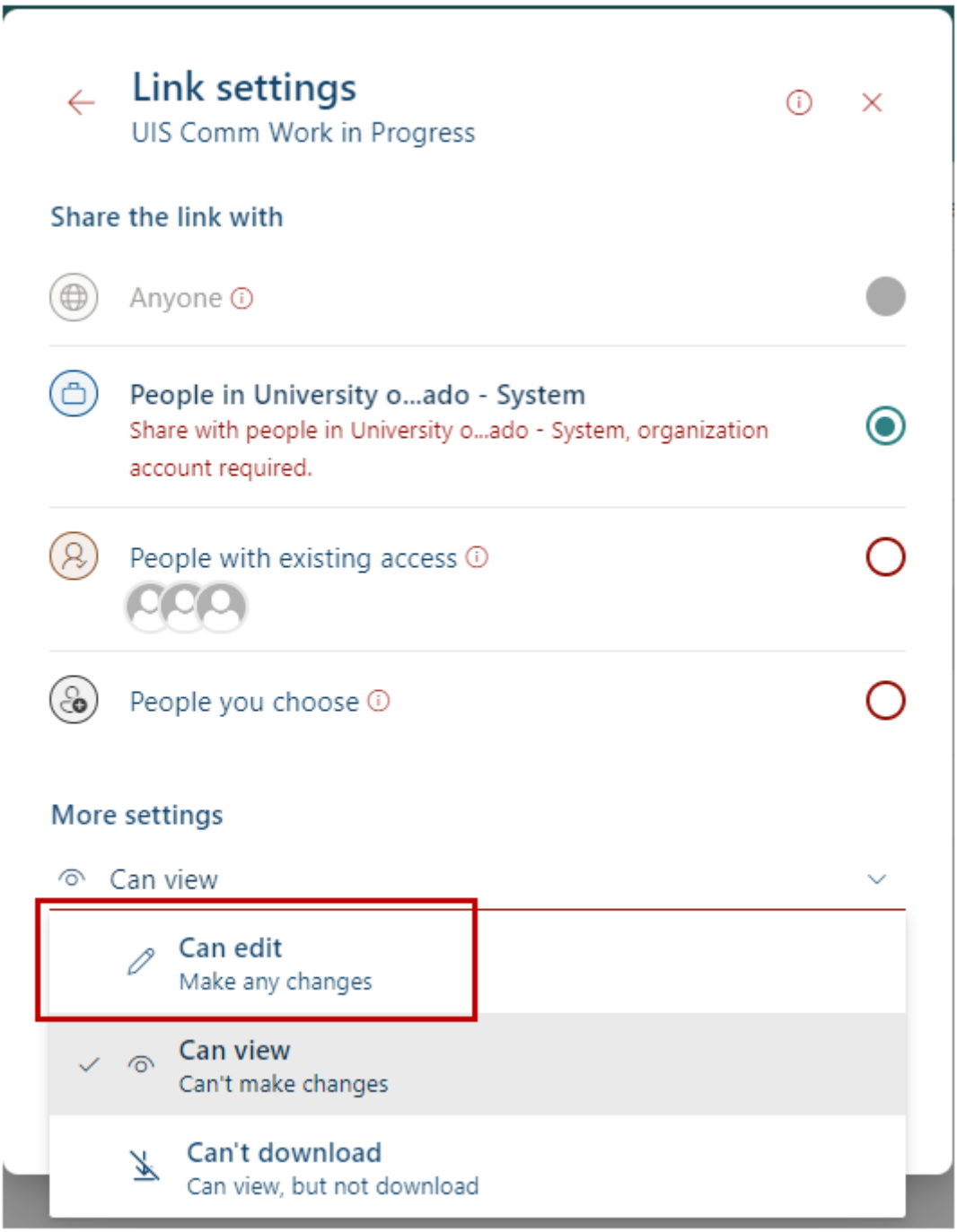
4. Drag and drop the files to the SharePoint library. The library shoudl display a highlight when you hover the file over it.



5. You should see your files appear in the document library.

When sharing a document from a SharePoint document library, be sure to check the settings before copying the link. You may want to change it from the default **People in the University of Colorado System** to **People with existing access**. Under **More settings**, you can change **Can view** to **Can edit**.

Note: If you share a link to a document before you've changed the settings, the link will not reflect any later setting changes. Make changes and then copy the link.



SharePoint [3], file sharing [4]
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