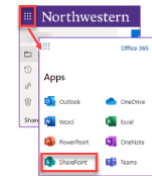


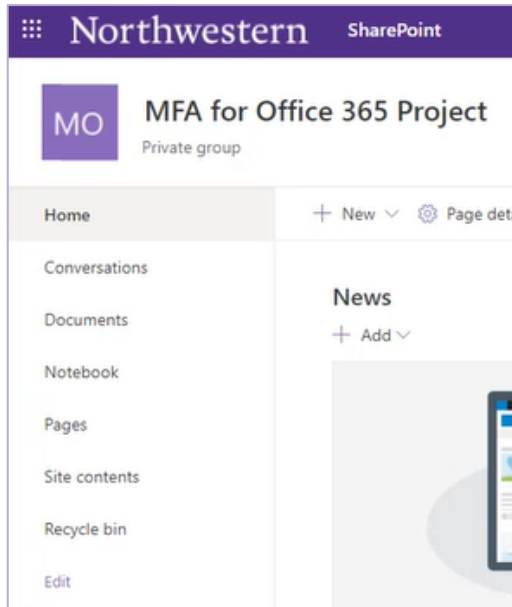
SharePoint is a cloud-based document management and storage system that you can use to collaborate with colleagues. Because SharePoint is based in the cloud, you can access your files and folders from any location, and you do not have to worry about losing your files/folders. While OneDrive is typically used for personal work or school files/folders, SharePoint is used as a collaborative space for sharing files/folders with colleagues. This guide is created to assist you during the Box Transition Pilot.

### Accessing Microsoft SharePoint

1. Log in to SharePoint at <http://sharepoint.northwestern.edu/>
2. You may be prompted to authenticate with your NetID and password via Multi-factor Authentication (Duo).
3. Select the waffle icon in the top left corner of the page. Select the SharePoint Application



### SharePoint Navigation Overview



**Navigation:** Use the navigation in the left-hand side folder to navigate to different pages within SharePoint.

Folder Pane	Definition
Home	Go to the Home page to see site wide updates and information.
Conversations	View and manage conversations via Yammer social network to share ideas.
Documents	View and manage all documents and folders.
Notebook	View and manage your online version of OneNote.
Pages	View content displayed on individual pages on the SharePoint site.
Site Contents	View and manage the libraries, lists, applications and subsites.
Recycle Bin	Find recently deleted materials.

## SharePoint Overview

**OneDrive vs. SharePoint:** SharePoint is used to collaborate on and share files with others. OneDrive is typically used to work on individual files and materials. Once an individual is ready to collaborate on a document or share a document with others, the file can be moved to SharePoint for easier collaboration.

### Toolbar:

Create, Upload, Sync, or Automate files into your SharePoint from the toolbar.

### Folder Pane Navigation:

Use the Folder Pane navigation to view files, shared files, and access recycled files.

The screenshot shows the SharePoint interface for a site named 'MFA for Office 365 Project'. The interface includes a top navigation bar with the 'Northwestern SharePoint' logo and a search bar. Below the navigation bar is a toolbar with options like '+ New', 'Upload', 'Edit in grid view', 'Sync', 'Add shortcut to OneDrive', 'Export to Excel', 'Power Apps', and 'Automate'. The main content area displays a 'Documents' library with a table listing files. A left-hand 'Folder Pane' shows navigation options like 'Home', 'Conversations', 'Documents', 'Shared with us', 'Notebook', 'Pages', 'Site contents', and 'Recycle bin'. A right-hand 'Profile & View' pane shows user information and view options. Callout boxes with arrows point to these specific areas, providing instructions on how to use them.

Name	Modified	Modified By	Add column
General	December 5, 2019	CS O365 Admin	

### Search:

Use search to find a specific document in your SharePoint.

### Profile & View:

Select your profile icon to log out. Select the icons below to filter and customize your folder view.

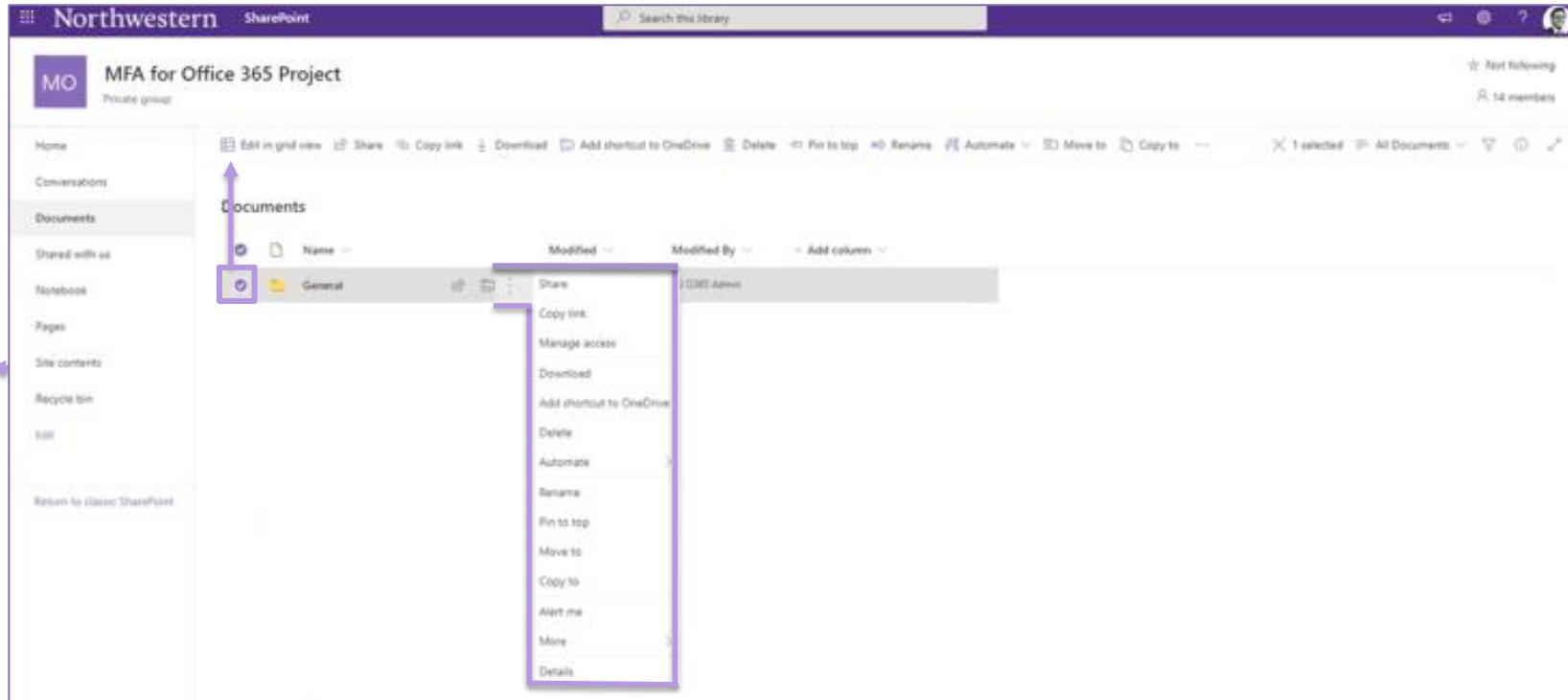
### My Files:

View your files and folders and corresponding information. Validate that your files have been copied into SharePoint.

## SharePoint Overview

### Circle Icon:

Select the circle to the left of the file/folder. By selecting the circle, the toolbar displays new options of how you can interact with the file/folder (New, Share, Copy Link, etc.). Clicking into a folder will allow you to show more options such as Sync.



### Ellipses:

Select the vertical ellipses to receive more options for the file or folder. By selecting the ellipses, you can: share the document, receive a link to share the document, download, delete, move, copy, or rename the file/folder.

## Questions & Troubleshooting:

If you have questions about the information in this quick reference guide, please contact your local IT support staff or contact the IT Service Desk via email at [BOX-Migration@northwestern.edu](mailto:BOX-Migration@northwestern.edu) or call 847-491-4357 (1-HELP).

