

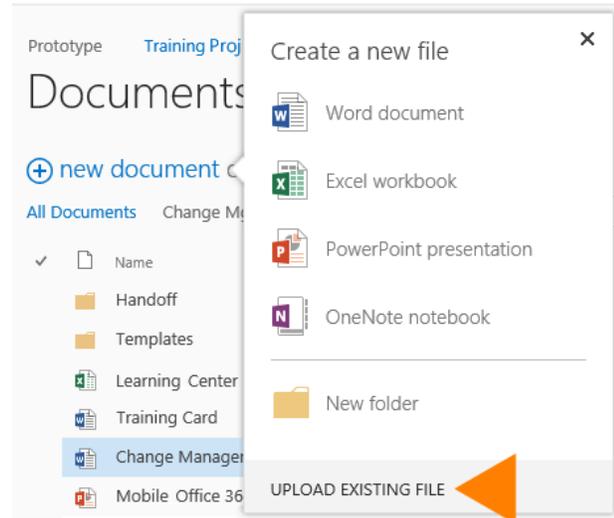
# Store and share documents on a team site



## Quick Start Guide

### Upload a document to a team site

1. Go to the document library on your team site. You can usually do this by selecting the **Documents** link in the left navigation area.
2. Click **New document > Upload existing file**.
3. Browse to the document that you want to upload, select it and click **Open**.
4. Click **OK** on the **Add a document** dialog.



### Upload multiple documents to a team site

1. Go to the document library that you want to add documents to.
2. Open File Explorer and adjust the window size so that you can see both your team site library and the Explorer dialog on the screen.
3. Browse for and select the documents you want to upload to the site, and drag them to the team site library. You can move files to library folders as well.

### View and edit files on a team site

#### To view and edit documents in the browser

1. Go to the document library you want to work in.
2. Click the document name, and the file opens in the browser version of the Office application.

You can work as you normally would in your document, and when you save it, it is automatically saved to the documents library you are working in.

#### To view and edit documents in the application

In the document library you are working in, select the file you want to view or edit, and click **Edit document** on the **Files** tab of the ribbon.

The document opens in the appropriate application of the document type.

### Create a new document on a team site

1. Go to the document library that you want to create a document in.
2. Click **New document**. Depending on your environment, you may have the option to create one of several supported Office documents.
3. Click the type of document you want to create, and type a name for the document in the dialog that appears.
4. Click **OK**. The new document opens in the browser version of the Office document type you selected.

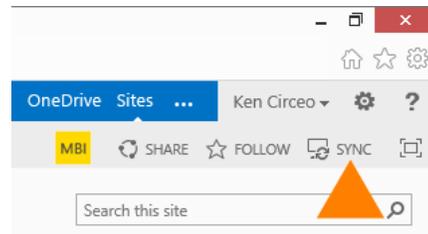
## Share a folder or file in a team site library

1. In the document library you are working in, click the **ellipses** (...) next to the item you want to share and then click **Share** on the callout that appears.
2. Enter the email(s) for those you want to share the folder or document with and select whether you want to grant the person read or edit permissions.
3. Click **Share**. An email is sent to the person you are sharing with alerting them that they can access the document or folder on your team site.



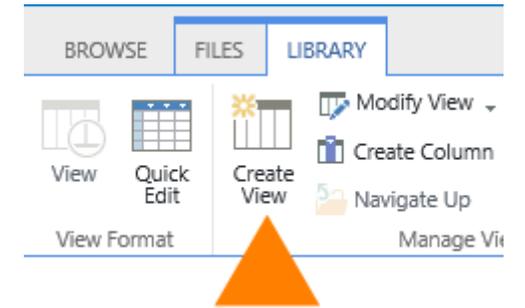
## Sync a team site library to your computer

1. Go to the library and then click the **SYNC** button at the top of the page. This opens the Sync Library wizard, and automatically recognizes name and web address of the team site library.
2. Click **Sync Now** to start syncing the library.
3. Click **Show my files** in the dialog box to open your synced library folder in Windows Explorer. In Windows Explorer, the synced library folder is placed in the SharePoint Libraries folder. The synced library folder uses the name of the site library.



## Create a view to see specific items in your team site library

1. Go to the library you want to work in. Click **Create View** on the **Library** tab of the ribbon.
2. Click the format, such as **Standard View**, or an existing view that you want to base your view on.
3. In the **View Name** box, type the name for your view. Select **Make this the default view** if you want to make this the default view for the library. Only a public view can be the default view for a library.



### Settings > Create View ⓘ

Name

Type a name for this view of the document library. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.

View Name:

Feature View

Make this the default view  
(Applies to public views only)

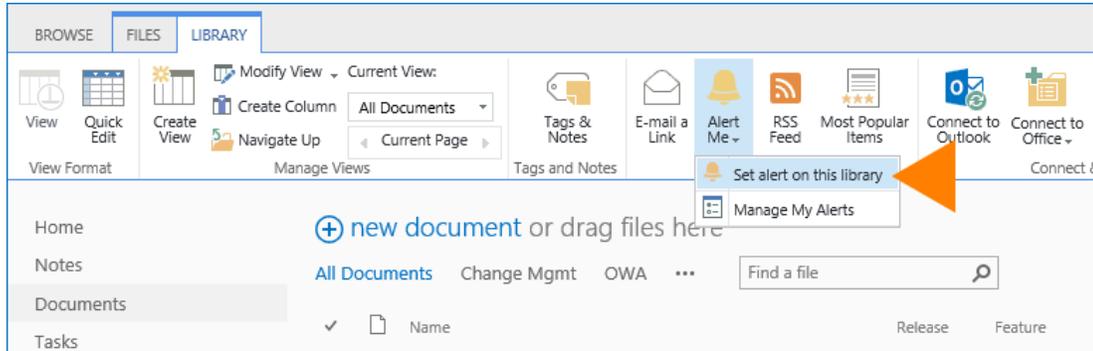
OK

Cancel

4. In the Audience section, under **View Audience**, select **Create a Personal view** or **Create a Public view**.
5. In the **Columns** section, select the columns that you want in the view and clear the columns that you don't want to view. Next to the column numbers, select the order that you want to columns to appear in the view.
6. Configure the other settings for your view, such as **Sort and Filter**, and click **OK**.

## Get notified when a document changes

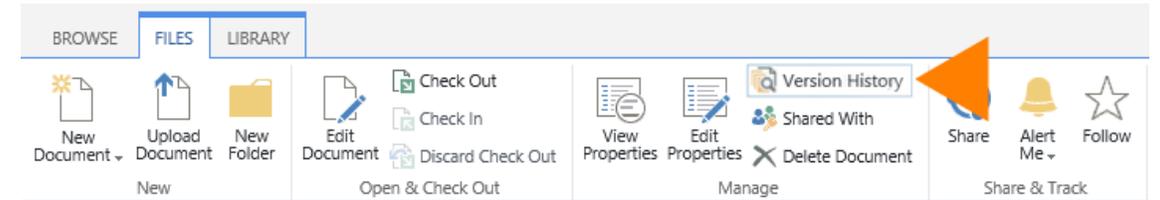
1. In the library where you want to create the alert, click the Library tab on the ribbon.
2. Click **Alert Me > Set alert on this library**.



3. On the New Alert page, in the **Alert Title** section, change the title for the alert if you want. The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
4. If the **Send Alerts To** section is available, enter the user names or email addresses of people you want alerts to be sent to.
5. In the **Delivery Method** section, select the method you want for your alerts.
6. If the **Change Type** section is available, choose the types of changes that you want to be notified about.
7. In the **Send Alerts for These Changes** section, specify whether you want to be alerted for all types of changes, or for specific changes, such as when someone changes an item that you created or recently changed.
8. In the **When to Send Alerts** section, choose how frequently you want to receive the alerts, such as immediately or in a daily or weekly summary, and at what day or time.
9. Click **OK**.

## See a previous version of a document

1. Select the document in the library you want to see previous versions of of.
2. If there are previous versions of the document and versioning is enabled on your system, click **Version History** on the **File** tab of the ribbon.



## See the edit history of a document

Click the **ellipsis (...)** next to the document in a library. The callout window displays the name of the person who last changed the document and the date of the change.

