SharePoint Instructions

SharePoint Access

Please use the following link to access SharePoint:
https://oregonstateuniversity.sharepoint.com/sites/AATestTEAM

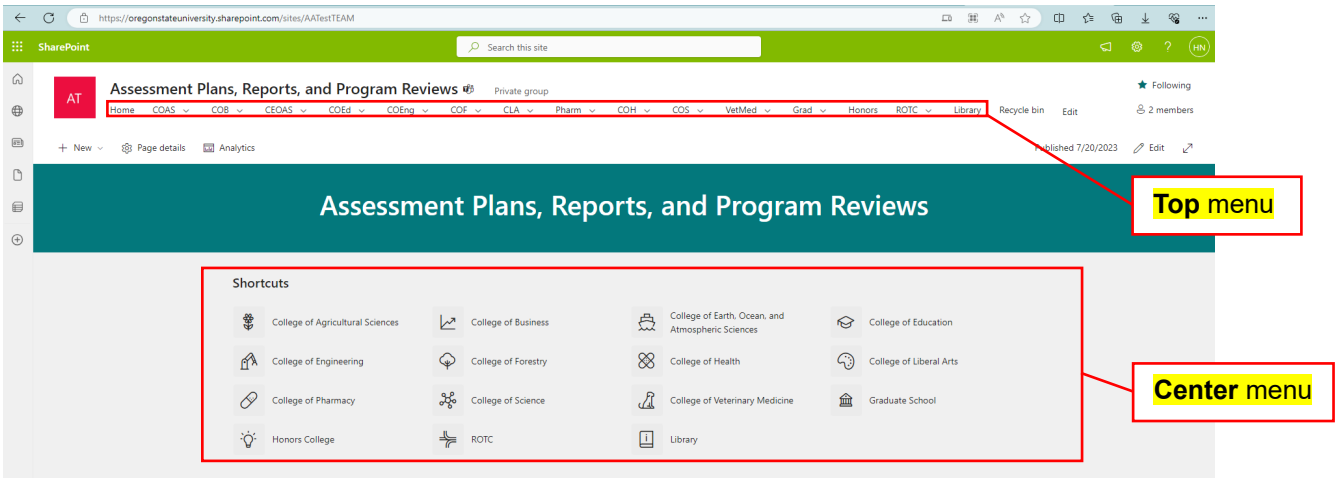
You will use your ONID email address and password to access SharePoint.

Site Navigation

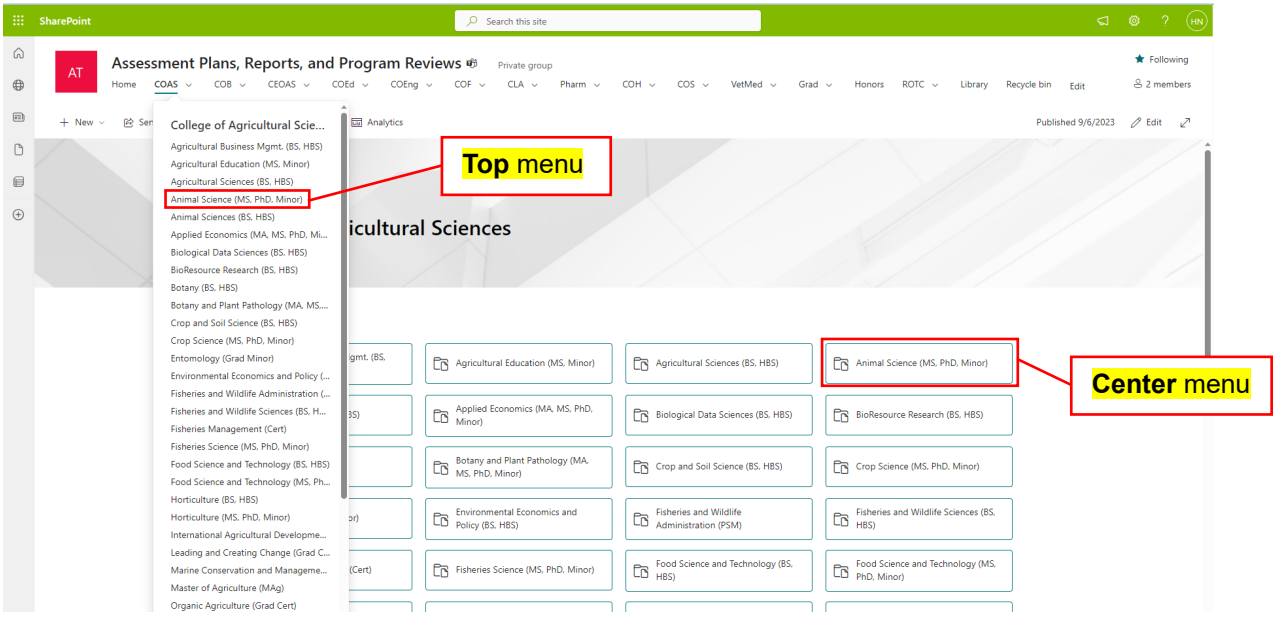
The new SharePoint site uses both top and central menus for navigation. Use either the top navigation bar or center menu to navigate first by college, then by program.

Access is limited by program, so you will only be able to navigate to your own program's document library.

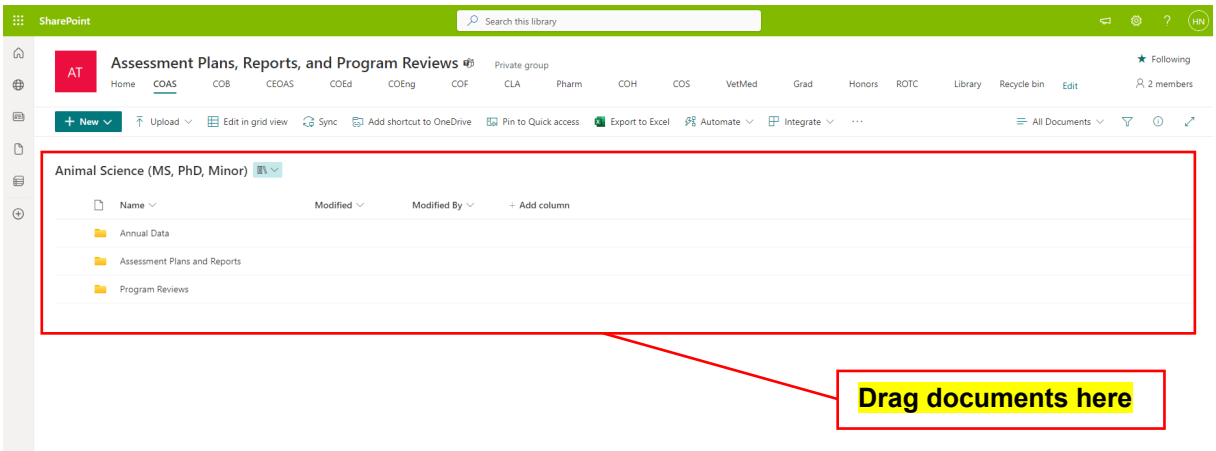
Step 1: Select a College



Step 2: Select a Program

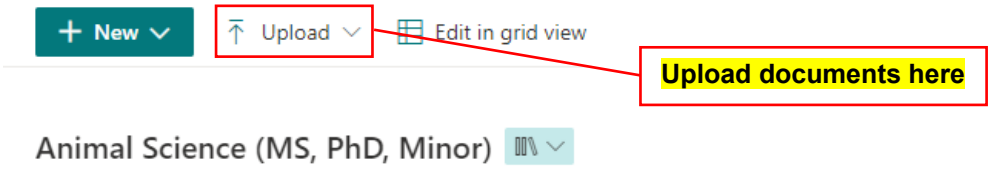


Step 3: Upload Plans and Reports to Document Library



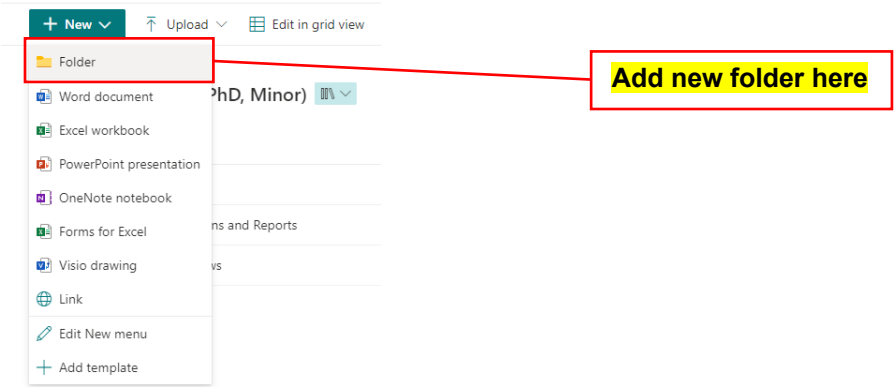
The easiest way to upload a document is to “drag” the document into the middle of the screen. Documents can be pulled singly or in groups anywhere within the red box.

Documents can also be uploaded by choosing the option for the tool bar:



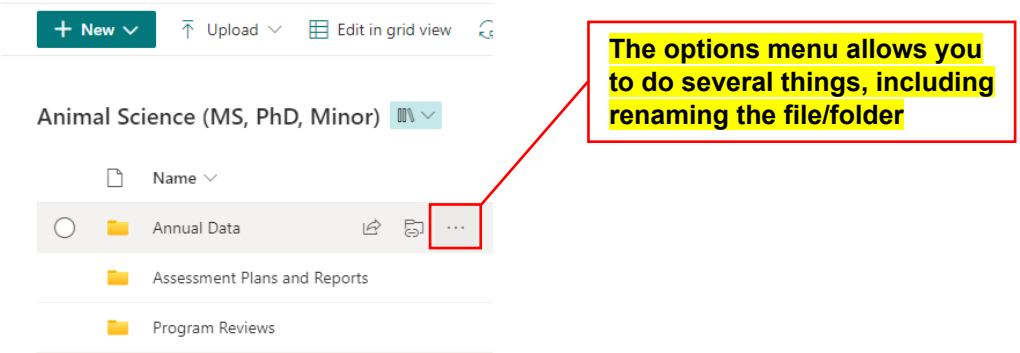
Site Organization Tips

- If you would like to add folders to your page, select the “New” button on the tool bar and select “Folder”:



- Files already in SharePoint, can be dragged into the folder of your choice.

- If you need to rename a file or folder, hover the mouse over the title and select the options menu:



For additional information or help with SharePoint, please contact Heath Henry at heath.henry@oregonstate.edu.