1. Accessing Your InfoShare Site

a. Open Internet Explorer (suggested browser) and enter the address http://infoshare.liu.edu



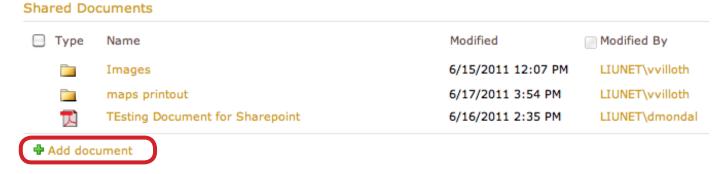
b. When prompted, enter your LIU user name and password.



c: Click on the department/team site that you have access to. Every user has unique permissions, which regulates which sites they have access to. The type of access may vary depending on the site or department you are working on.

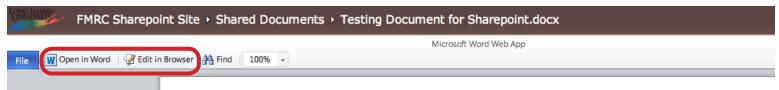
2. To Add a document

To add a document to the Shared Documents library, click the **Add document** link. Browse to the document in the new window and click **ok**.



3. To Edit a document

Click on the document and you will have the option of editing in a browser or in it's corresponding Office application.



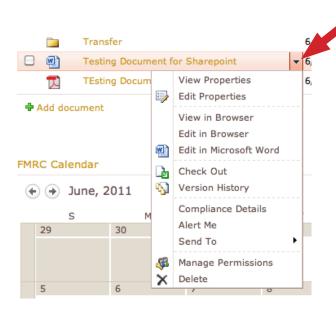




InfoShare

SharePoint User Guide

More options are available when you point and click the down arrow next to the file name.

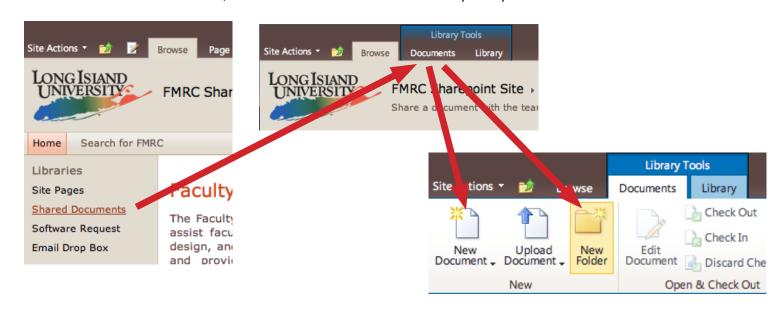


- Click **Edit Properties** to rename the document.
- Click Edit in Microsoft Word and the Word document opens up, for you to edit and save.
- You can choose to Edit in Browser if you don't have Microsoft Word on your computer.
- Click Check Out and other users will be be alerted that the document is being edited. After you have checked out a document, edited it, and saved the changes, select Check In on the down arrow. This will check the document back in for others to work.
- Click Alert Me to receive e-mail alerts when changes are made to the document.
- Click Send To to send someone a link to this document in an e-mail message.
- Click **Delete** to delete the document.

4. To create a new folder or document

Click on the required document library from the Quick Launch bar on the left. Click on the **Documents** tab on the top bar.

- To create a new folder, click on New Folder in the top ribbon, give it a name and save.
- To create a new document, click New Document. This will open up a new document in Microsoft Word.

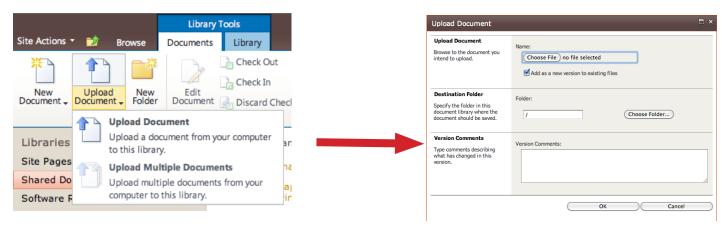






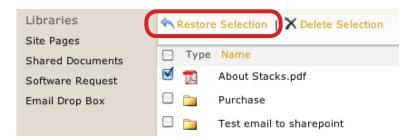
5. Uploading one or multiple documents

Click the Documents tab on the ribbon > Upload Document or Upload Multiple Documents. Browse
to locate the document. Choose Folder to choose the destination folder. Click OK.



6. Recover a deleted file from the Recycle Bin

- · Click the Recycle Bin on the Quick Launch bar.
- To select the document you want to restore, place a check mark beside it and click Restore Selection.



7. Move or copy documents and folders (WINDOWS ONLY!!)

- Navigate to the Shared Documents library. Click Library to activate the Library ribbon.
- Click Open with Explorer to move, delete, copy or rename documents or folders.



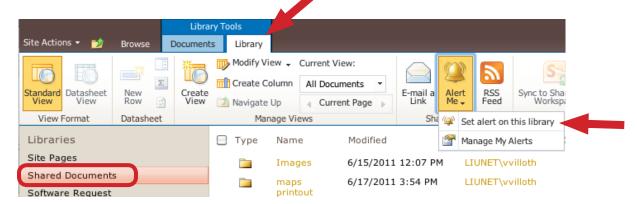
A new window will open up showing the files and folders in Explorer view. Drag documents or files to
move them, and right-click to copy, paste, delete, or rename a file. Click X in the upper right corner to
close the window and return to the SharePoint site. It will automatically update the library.



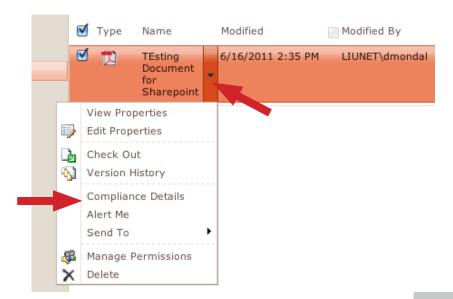


8. Setting Alerts

- · Alerts can be set on an individual document or a whole document library.
- · Navigate to the Shared Documents Library where you want to set an alert.
- Click the Library tab, > Alert Me > Set alert on this library.
- Make selections for the type of changes you want to be alerted about, and how frequently you want to be alerted.



- You can also manage all your alerts from the same menu and clicking the second option.
- To make an alert for changes to a particular document, navigate to the document and click the down arrow > Alert Me and make your selections for alerts.



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