

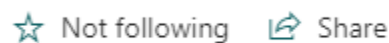
N Drive to SharePoint User Guide

As part of the Office 365 migration, your shared department folder(s) that were in the **N Drive** have been migrated to **SharePoint Online**. You'll find that working with your departmental files in SharePoint is very similar to working with your own files in OneDrive. Whatever **permissions** and **access** you had in N Drive, are being transferred to the new SharePoint site.

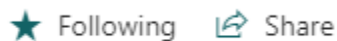
When the N Drive migration occurs, you will receive a **link to the SharePoint site** that your department folder is in. Click on your department folder to see the files contained in there, you will be seeing the same content, in the same layout of subfolders and files, as you had in your N Drive.

When you click on the link to your site, you should create a browser **bookmark** so you can return right to that location quickly. On a Windows browser, use **CTRL D** to create a bookmark. On a Mac, use **CMD D** to create one.

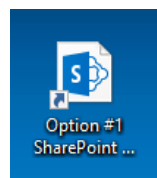
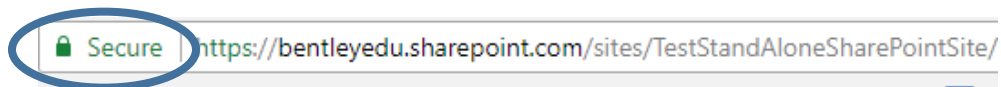
It is also helpful to **Follow** the departmental site in SharePoint. In the top right corner of your SharePoint site, you will see this:



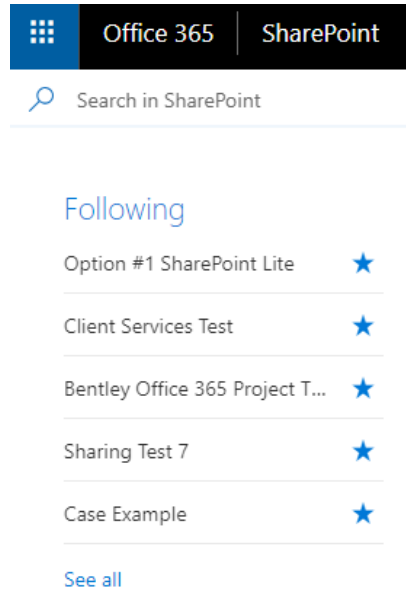
Click on the star to the left of Not Following to Follow the Site.



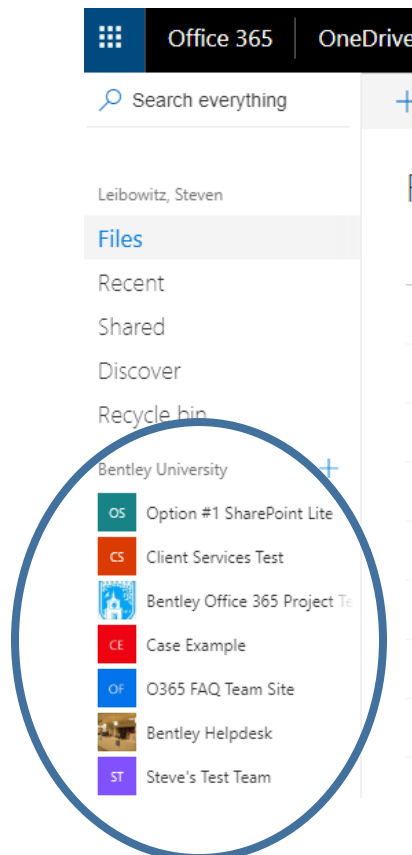
You can also create a shortcut on your desktop by clicking and dragging where you see the word "**Secure**" in your browser address bar, and dragging that to your desktop. This works on both the PC and Mac.



For easiest access you should **Follow** all sites you have or are given access to. When you navigate to SharePoint, in the left side navigation you will see the sites that you are following on the top.

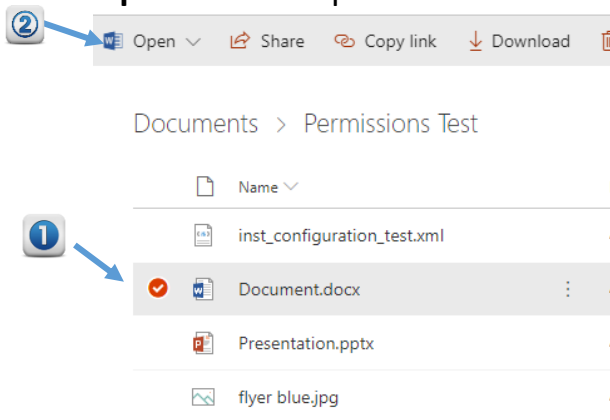


The files from your Followed sites can also be accessed when you're in One Drive.

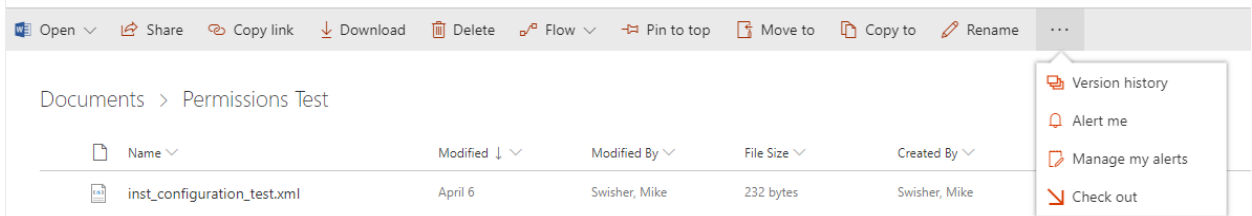


Tips for working with your files in SharePoint

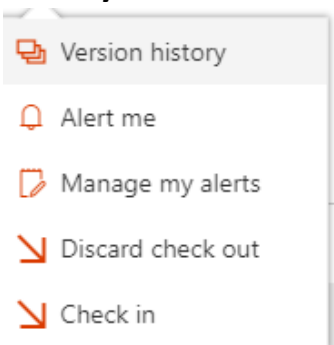
- If you click on the link of the file name, it will open in the desktop version of the application it was created in automatically. You can edit and saving will save back to the folder it came from.
- If you want to work in Word, Excel or PowerPoint online to edit
Step 1- click the checkmark to the left of the file
Step 2- use the Open command from the top command bar to do so.



- When you use the checkmark, most of the commands will be the same as you have in OneDrive to work with a file.



- **Alert Me** allows you to set up an email notification on file changes, based on conditions you specify and how often you want to be notified.
- **Check Out** gives you exclusive ability to edit the file and locks others out, other than Read Only access. **You must remember to check a file back in when you are done.** Discard check out is the same as not saving changes.

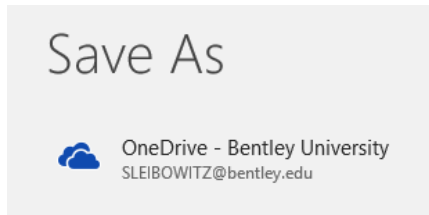


Adding a File to SharePoint

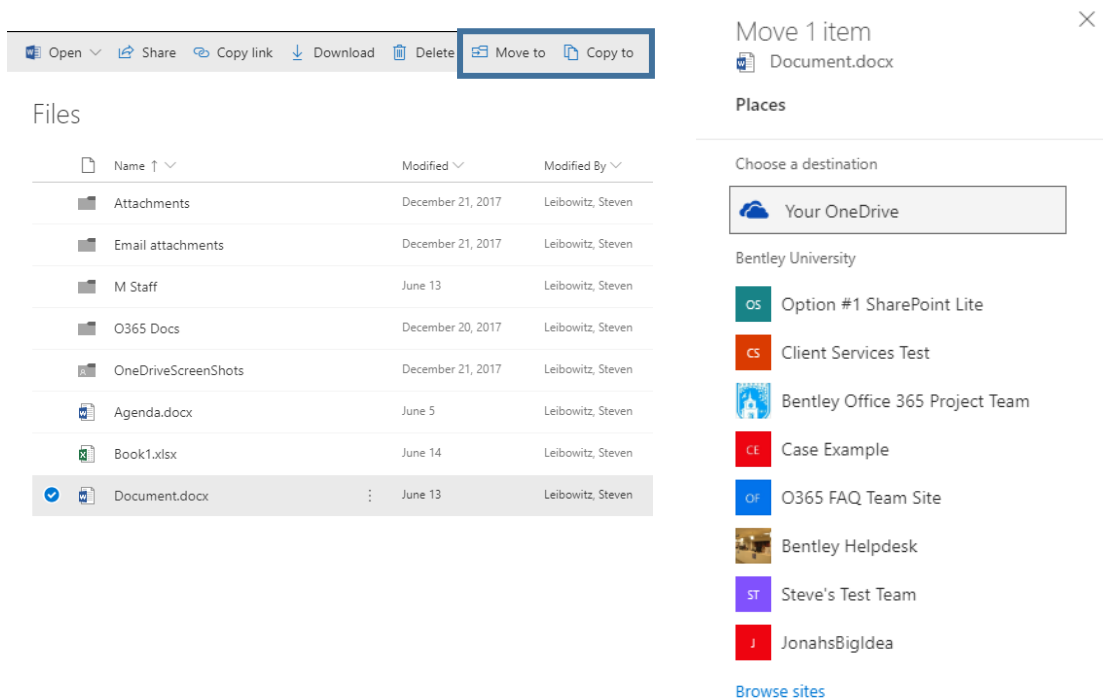
At this time, there is not a natural ability from a desktop application to save to SharePoint. Until this functionality is added here an option we recommend.

1, Save First to OneDrive

Step 1 – When you create a new Office document, you do have the ability to save it directly to One Drive.



Step 2 – Once the file is saved in One Drive, you can **Move To** or **Copy To** easily into SharePoint. First check the mark to the left of the file name and select your option. A pane will open on the right side, showing you your OneDrive and SharePoint locations to move or copy.



The screenshot displays the OneDrive web interface. In the top toolbar, the 'Move to' and 'Copy to' icons are highlighted with a blue box. Below the toolbar, the 'Files' pane shows a list of files. The file 'Document.docx' is selected, indicated by a blue checkmark in the left column. To the right, a 'Move 1 item' dialog box is open, showing a list of destination sites under 'Bentley University'. The sites listed are: Option #1 SharePoint Lite, Client Services Test, Bentley Office 365 Project Team, Case Example, O365 FAQ Team Site, Bentley Helpdesk, Steve's Test Team, and JonahsBigIdea. A 'Browse sites' link is visible at the bottom of the dialog.

Name	Modified	Modified By
Attachments	December 21, 2017	Leibowitz, Steven
Email attachments	December 21, 2017	Leibowitz, Steven
M Staff	June 13	Leibowitz, Steven
O365 Docs	December 20, 2017	Leibowitz, Steven
OneDriveScreenShots	December 21, 2017	Leibowitz, Steven
Agenda.docx	June 5	Leibowitz, Steven
Book1.xlsx	June 14	Leibowitz, Steven
Document.docx	June 13	Leibowitz, Steven

Tip! To help organize this, you might create a special folder in One Drive where you save the files you will want to move later to SharePoint.