

Accessing SharePoint for GAL Employees

Microsoft SharePoint is an online document storage location that can be accessed from any internet connection. The Judicial Branch maintains secured SharePoint sites for many departments. These instructions explain how to access SharePoint in general and how to upload documents from a personal computer to the Court's SharePoint site.

Note: SharePoint can be accessed directly from an Internet connection.
An RDS connection is not required to access SharePoint.

Using SharePoint

Transferring Files to SharePoint: Uploading a Single Document

All documents will be created and modified in Office 2007 or Office 2010 on your personal computer. Once these files are ready to be shared, they can be uploaded to SharePoint.

1. Open an Internet Explorer session and enter the website address of the designated SharePoint site for GAL documents. Contact your GAL supervisor for your designated SharePoint website address.
2. Enter your Court's provided username and password to login.
 - The username must be entered in a domain\username format.
Example: *Courts\SmithJ*



Domain\user name:

Password:

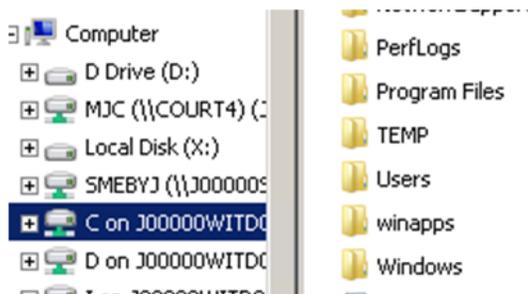
3. Click OK to login.
4. Navigate to the designated SharePoint site for GAL employees and click "Upload".



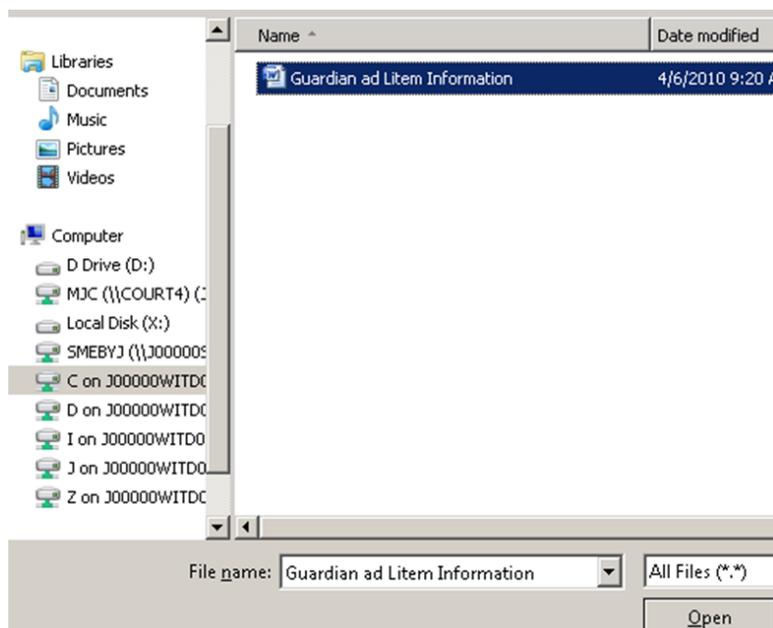
5. Click the Browse button to locate the document on your personal computer.



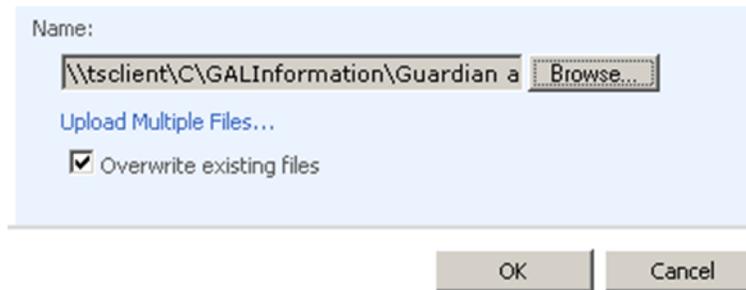
6. Find your personal computer in the left-hand navigation window. It will be listed as "C on {computer name}".



7. The files on the personal computer will appear on the right-hand window. Open the folder that contains the documents that will be uploaded to SharePoint.
8. Select the files that need to be uploaded and click "Open".



9. The filename will now appear in the "Name:" field on SharePoint.
10. Click OK to upload the document.



Note: If the “Overwrite existing files” box is checked, the new files will automatically replace any old file with the same name.

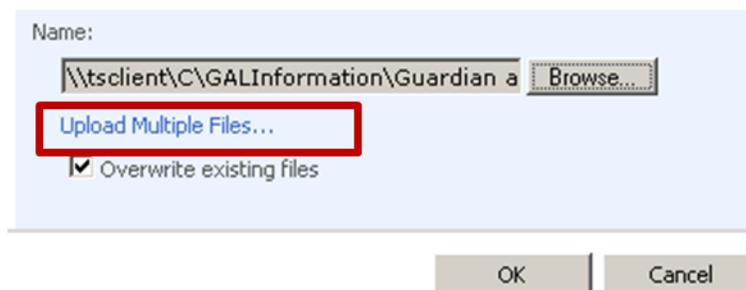
11. The document will now appear on SharePoint.

Transferring Files to SharePoint: Uploading Multiple Documents at Once

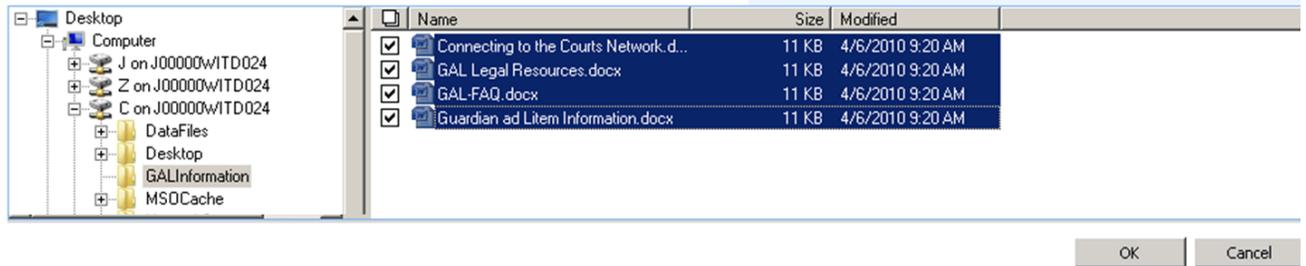
1. Open an Internet Explorer session and enter the website address of the designated SharePoint site for GAL documents. Contact your GAL supervisor for your designated SharePoint website address.
2. Once at the designated SharePoint site for GAL employees, click “Upload”.



3. Click the “Upload Multiple Files” link to locate the documents.



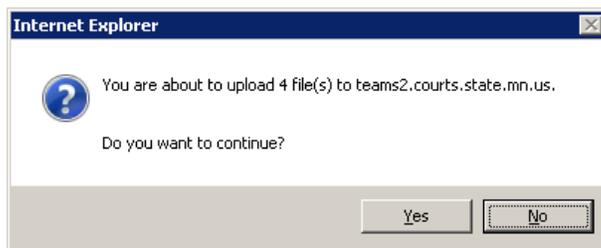
4. Expand *Computer > C on {computer name}* then the folder that contains the documents.
5. The files on the personal computer will appear on the right-hand window.
6. Select the files that need to be uploaded to the SharePoint site. Click OK.



- Note: If the “Overwrite existing files” box is checked, the new files will automatically replace any old file with the same name.



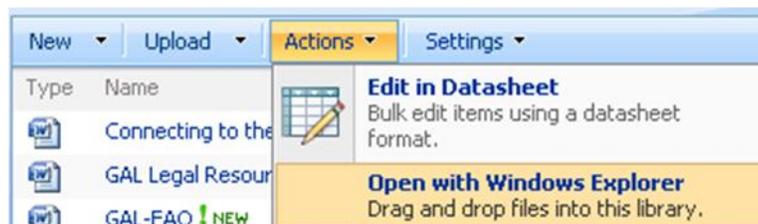
- Click ‘Yes’ when asked “do you want to continue”?



- The documents will now appear on SharePoint.

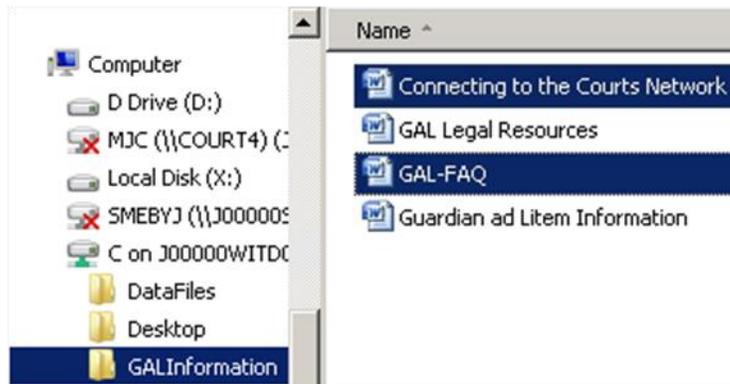
Transferring Files to and from SharePoint: Using Windows Explorer

- Navigate to the SharePoint site.
- Click *Actions > Open with Windows Explorer*.



- All of the files on that SharePoint site will be listed in the right-hand navigation window.
- Re-enter username and password if prompted.
 - Select the SharePoint files (in the right-hand window) that need to be copied.

5. Drag those files from the right-hand window to the appropriate personal computer folder on the left-hand window.



6. Those files are now located on the personal computer as well as SharePoint. They can then be modified on the personal computer.
7. Once they have been modified, be sure to save the changes.
8. The newly modified files can be uploaded to SharePoint using the *“Transferring Files to SharePoint: Uploading a Single Document”* or *“Transferring Files to SharePoint: Uploading Multiple Files at Once”* instructions listed above.