



UNIVERSITY PREPARATION COLLEGE

SHAREPOINT INSTRUCTION



SharePoint App on office 365

- Log on to: <https://outlook.office365.com>
- User: **email account** (e.g info@upc.edu.au)
- Pass: **email password**

Note: if users forget password, please notify to IT support

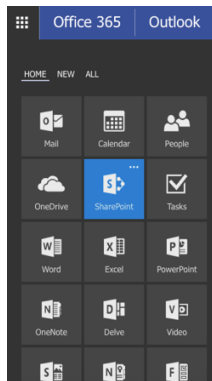


Work or school account

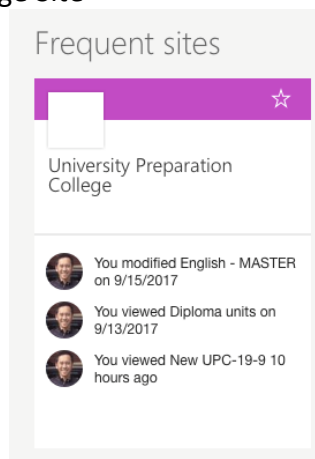
Keep me signed in

[Sign in](#) [Back](#)

After sign in, click "Application Menu"  on the top left, then click "SharePoint" 



Click University Preparation College Site



You now can see Documents folder which will show folders you are shared. Click on "Documents" to see all folders

University Preparation College

Newsfeed

Start a conversation

It's pretty quiet here. [Invite](#) more people to the site, or [start](#) a conversation.

Documents

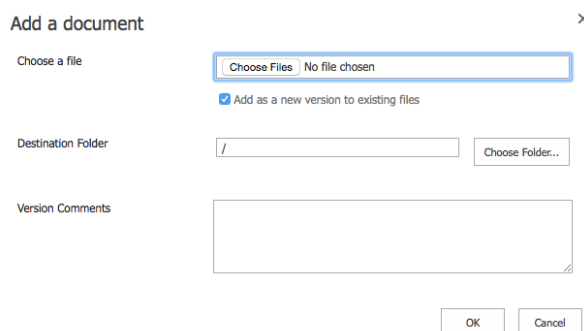
[New](#) [Upload](#) [Sync](#) [Share](#) [More](#) ▾

✓	📁	Name	
		12 Marketing	...
		03 Information - Agents	...
		01 Information - General	...
		Academic Director	...
		Moodle	...
		32 Special Project 2	...
		31 Special Project - Website Redevelopment	...
		10 Training - Assessment and Graduation	...
		51 TNE Vietnam	...
		50 TNE Sri Lanka	...

Functions of SharePoint

1. Upload file: Click "upload"


- Choose the file to upload and destination folder

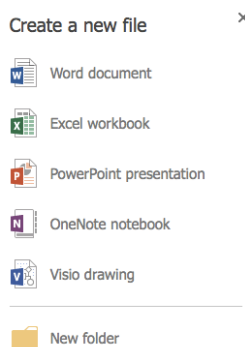


- Select the destination folder, then click ok



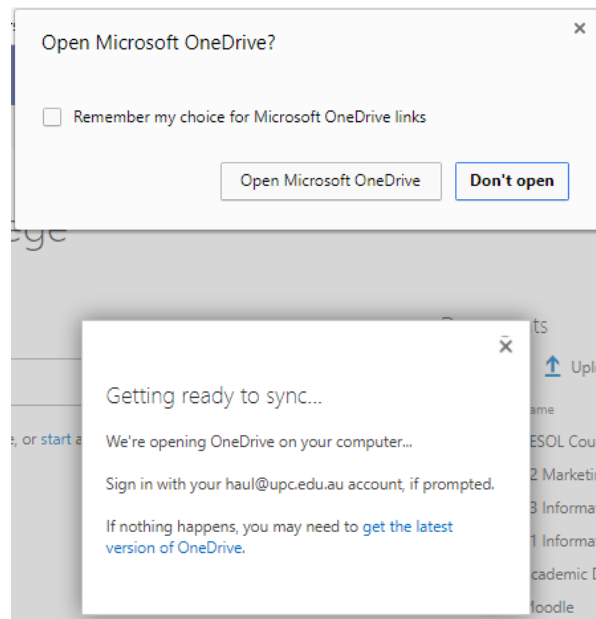
2. Create new folders

- Click  New, then click "new folder" or create any office online such as Word, Excel, PowerPoint ...

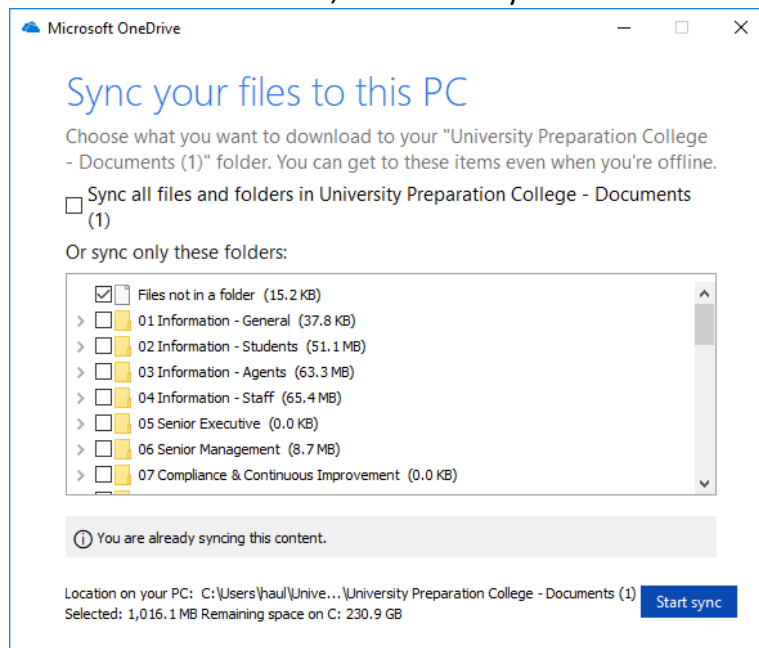


3. Sync to PC

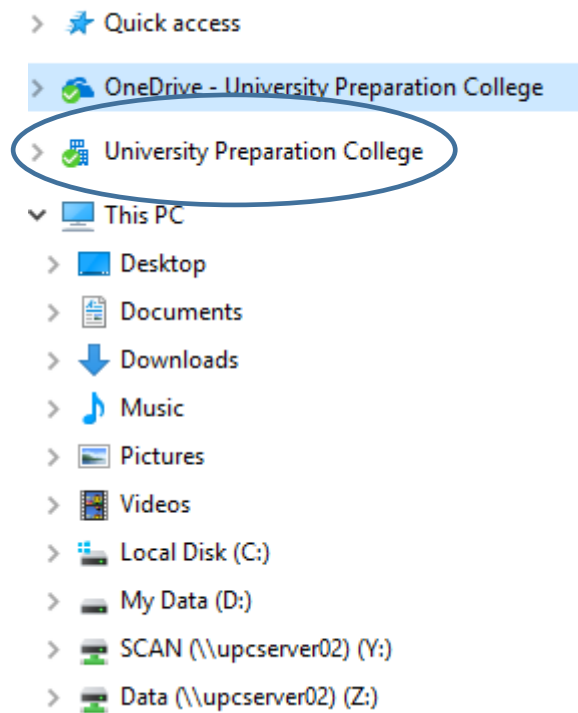
- Click sync and sign in "OneDrive" by email account



- Choose all folders which are shared, then “start sync”



- Open folder, you will see the building icon with name University Preparation College, it's Sharepoint folder.

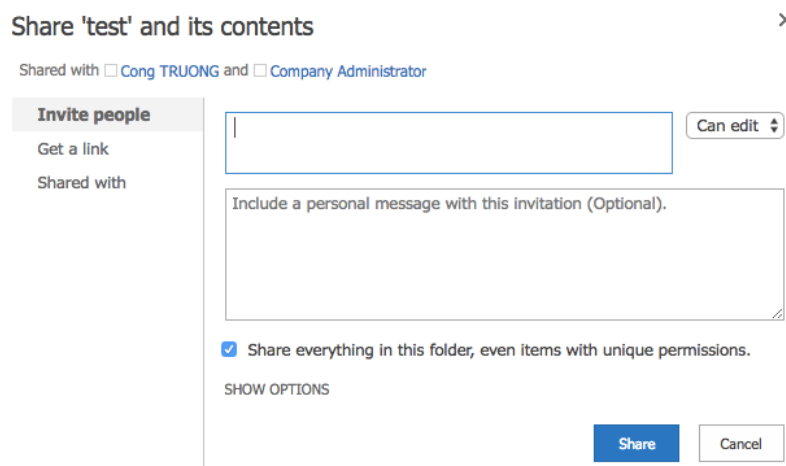


Note: Make sure OneDrive is signed in when computer is started, otherwise files and folders on PC and Cloud cannot be sync

4. Share

Users can:

- Invite staff to view or edit
- get a link to share by email or post on social network



Note: It is a restriction that Sharepoint limits maximum **400 characters** of Url path length.
See the example below

Eg. This file is located in third folder and this is the url path

https://upceduau.sharepoint.com/Shared%20Documents/A01%20Mass%20media/01-9010%20Photo%20-%20Internal/Student%20Testimonial/English%20Student%20Testimonial_Vincent_updated2.mp4?csf=1&e=2838a3237cd14213886cc96142dcf4c7 (216 characters)

So it is advised that we **should not create many sub folders and files with long name.**

For more information, please see the link below

<https://blogs.technet.microsoft.com/wbaer/2017/05/09/new-maxpath-limits-in-sharepoint-and-onedrive/>