

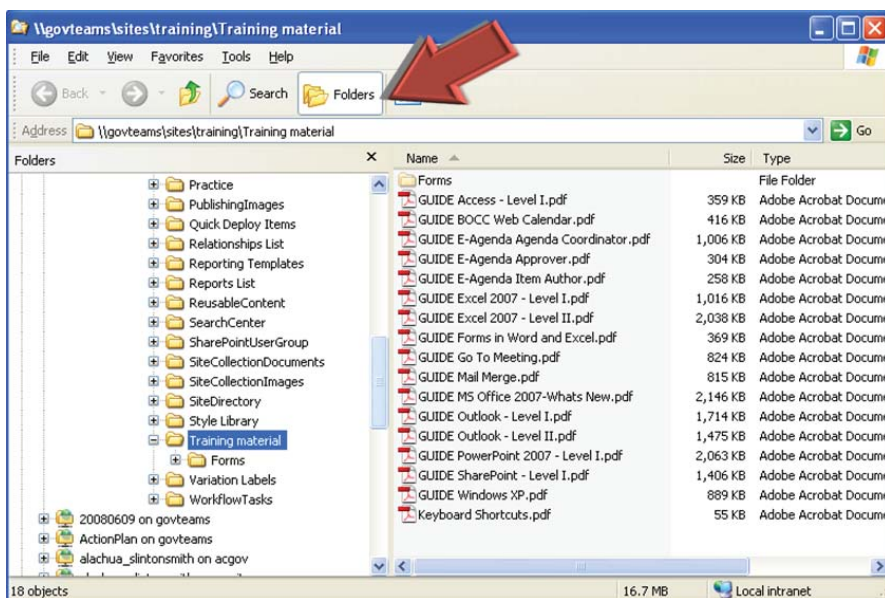
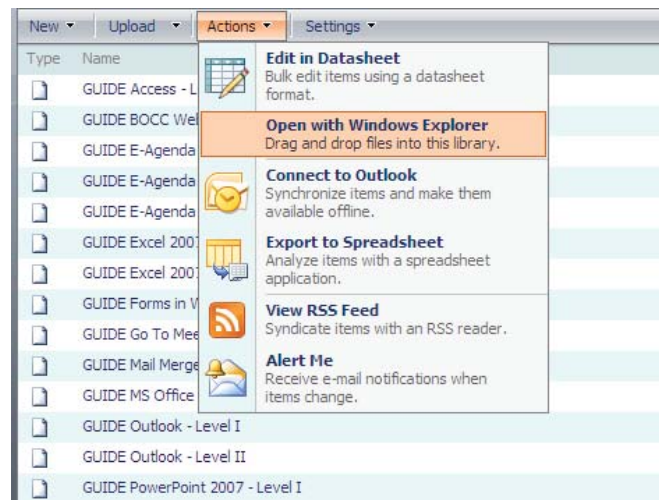
# Microsoft Minute

## SharePoint – Quickly Modify Folder Contents

One of SharePoint's core features is sharing files. Those files can be made available for others to either read or edit. If you need to make many changes to files within a Library, SharePoint allows access to Libraries via Windows Explorer. This method is much quicker if you need to rename, delete, or add files or folders.

1. Browse to the SharePoint library of your choice.
2. From the toolbar click **ACTIONS > OPEN WITH WINDOWS EXPLORER**. (You must have at least **CONTRIBUTE** permissions to add, delete or rename files.)
3. When Windows Explorer opens, click the **FOLDERS** button on the toolbar. This will reveal the full Windows structure on the left so that you can navigate to other folders.
4. Within each folder you can delete files, rename them (right-click the file and choose **RENAME**), or add a folder (right-click on a blank area and choose **NEW > FOLDER**)

- Steve Linton-Smith, ITS



## Computer Training

**SharePoint** - 10/7, 9 a.m. - 12 p.m.

**Excel – Level I** - 10/14, 9 a.m. - 12 p.m.

**PowerPoint** - 10/21, 9 a.m. - 12 p.m.

**Excel – Level II** - 10/29, 1:30 - 4:30 p.m.

To sign up for classes, [click here](#).

### CLASS DESCRIPTIONS:

<http://www.alachuacounty.us/calendar>