SharePoint User Guide for Uploading File

College of Professional and Continuing Education

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Version 1.0

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Section 1 : How to access and login SharePoint

A. Double Click the 'SharePoint' shortcut icon on the CPCE Portal (http://portal.cpce-polyu.edu.hk) or type the click this link https://cp.cpce-polyu.edu.hk/ (SharePoint) to access the CPCE SharePoint web page.

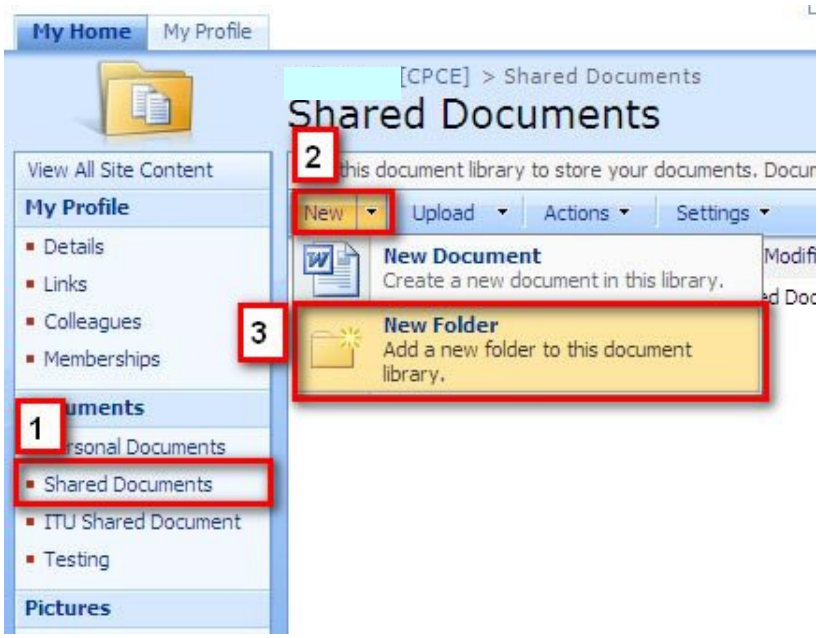
B.

1. In the Domain\user name input box, type 'staff\xxxxx'. (xxxxx stand for your CPCE/SPEED/HKCC's user name)

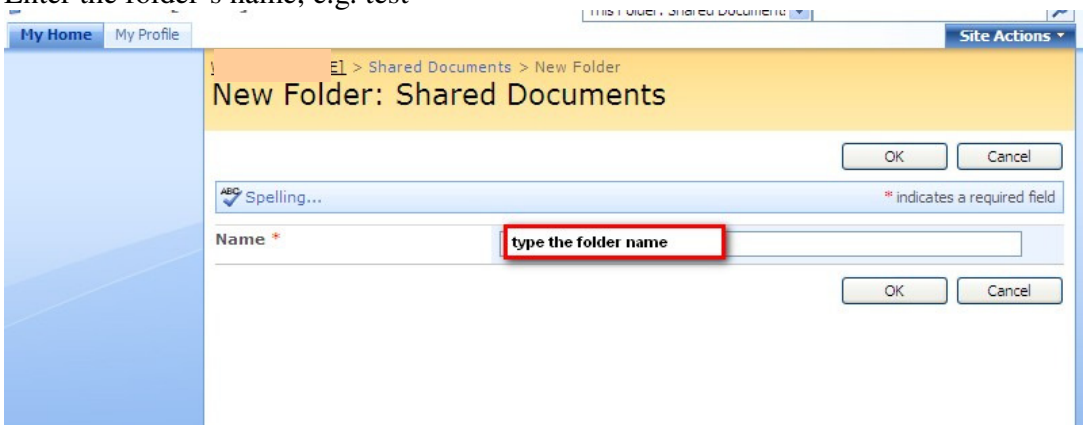
2. In the Password input box, type your password. (password should be same as your Outlook email password)

Section 2 : Create an New Folder in the 'Shared Document'

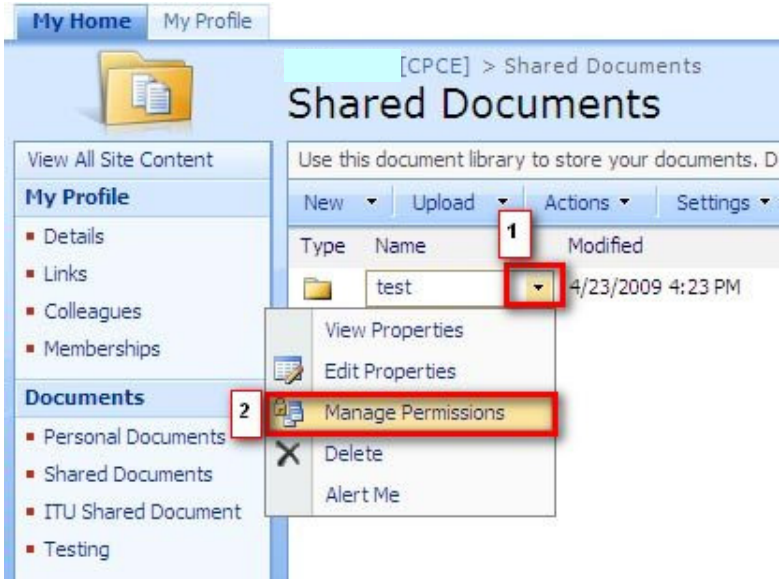
A.
1. Click the 'Shared Document'
2. Click the 'New'
3. Click the 'New Folder'



B.
Enter the folder's name, e.g. test



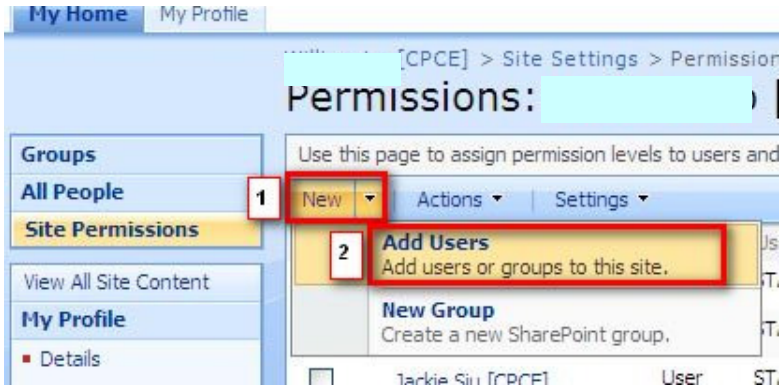
C.
After the 'test' folder was created,
1. Click on the 'test' folder
2. Click the 'Manage Permissions'



D.
1. Click the 'Actions'
2. Click the 'Manage Permission of Parent'

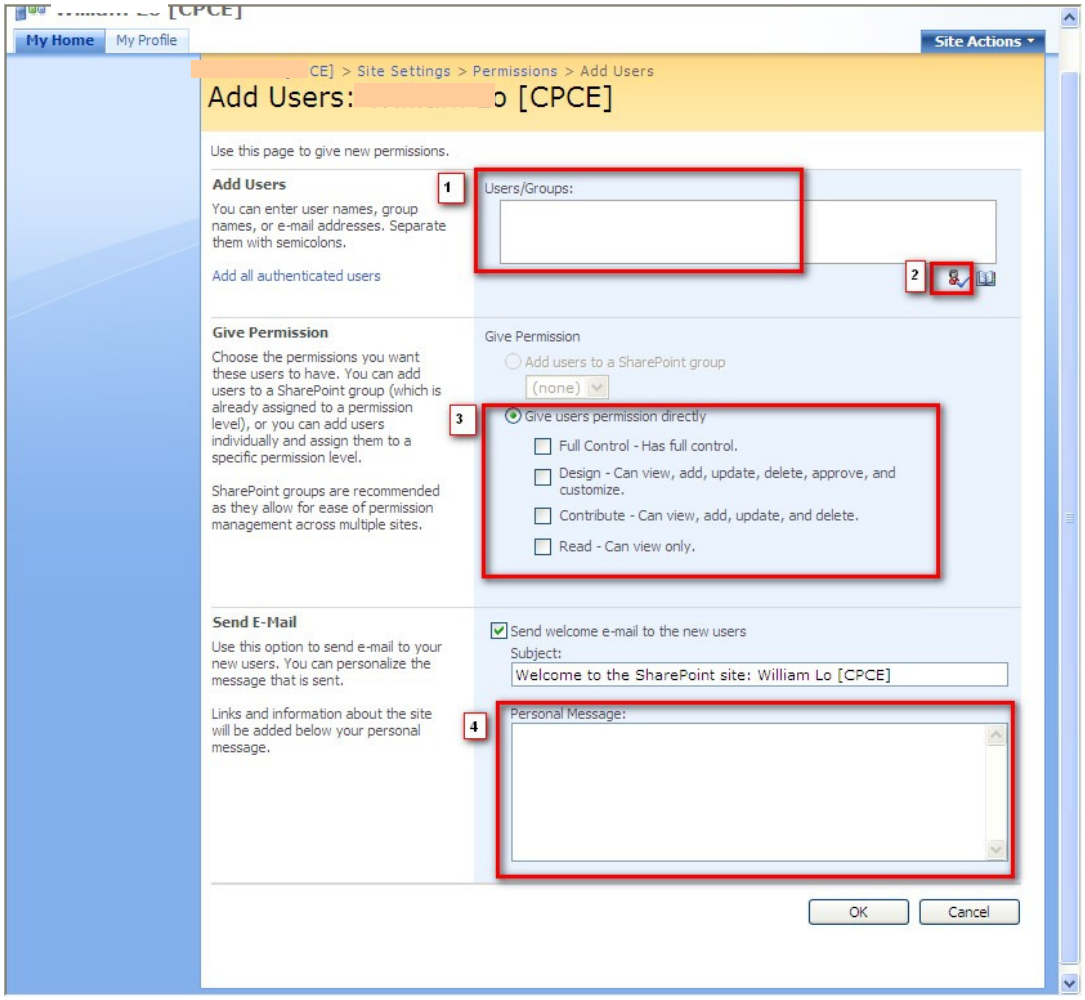
E.
Add user(s) and grant the permission to access the 'test' folder.

1. Click the 'New'
2. Click the 'Add Users'



F.

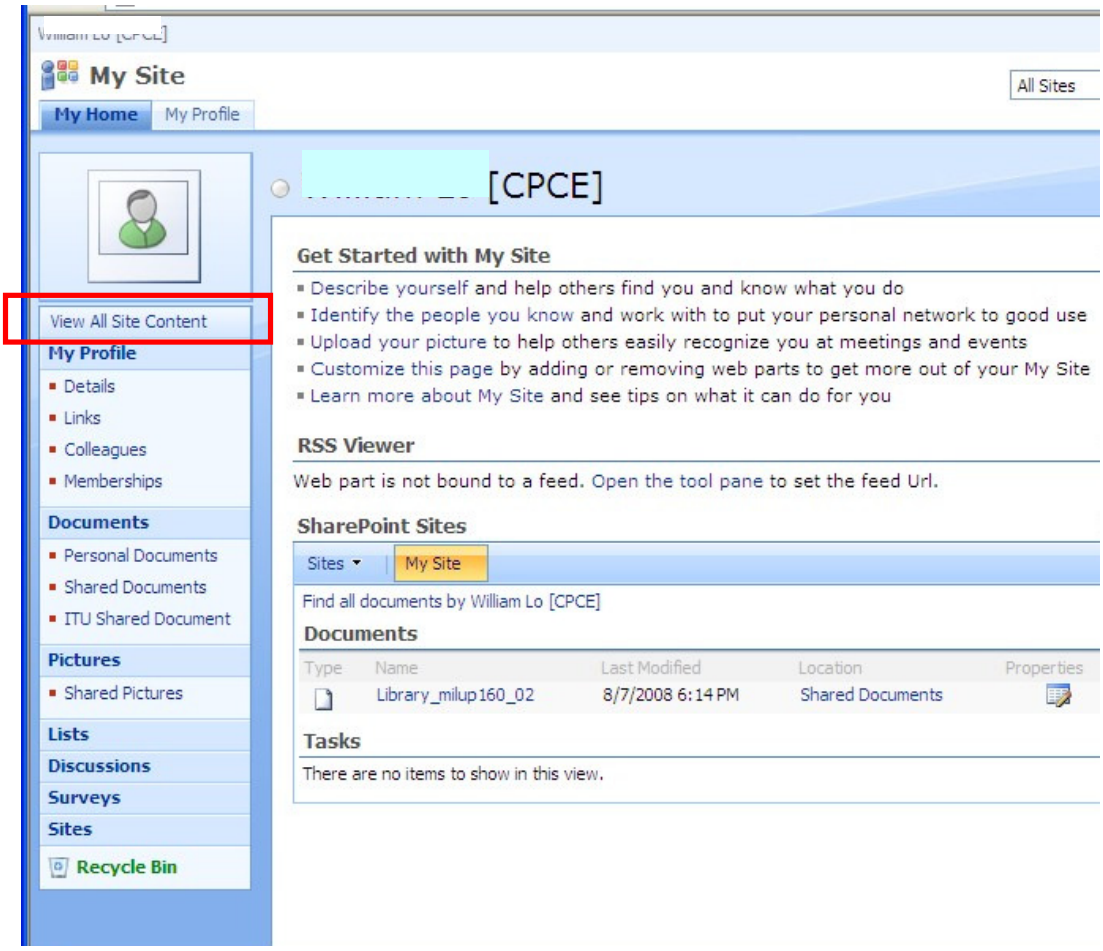
1. Type the email user name in the 'Users/Groups' e.g. pfxxx
2. Click the 'Check' button to check the input is a correct user
3. Grant the permission to that user
4. Type the personal message if you choose to send an email to notify the user for granting a permission for him/her to access that folder



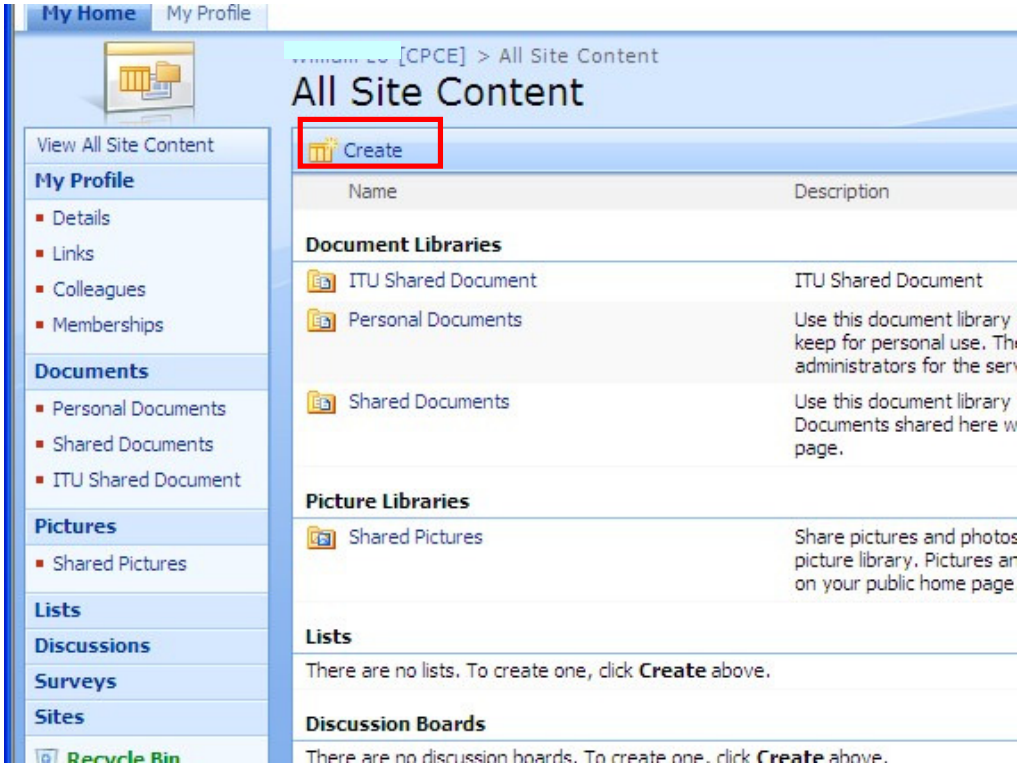
Section 3 : Create Document Library

A.

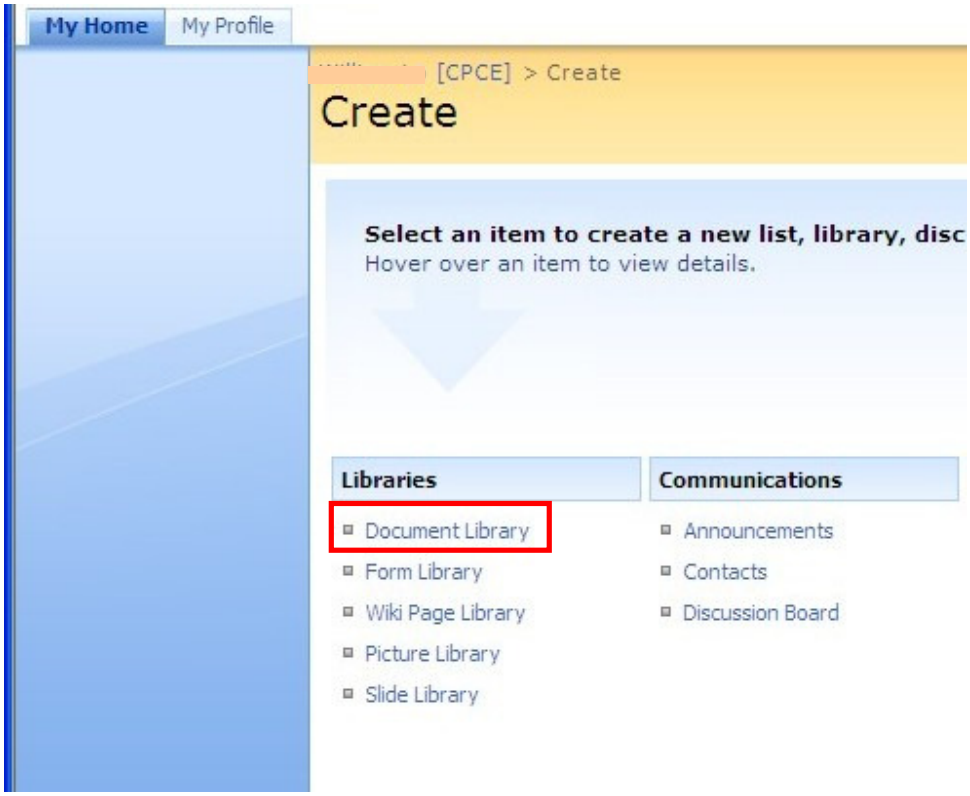
1. After that, you will enter the 'My Home' page.
2. Click the 'View All Site Content'



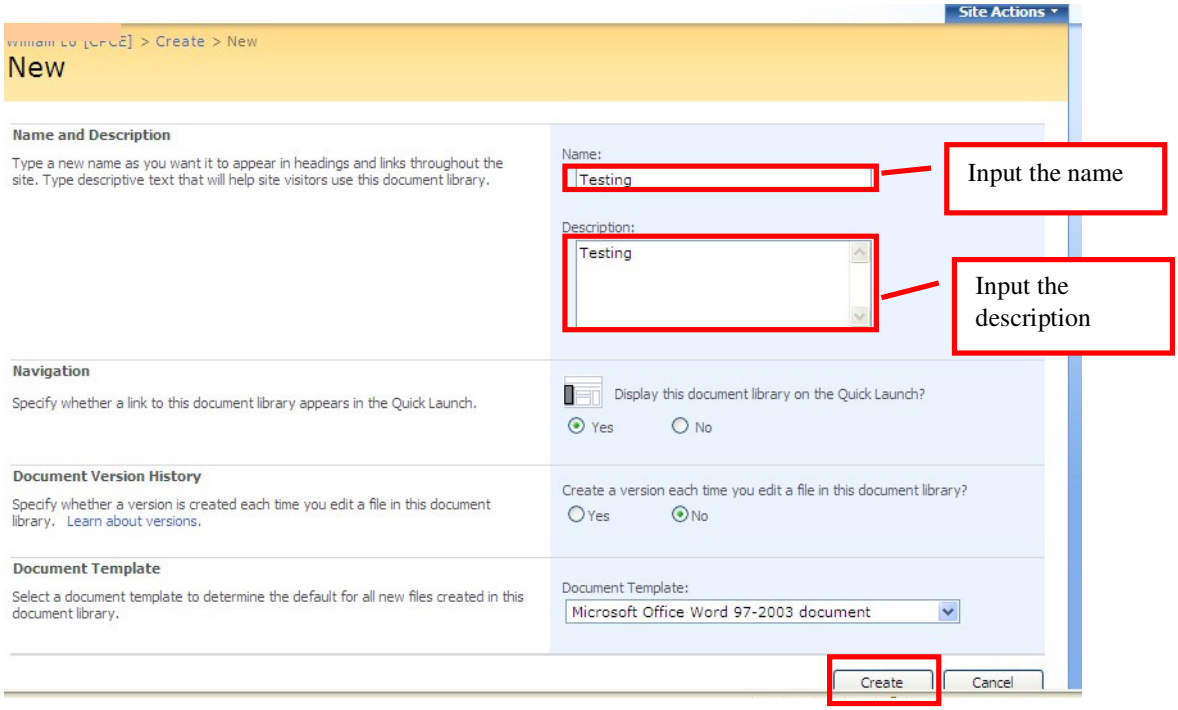
3. Click 'Create'



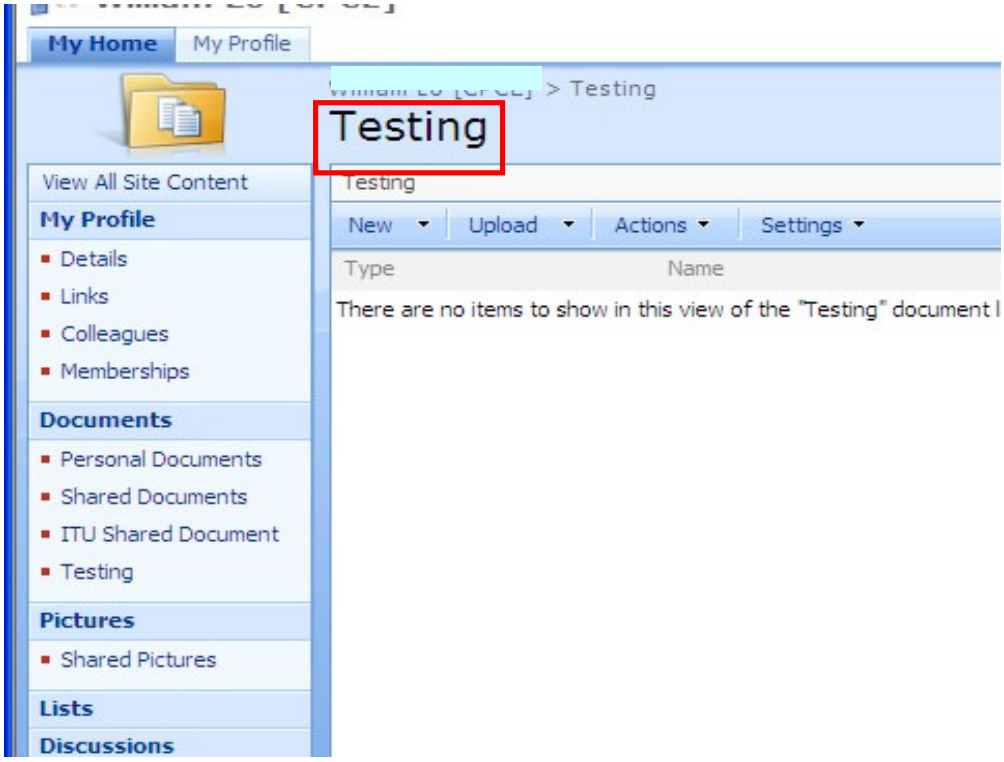
4. Click 'Document Library'


My Home
My Profile
[CPCE] > Create
Create
Select an item to create a new list, library, disc
Hover over an item to view details.
Libraries
Document Library
Form Library
Wiki Page Library
Picture Library
Slide Library
Communications
Announcements
Contacts
Discussion Board

5. Input the 'Name' and 'Description' in the input box, then click the 'Create' button.



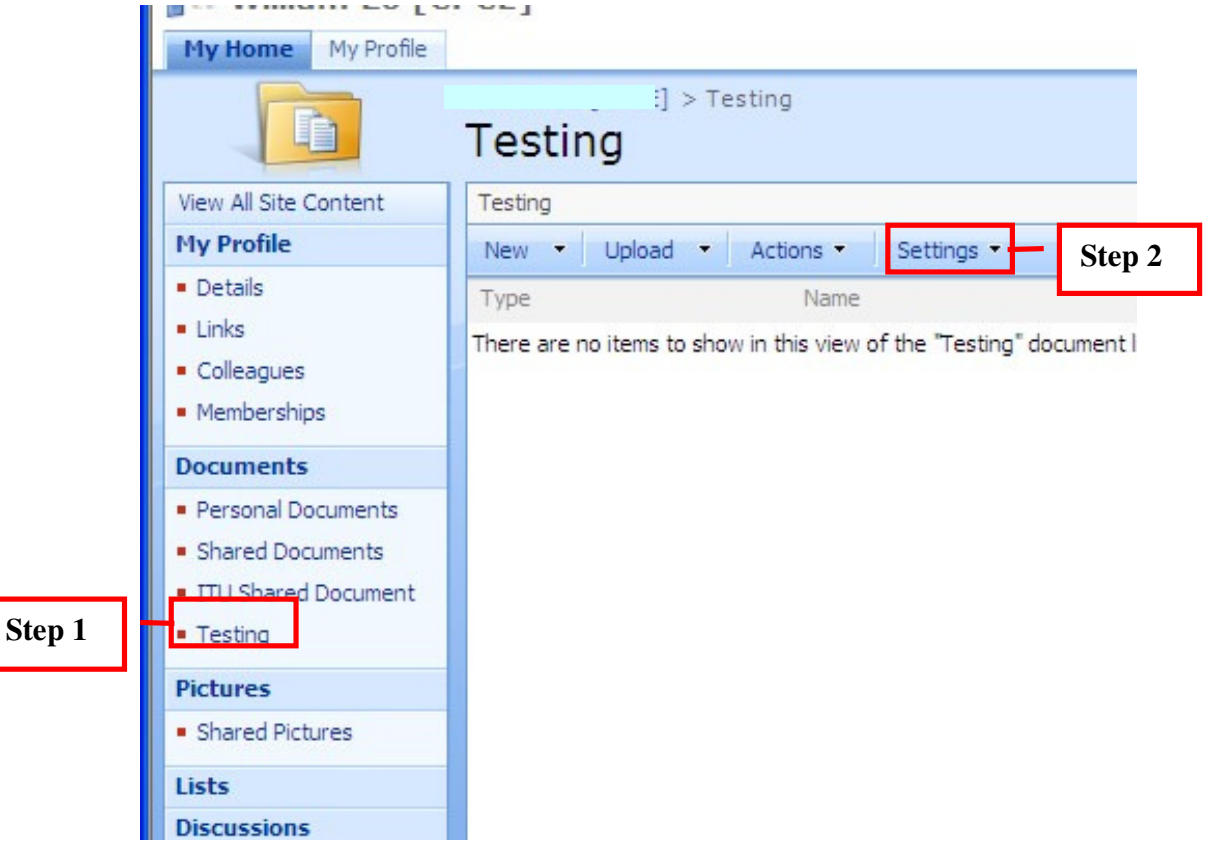
6. After that, you will see your inputted name under the Documents section. (this example is 'Testing')


My Home
My Profile
> Testing
Testing
View All Site Content
My Profile
Details
Links
Colleagues
Memberships
Documents
Personal Documents
Shared Documents
ITU Shared Document
Testing
Pictures
Shared Pictures
Lists
Discussions
Testing
New
Upload
Actions
Settings
Type
Name
There are no items to show in this view of the "Testing" document l

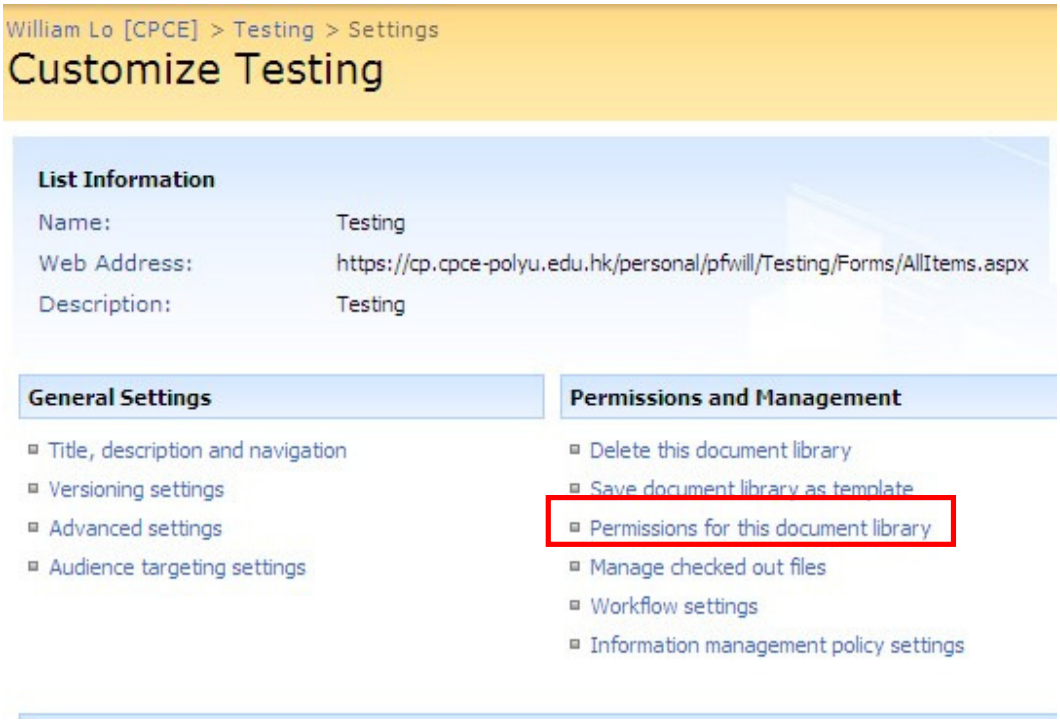
Section 4 : Add User and Assign Permission to Access the Document Library

A.

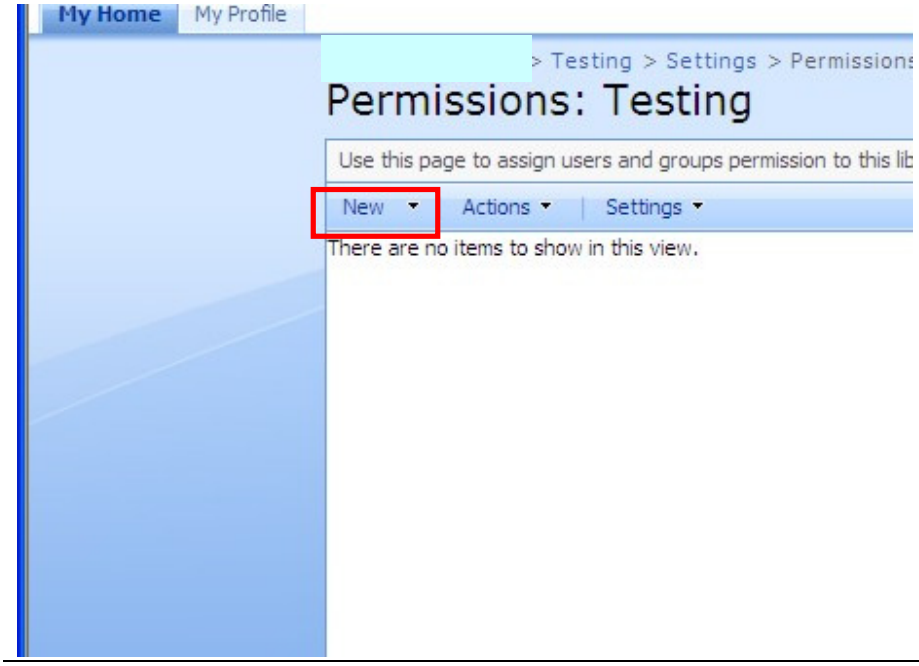
1. To add the user and set permission to access the new created Dcouments ('Testing' in the example), click the 'Settings' -> 'Document Library Settings'



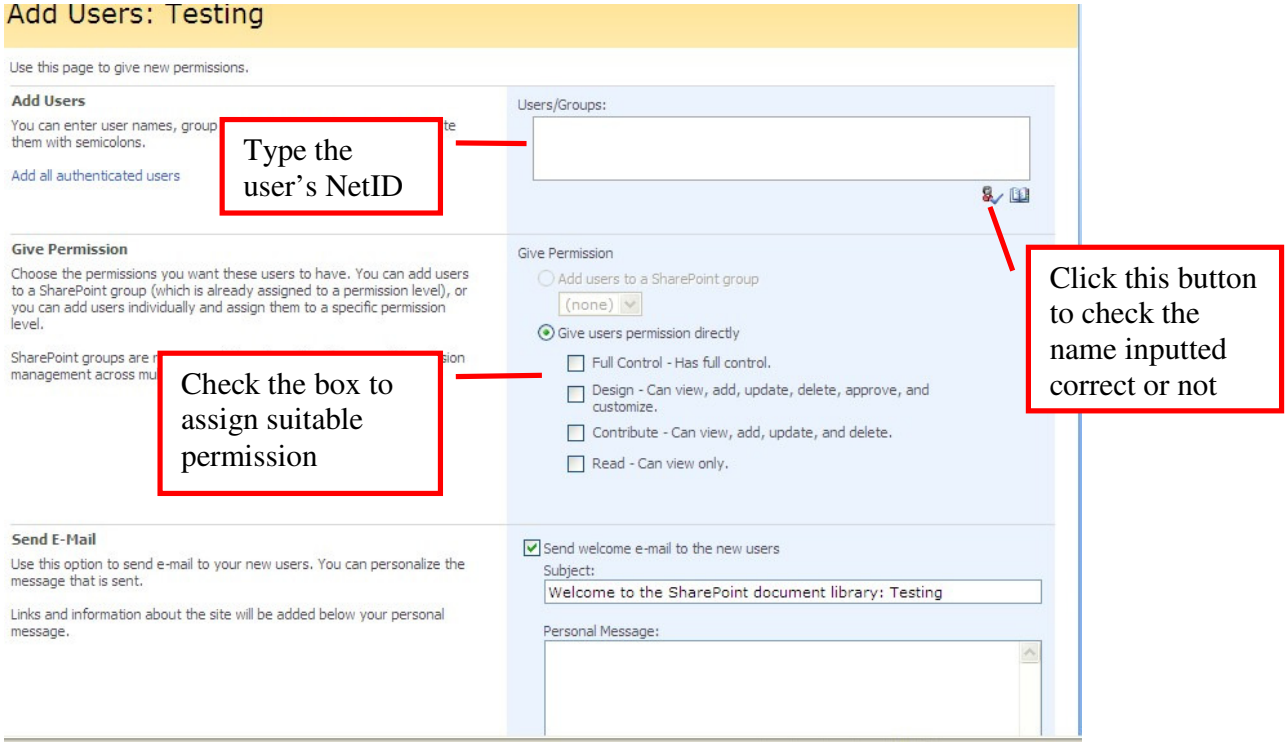
2. Click 'Permissions for this Document Library'



3. Click 'New' -> 'Add User'

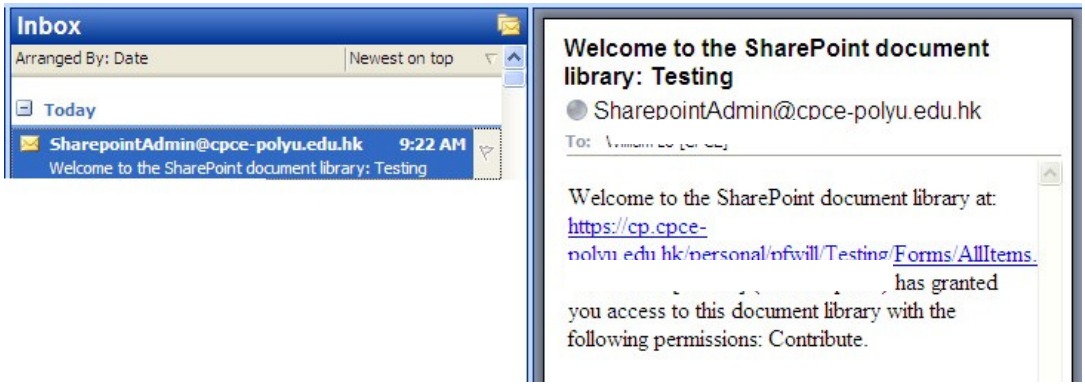


4. Type the user name and assign suitable permission, then click 'OK' when finishing.



5. After that, a user will be created and showed as follows:

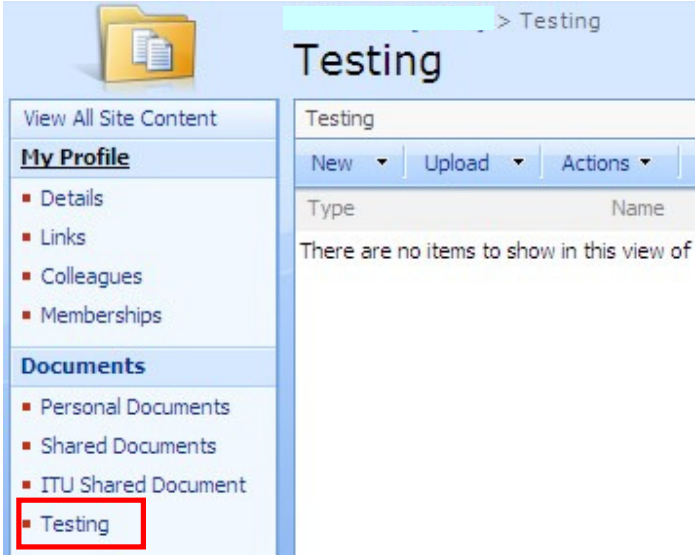
6. The user will receive a email about the SharePoint document library created and allow him/her to access.



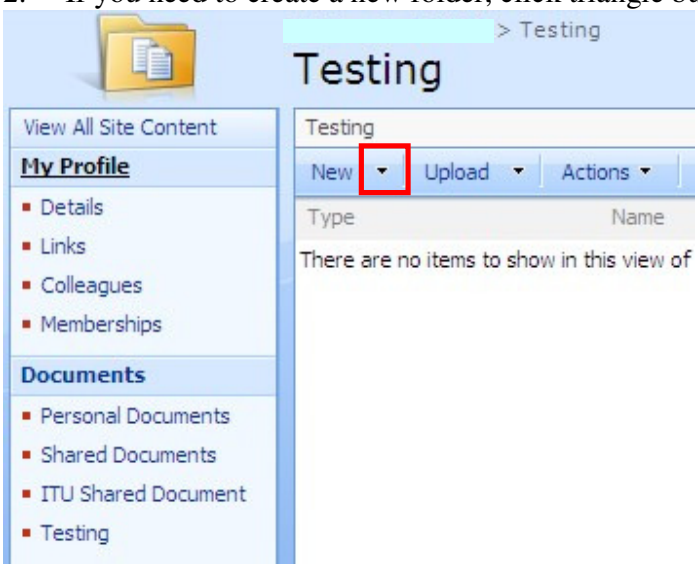
Section 5 : Upload the File

A.

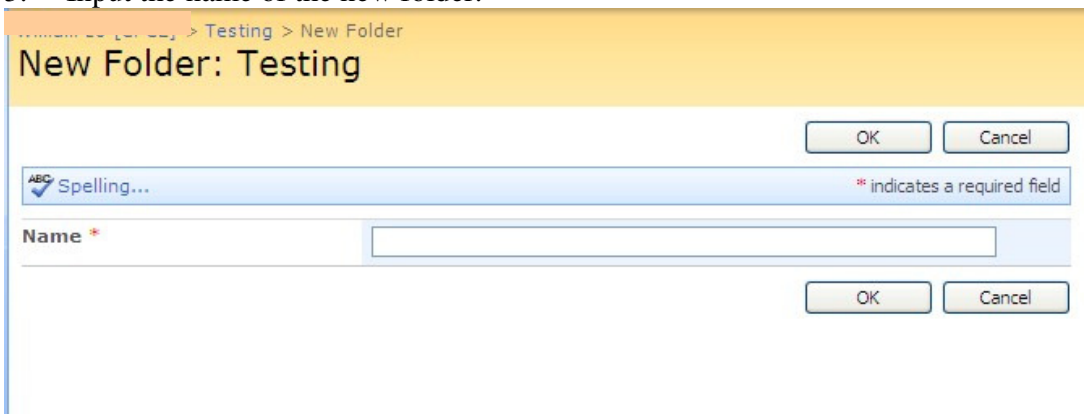
1. If you want to upload the document to the created 'Testing' document library, click the 'Testing'



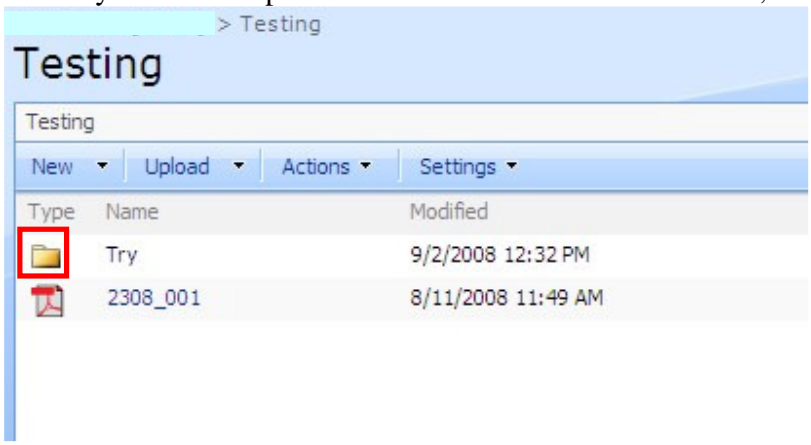
2. If you need to create a new folder, click triangle button beside the 'New' -> 'New Folder'



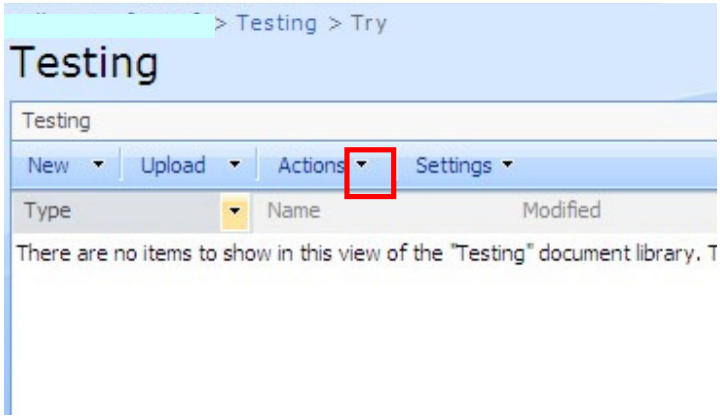
3. Input the name of the new folder.



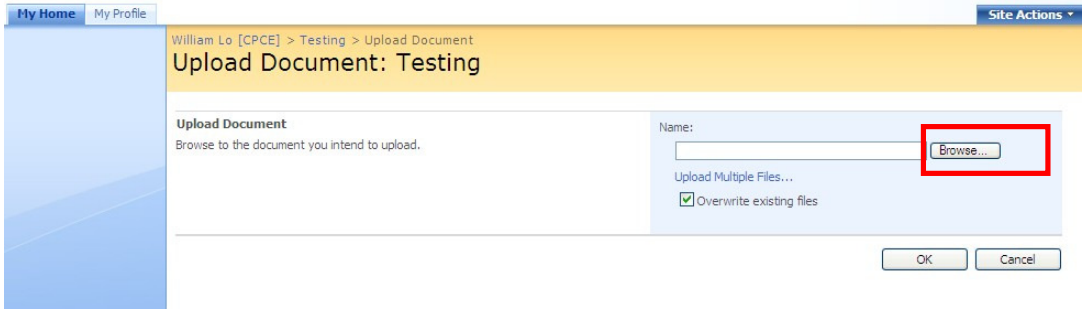
4. If you want to upload the files to the new created folder, click that folder e.g. 'Try'



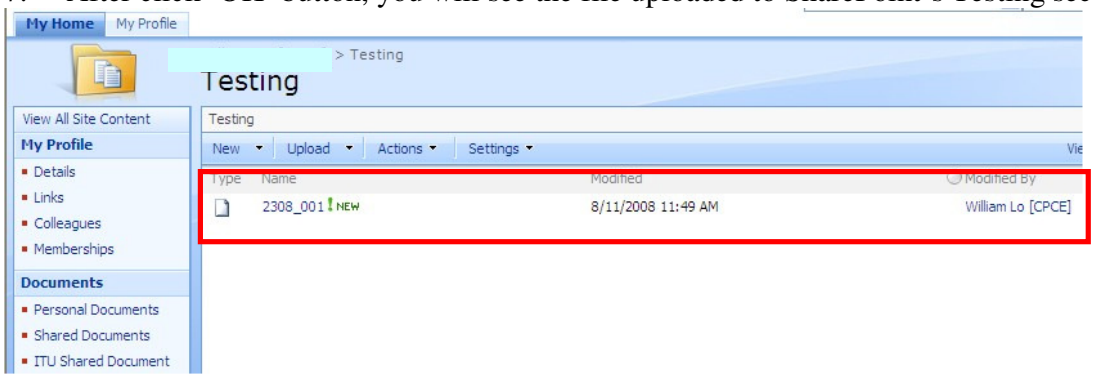
5. Click the triangle button besides 'Upload', choose the 'Upload Document' or 'Upload Multiple Documents'



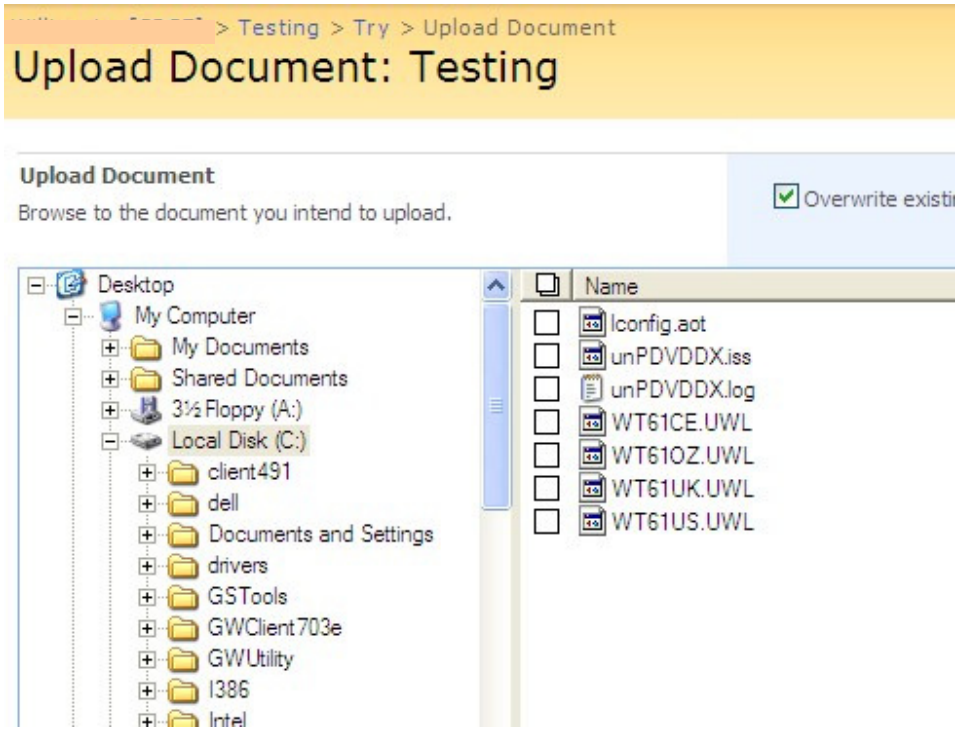
6. For upload single file, Click the 'Browse' button to select the file which you want to upload.



7. After click 'OK' button, you will see the file uploaded to SharePoint's Testing section



8. For upload multiple document,

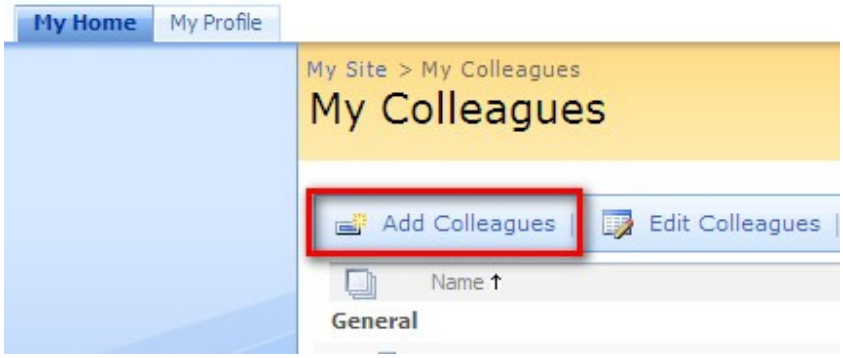

> Testing > Try > Upload Document
Upload Document: Testing
Upload Document
Browse to the document you intend to upload.
Overwrite existi
Desktop
My Computer
My Documents
Shared Documents
3½ Floppy (A:)
Local Disk (C:)
client491
dell
Documents and Settings
drivers
GSTools
GWClient703e
GWUtility
I386
Intel
Name
Iconfig.aot
unPDVDDX.iss
unPDVDDX.log
WT61CE.UWL
WT61OZ.UWL
WT61UK.UWL
WT61US.UWL

Section 6 : Add a Colleague in your Portal Page

In order to let you to easy access other colleague's shared documents in their document library under SharePoint, you could create your 'Colleague Tracker' in your 'My Home' (1st page of your SharePoint site)

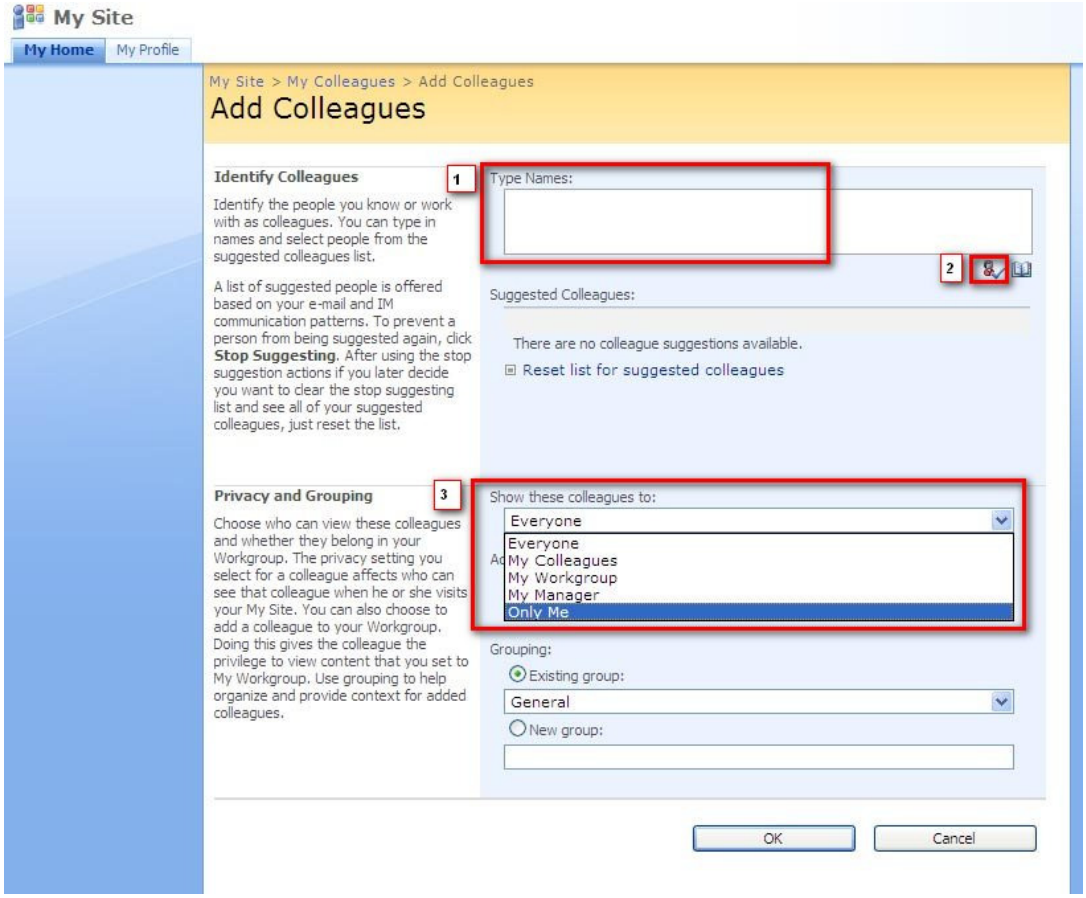
A.
Click the 'Colleagues'

B.
Click the 'Add Colleagues'



C.

1. Type the user's name e.g. pfxxx
2. Click the 'check name' button to check the input name is correct
3. If you don't want to show who are under your colleague list to another colleagues, please choose 'Only me'



D.
After adding the user, go back to 'My Home' and click 'Show all colleagues', you will see the colleague you just added.
If you click that colleague's link, you will enter his/her portal page and access his/her shared document.