Sharing a Document or Folder in SharePoint 2013

1. Next to the document or folder you want to share, click on the ellipsis.

2. Select “share.”

3. Insert the name or BYU NetID of the person who will receive the link. Note: the person must have a BYU NetID to be able to receive and view the document.

4. Select from the dropdown whether they ‘can edit’ or ‘can view.’

5. Optional: enter a personal message.

6. Select “share.”

7. An email will be sent to the user with a direct link to the document or folder.

University Records and Information Management
10/2017
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Opening a Shared Document or Folder in SharePoint 2013

1. Click on the link received through email. It will open in the computer’s default browser.

2. Sign in using BYU NetID credentials.
3. You will be taken directly to either the folder or the document. If you open a folder, you may need to click on a document to edit it.
4. Click “Edit Document,” and select whether you’d like to edit in Word or the Word Web App.

5. After making changes, save and exit the document. If you edit in Word, when you go back to the browser, you will see this screen. Click the first option to go back to SharePoint.

6. If editing in the Word Web App, and you wish to return to SharePoint, close in the upper right-hand corner instead of closing the tab: