1. Go to universitycommittees.byu.edu, and sign in with BYU NetID and password.
2. Select the relevant committee from the menu on the left.
   a. You will only see the committees you have access to. If you need access to another committee, you will need to contact the administrator for that committee.
   b. If you would like a site built for your committee, please contact the Records Manager.
3. Committee records may be added using either the Home page, or Committee Records.
   a. Select “Committee Records” from the menu on the left, or navigate to Committee Records on the Home page.
      b. Click “+ new document,” then choose a file from your computer, or drag and drop the documents where it says “drag files here.”
4. To add announcements:
   a. On the Home page, click “+ new announcement,” and enter the information. Note: committee members will need to click on the announcement from the main page to be able to see the body of the announcement. Only the title will display.
5. To add committee members:
University Committees in SharePoint (for Admins)

a. In the upper right-hand corner of the site, click on the gear, and select “site settings.”

b. Under “Users & Permissions,” select “Site permissions.”

i. If the committee members should be able to add, edit, and delete, select “University Committees Members.”

ii. If the committee members should only be able to view, select “University Committees Visitors.”

c. Select “New.”
University Committees in SharePoint (for Admins)

d. Look up the members (multiple can be added at a time) by entering their NetID, name, or email address.
e. Select “Share.”

![Share 'TEST Committee' dialog]

6. To remove committee members:
   a. Select the appropriate group.
   b. Check the box next to the name of the person or people to be removed.

![Checkboxes for removing users]

c. From the “Actions” menu, select “Remove Users from Group.”

![Actions menu showing Remove Users from Group]
University Committees in SharePoint (for Admins)

7. After a meeting is completed and ready to be archived, upload any minutes or extra files to the Committee Records section.
   a. Select the files that should be archived together.
   b. Enter the “Committee Date,” and click “Archive Files.” The committee date must have all four characters for the year (2012 instead of just 12) for the sort order to work.

8. The archived files will disappear from the “Committee Records” library and be transferred to the “Committee Archives” library, in a folder with the “Committee Date.”

9. If any archived files need to be transferred back to Committee Records, just drag and drop the files back to the Committee Records library.

For an editable copy of this document, please contact Cristina Bean at cristina_bean@byu.edu.