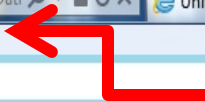


Topics covered –

- **How to login to a SharePoint site using your Udel Net ID**
- **Explorer mode for uploading and downloading files from your computer to the SharePoint site**



Open Internet Explorer (IE) and go to the SharePoint URL/link you were provided

NOTE: Can use FireFox also, but some features may be disabled - if possible use IE



UD SharePoint

Log in



Current UD faculty, staff, and students

Log in with your UDelNet ID and password below (format: win\login). Your password must meet UD's new password requirements. See the [UD Network page](#) to verify or reset your password.

Log In with your UDelNet ID

UD's SharePoint Service

Microsoft SharePoint 2010 is a Web-based application that allows working groups to collaborate online using any supported Web browser.

You can use SharePoint for document management, file management, workflow management, and online discussion.

UD SharePoint

Log in

Current UD faculty, staff,

Log in with your UDelNet ID and password by clicking on the Log In button. If you are not currently a University of Delaware employee or student but are collaborating on a SharePoint project with colleagues at UD, log in through an OpenID-enabled site.

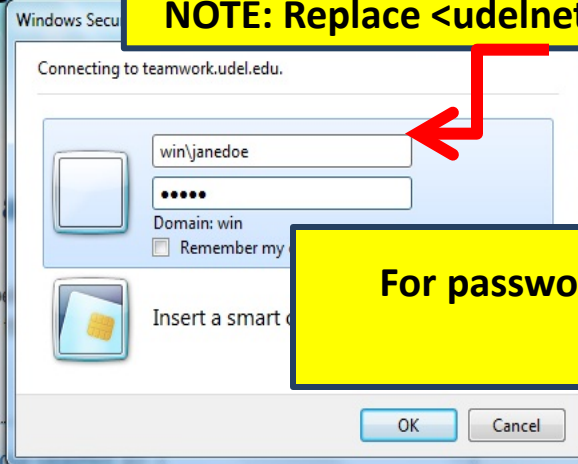
Log In with your

Non-UD collaborators

If you are not currently a University of Delaware employee or student but are collaborating on a SharePoint project with colleagues at UD, log in through an OpenID-enabled site.

In the login screen, for user name type in:
Win\<udelnetid>

NOTE: Replace <udelnetid> with your own Udel Net ID



Windows Security

Connecting to teamwork.udel.edu.

win\janedoe

.....

Domain: win

Remember my password

Insert a smart card

OK Cancel

For password, type in your UD webforms password

UD's SharePoint Service

You can use SharePoint for document management, file management, workflow management, and online discussion.

Support

- » [UD SharePoint Site Request Form](#)
- » [UD SharePoint Documentation](#)
- » [UD Password Requirements](#)

For login questions or problems, contact the IT Support Center.

Type	Name	Modified	Modified By
	Agendas	3/14/2012 11:03 AM	Botner, Leigh
		6/8/2012 2:36 PM	Larraga, Lawrence A.
		5/30/2012 9:17 AM	Hirschenhofer, Kim
		5/30/2012 9:11 AM	Hirschenhofer, Kim
		3/14/2012 12:42 PM	Neff, Jean
		3/12/2012 3:33 PM	Neff, Jean
		6/10/2012 7:13 PM	Botner, Leigh
		4/6/2012 9:26 AM	Botner, Leigh
		6/20/2012 9:47 AM	Hirschenhofer, Kim
		3/14/2012 3:00 PM	Hirschenhofer, Kim
		5/29/2012 6:12 PM	Botner, Leigh
		6/19/2012 2:31 PM	Hirschenhofer, Kim
		6/19/2012 2:54 PM	Hirschenhofer, Kim
		3/12/2012 2:36 PM	Neff, Jean
		6/28/2012 2:56 PM	Larraga, Lawrence A.
		5/29/2012 6:12 PM	Botner, Leigh
		3/14/2012 2:06 PM	Hirschenhofer, Kim

Click on the 'Shared Documents' link on the left menu to see all the folders and documents that you have been given access to

+ Add document

Library Tools: Documents, Library

Site Actions: View Format, Datasheet, New Row, Show Task Pane, Show Totals, Refresh Data, Create View, Manage Views

Share & Track: E-mail a Link, Alert Me, RSS Feed, Sync to SharePoint Workspace, Connect to Office, Connect to Outlook, Export to Excel, Open with Explorer

Customize Library: Form Web Parts, Edit Library, New Quick Step

Settings: Library Settings, Library Permissions, Workflow Settings

Type	Name	Modified	Modified By
Folder	Agendas	3 AM	Botner, Leigh
Folder	Final Videos	PM	Larraga, Lawrence A.
Folder	OtherDocs	AM	Hirschenhofer, Kim
Folder	StepsAndVideos	AM	Hirschenhofer, Kim
Folder	training resources	2 PM	Neff, Jean
Word Document	Collaboration Tools	PM	Neff, Jean
Word Document	Feedback on final v	PM	Botner, Leigh
Word Document	Index of topics and	AM	Botner, Leigh
Word Document	MasterDocs	AM	Hirschenhofer, Kim
Word Document	Proposal Tools	PM	Hirschenhofer, Kim
Word Document	Quick tips for using	PM	Botner, Leigh
Word Document	SharePointGPTasks	6/19/2012 2:31 PM	Hirschenhofer, Kim
Word Document	SharePointWelcomeMessage	6/19/2012 2:54 PM	Hirschenhofer, Kim
Word Document	SP Educational Training Table	3/12/2012 2:36 PM	Neff, Jean
Word Document	thisisatest	6/28/2012 2:56 PM	Larraga, Lawrence A.
Word Document	Welcome to the University Collaboration System Template 12-22-11	5/29/2012 6:12 PM	Botner, Leigh
Word Document	WP RO SP site outline	3/14/2012 2:06 PM	Hirschenhofer, Kim

If using Internet Explorer , click on the LIBRARY link at the top to see the option OPEN WITH EXPLORER

This will allow you to download and upload files from your computer to the SharePoint site

End of Documentation