KENNESAW STATE UNIVERSITY

University Information Technology Services

Microsoft SharePoint 2016

Document Management

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft SharePoint 2016 with Office 365
Document Management

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Introduction

This booklet is the companion document to the SharePoint 2016 with Office 365 workshop. The booklet will show users how to upload, create, and manage documents using document libraries and how to create a document workflow.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Upload and open documents
- Create Documents from the Document library
- Check in and check out documents
- Create and manage document versioning
- Creating, modifying, and sorting document views

Overview of Document Management

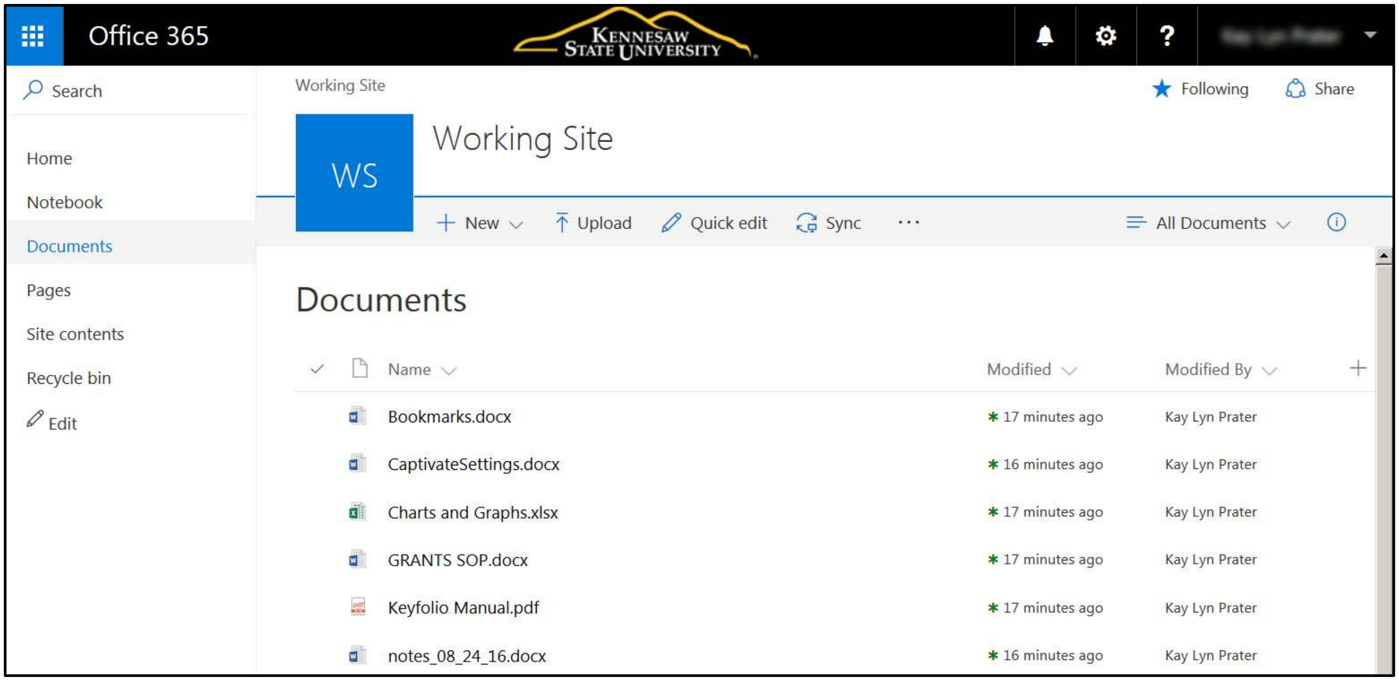
Microsoft SharePoint’s document libraries provide a platform for sharing documents. The use of a central storage area makes document collaboration and compliance with audit requirements easier.

The Document Library Window

The image below shows the a document library window. Documents that have been uploaded into SharePoint, or created in the library, are collected in document libraries and listed in the window.

The Quick Launch panel at the left of the window lists all list and library content along with links to display and manage other apps in the window. *Documents* is the default document library that comes with SharePoint 2016 with Office 365. Users with rights to do so can create other document libraries.

Each document library list contains information about the document, which is organized into site columns. The site column headings can be used to sort and filter the documents listed.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Edit
Working Site
Following
Share
WS
Working Site
New
Upload
Quick edit
Sync
All Documents
Documents

Name	Modified	Modified By
Bookmarks.docx	17 minutes ago	Kay Lyn Prater
CaptivateSettings.docx	16 minutes ago	Kay Lyn Prater
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Figure 1 - Document Center

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