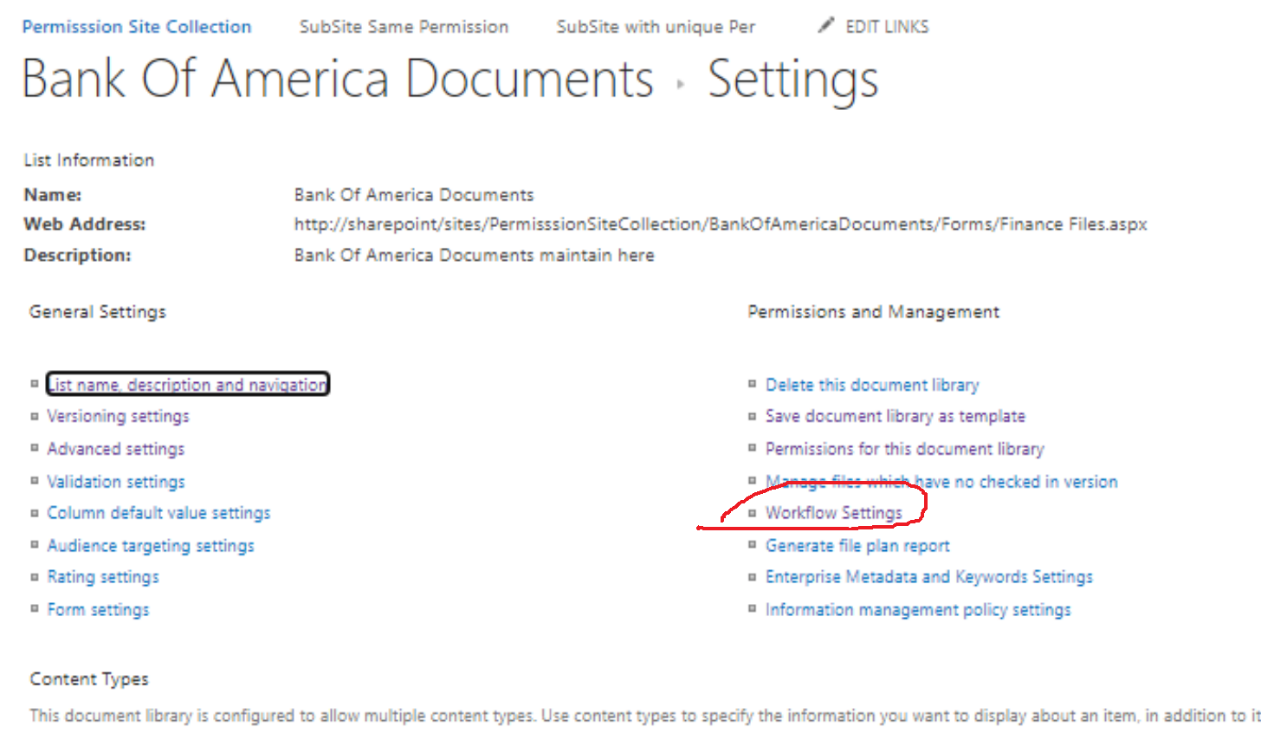
**How to Create Workflow in SharePoint for a Library?**

Browse to a list or library where you want to create a SharePoint workflow.



Select “Library Settings” tab and click “Workflow Settings” on the ribbon. Then select “Add a workflow” from the dropdown menu.

A screenshot of a computer

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Click “Next” and define workflow behavior on the following page. You can specify the approvers list and carbon copy watchers, define the way how and when tasks are routed to participants, and set circumstances for workflow completion. Let’s name it “SharePoint workflow settings” page, because we have to deal with it after a few more steps.

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Click Save. Now, you have to start this SharePoint workflow.

Add a document

And start the workflow

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Click to start the workflow

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A close-up of a computer screen

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