

# Document Library Folder Collaboration User Guide

*From: Veera Bharat Bhushan Kaveri*

*Audience: All the Developers and Admins*

*Environment: SharePoint Online*

*Entities: Document Libraries, Folders, Files etc.*

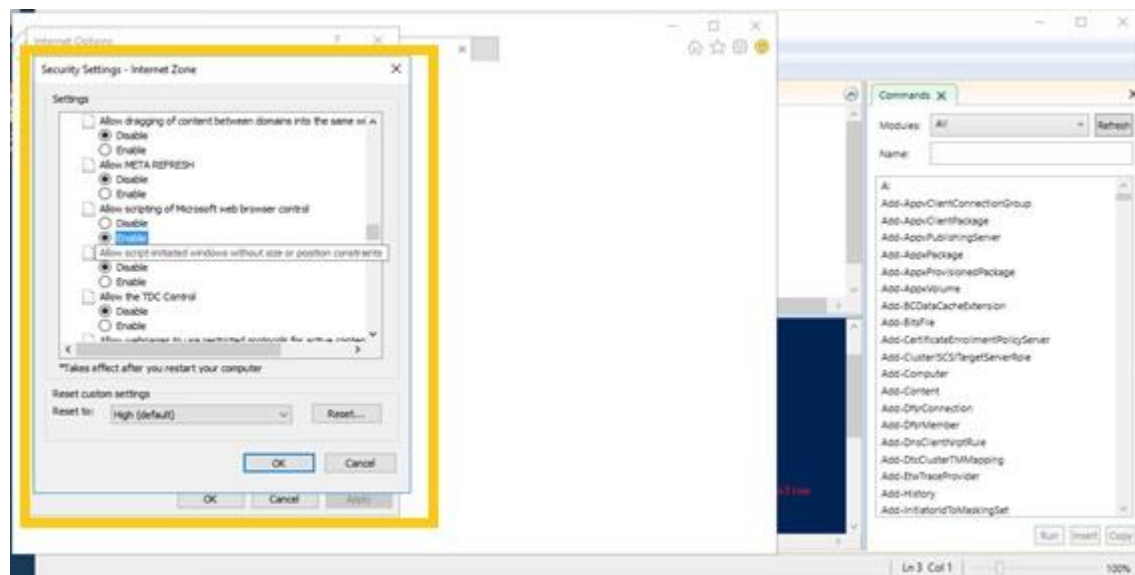
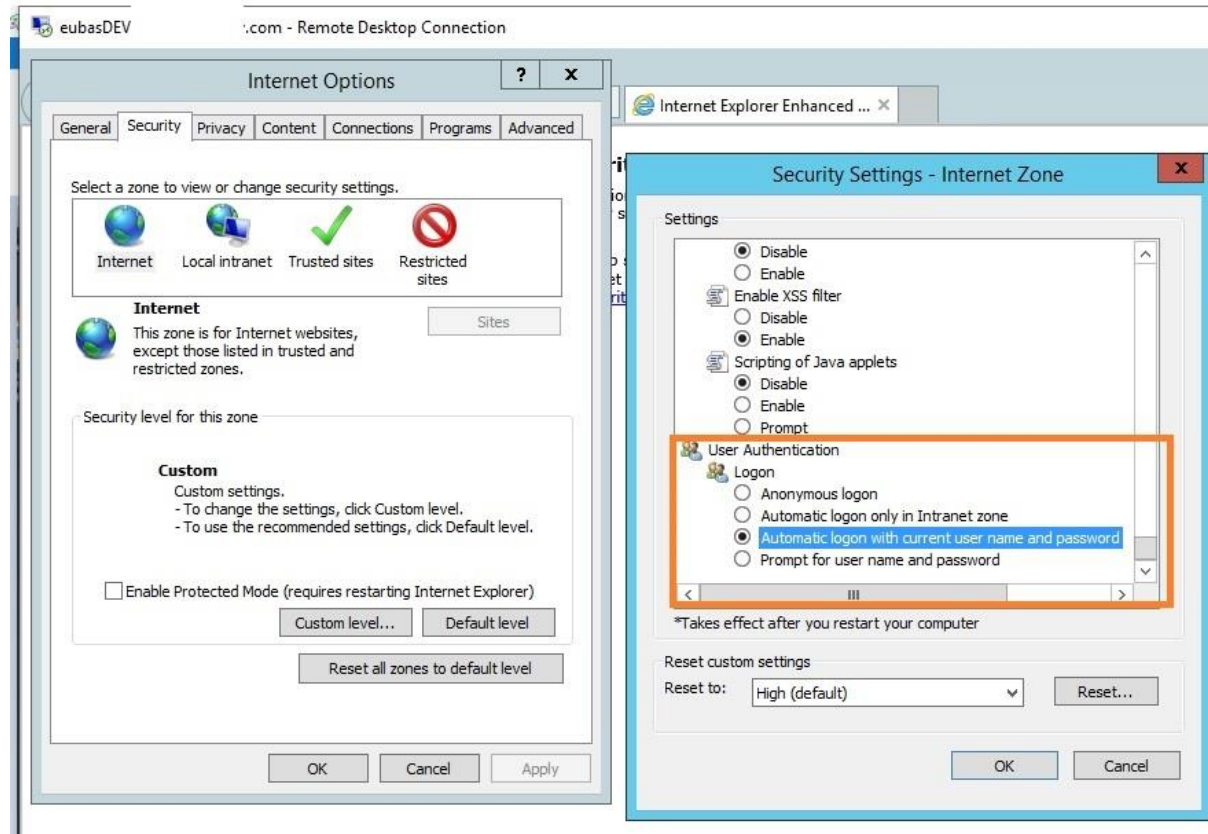
# Document Library Folder Collaboration User Guide

## Introduction:

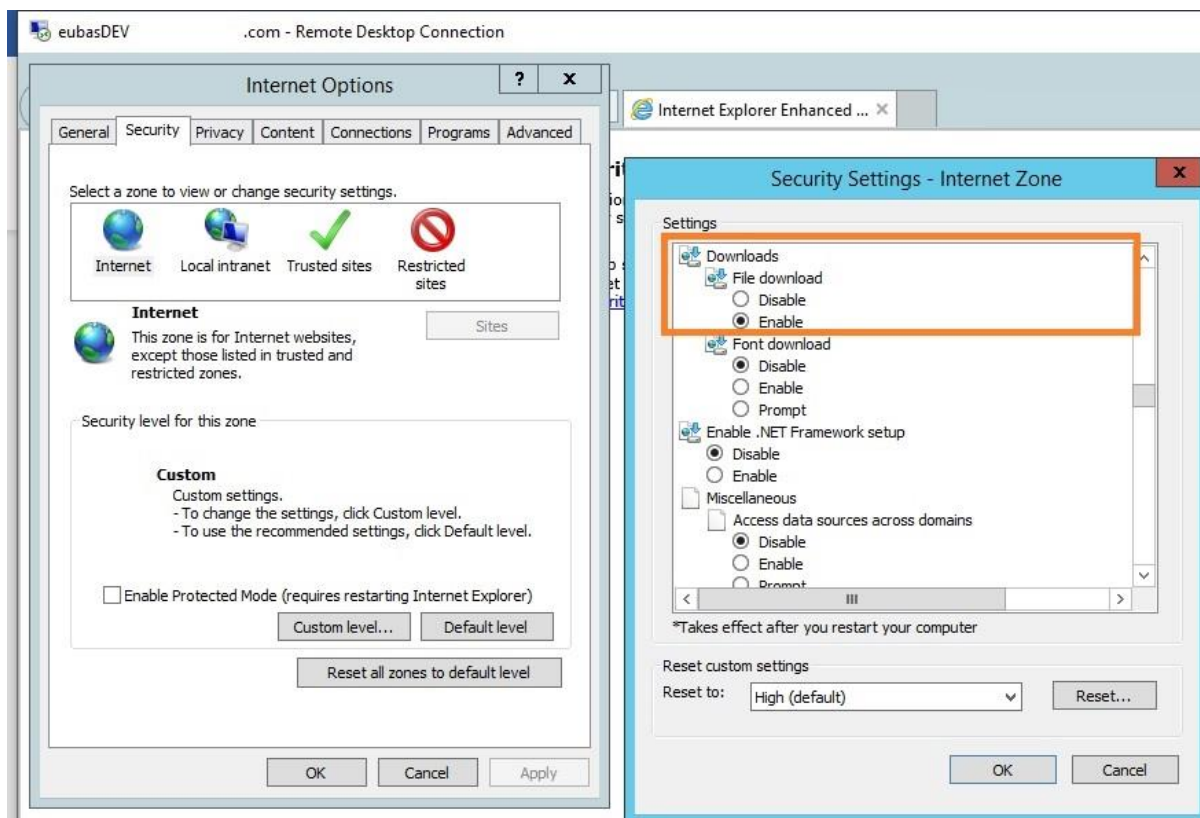
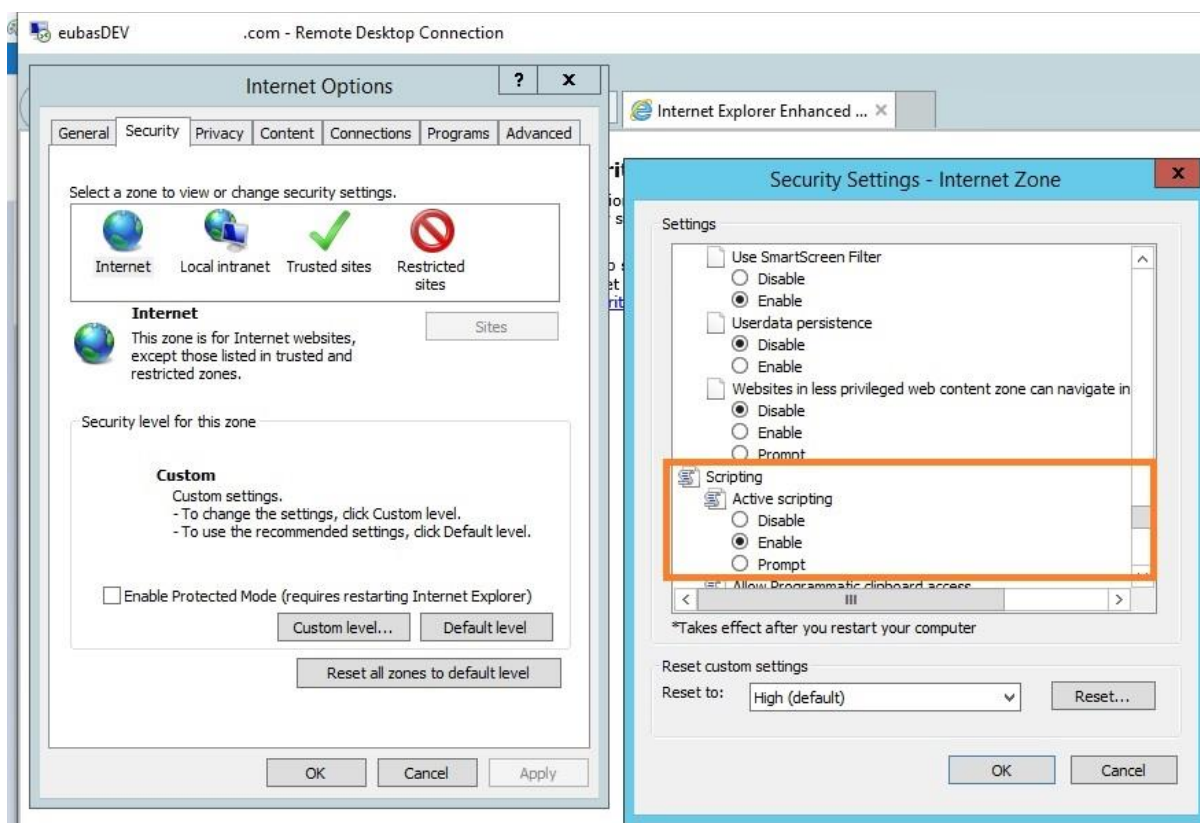
Through this User Guide we are trying to cover most of the major areas of Folder collaboration with related Files management of the given SPO Libraries.

## Initial Browser Settings:

Please open the Primary/Parent Browser in your machine >> Click the Top Right corner Cog >> Go To Internet Options >> Security Tab >> Custom Level >> Enable the below options as highlighted >> Click Ok >> Restart the Machine for all Settings to get reflected.



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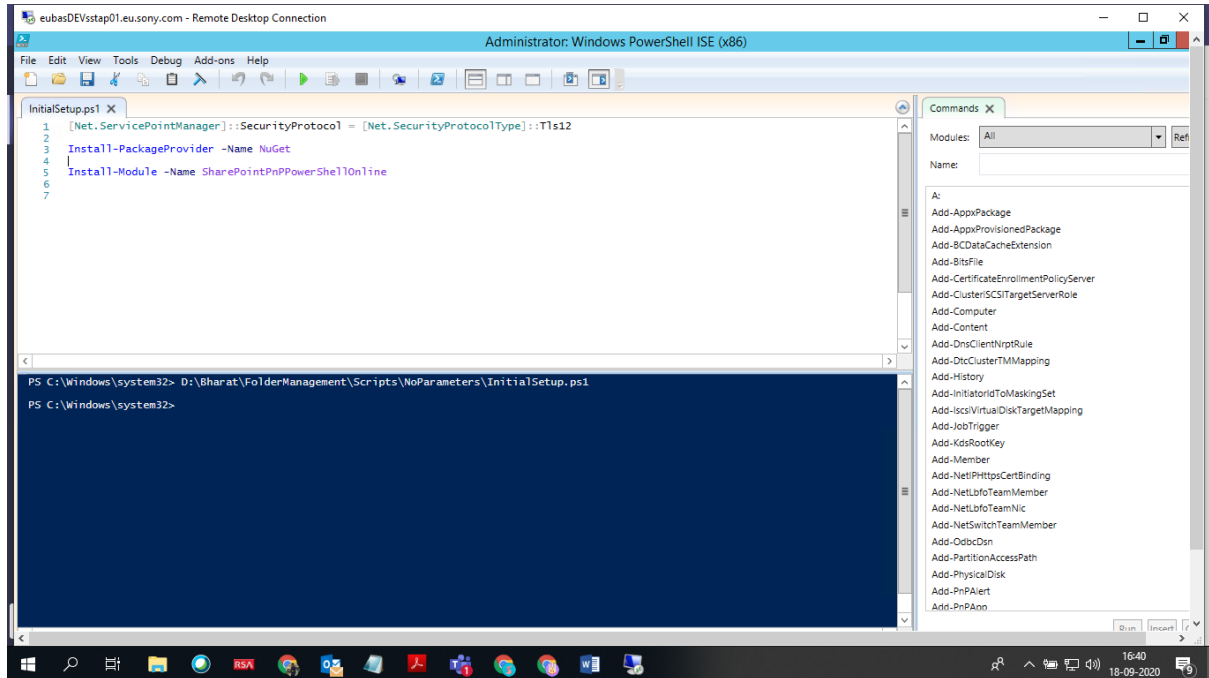
## Initial Set Up:

Please run the below set of PS code lines before working with all our PnP scripts.

***[Net.ServicePointManager]::SecurityProtocol = [Net.SecurityProtocolType]::Tls12***

***Install-PackageProvider -Name NuGet***

***Install-Module -Name SharePointPnPPowerShellOnline***



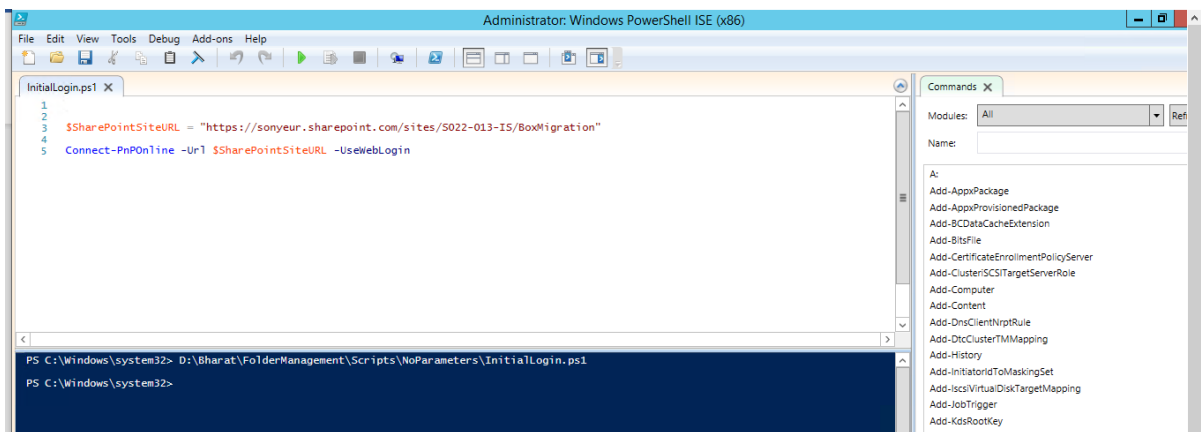
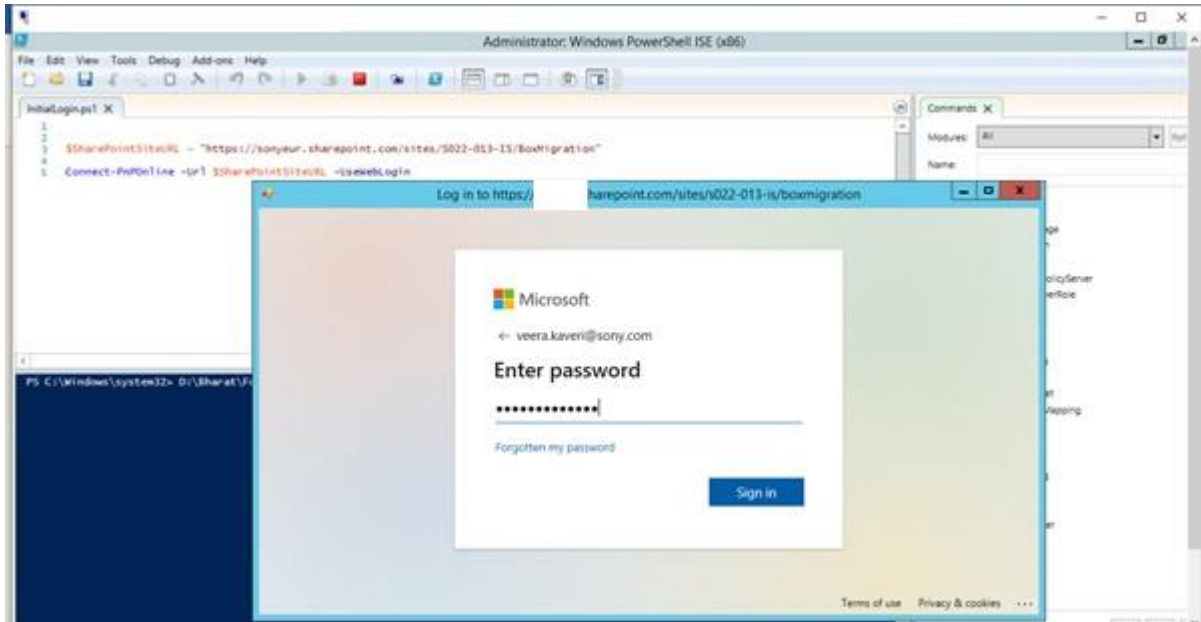
## Initial Login:

Please run the below set of PS code lines by replacing the highlighted details before working with all our PnP scripts that covers the Login process and stores the credentials and re-uses it whenever you run next set of PnP PowerShell scripts.

***\$SharePointSiteURL = "<Site URL>"***

***Connect-PnPOnline -Url \$SharePointSiteURL -UseWebLogin***

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## Create Dummy Files:

Please run the below set of CMD script lines for creating all kinds of dummy files with required extensions by making and changing it to the directory.

**md <FilePath>**

**cd <FilePath>**

**Fsutil file createnew dummyfile1.pdf 2000000**

**Fsutil file createnew dummyfile2.doc 2000000**

**Fsutil file createnew dummyfile3.ppt 2000000**

**Fsutil file createnew dummyfile4.dat 2000000**

**Note: Only run in the CMD prompt**

Above CMD lines create dummy files with above titles and mentioned extensions each with 20 MB sizes.

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We can use the above concept for all kinds of testing, validation, uploading, downloading of dummy files via PnP PS scripting on a given SPO Library's Folders or Sub-Folders etc.

## Running Environments:

Suggested Environment to run all the below PnP PowerShell scripts are **using Windows PowerShell ISE only Right Click as Admin**

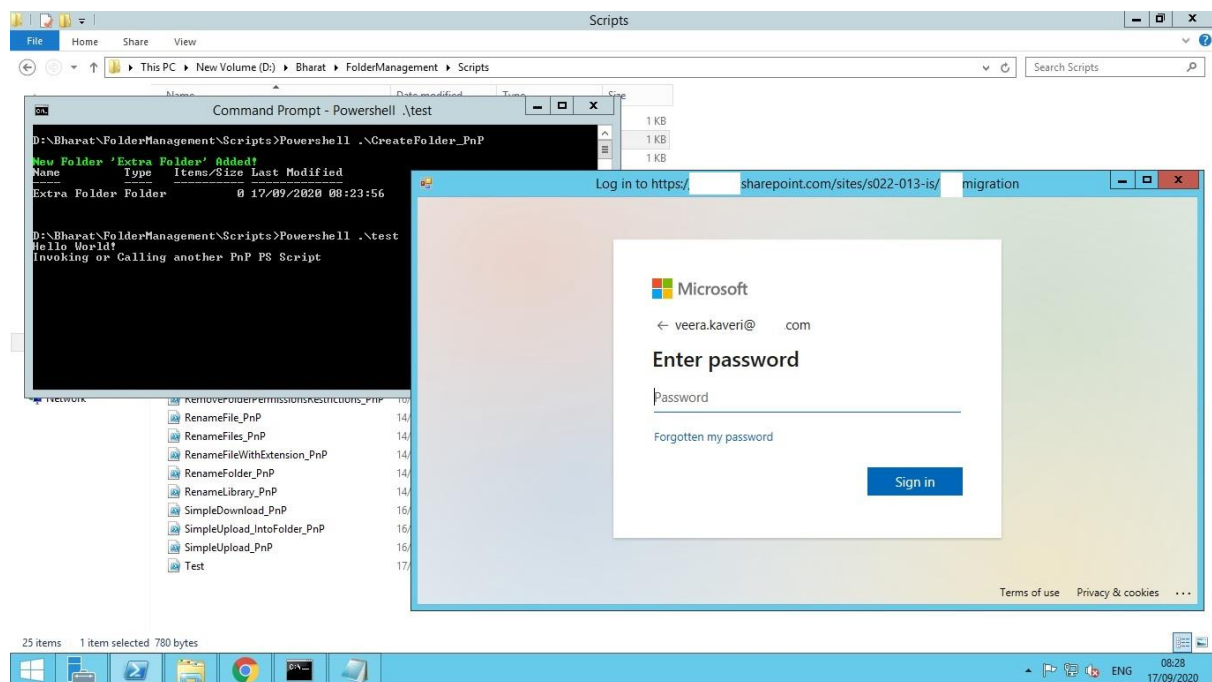
## Invoking/Calling another PS Script:

We can also use Command Line Prompt Tool to run below PnP scripts as an alternative as shown in the below illustrated example:

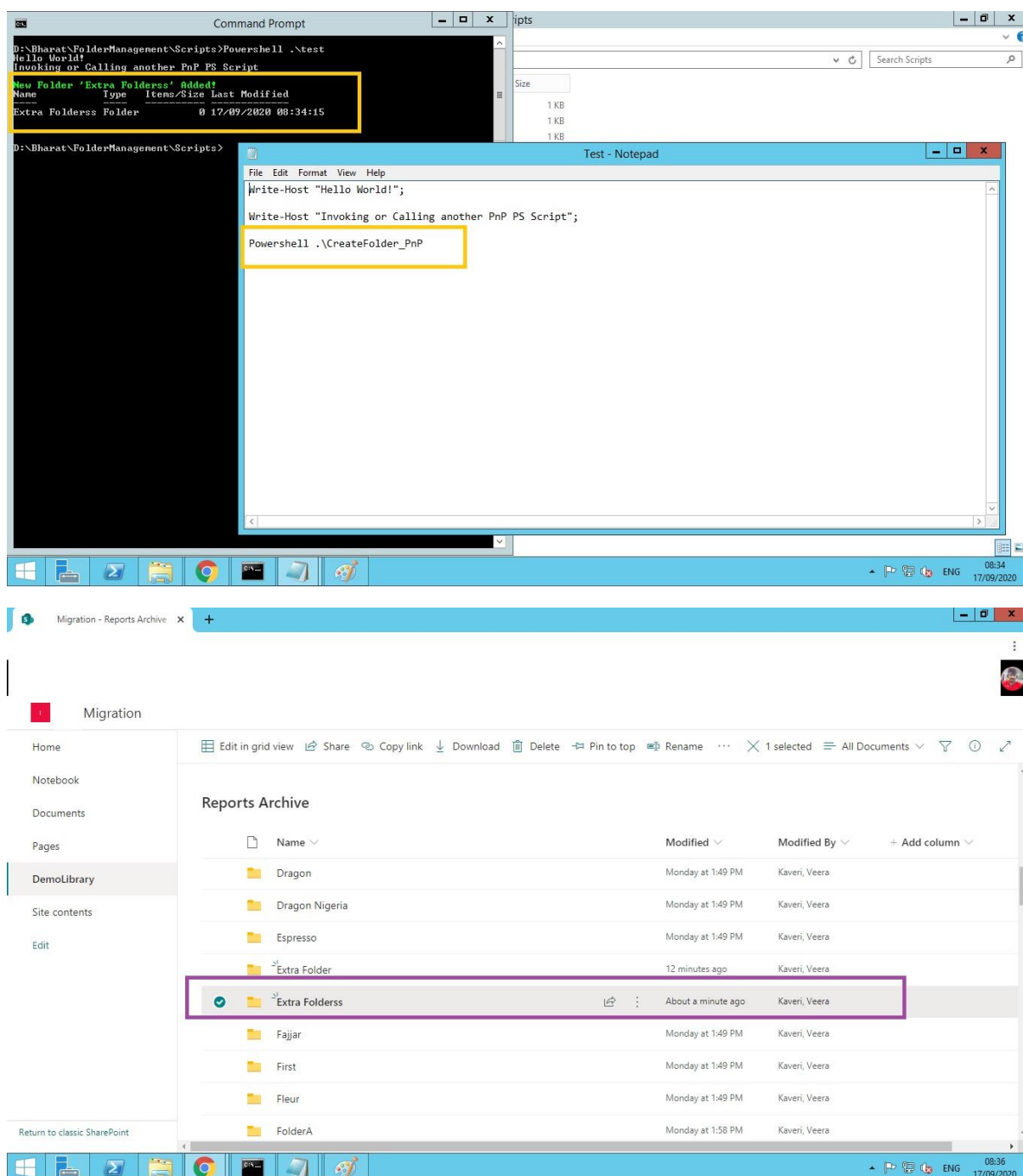
**Write-Host "Hello World!";**

**Write-Host "Invoking or Calling another PnP PS Script";**

**Powershell .\CreateFolder\_PnP**



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## Note

All the below PnP Scripts support **MFA [multi factor authentication]** which will be very helpful for the end user to enter his password at the run time only for once and rest of the times will login automatically with the same login details if he has permissions on the site collections which are referred in the PnP PowerShell scripts.

Below Scripts can be used across a Modern as well as Classic SPO Libraries.



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## Create Folder:

Here is a simple way to create a folder on a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell ISE.

```
#Config Variables
$SharePointSiteURL = "#####"

$FolderName= "Extra Folder"

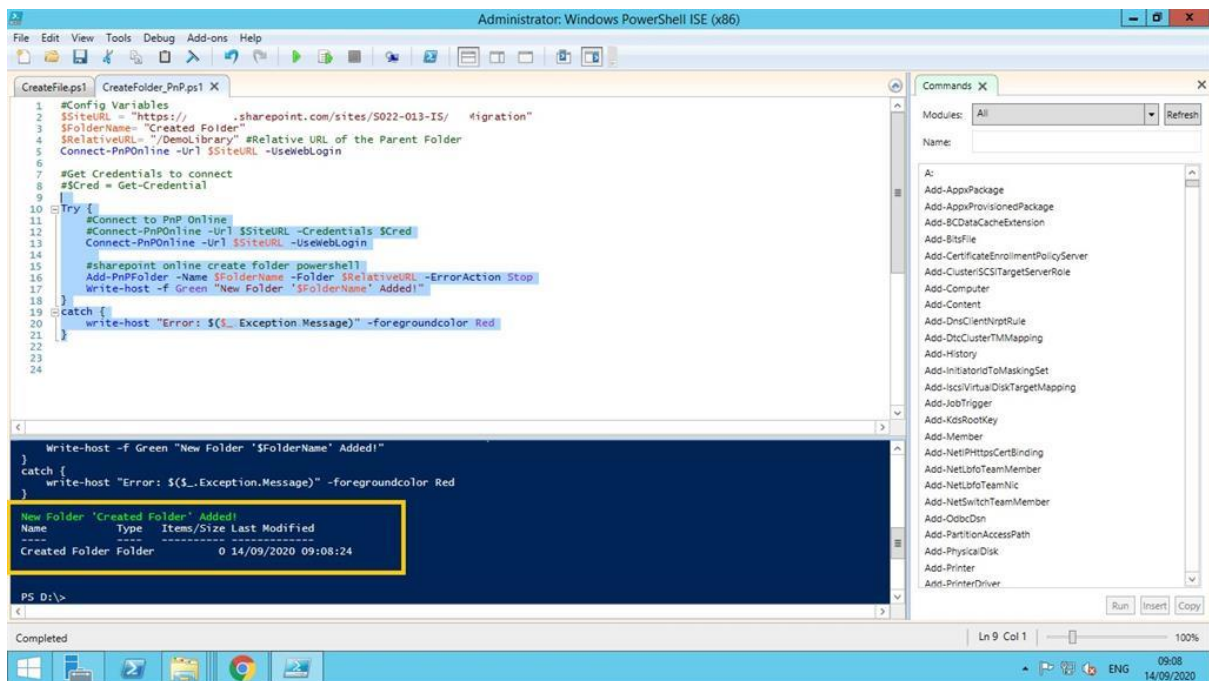
$RelativeURL= "/Reports Archive"

Try {
    #Connect to PnP Online
    Connect-PnPOnline -Url $SharePointSiteURL -UseWebLogin

    #sharepoint online create folder powershell
    Add-PnPFolder -Name $FolderName -Folder $RelativeURL -ErrorAction Stop
    Write-host -f Green "New Folder '$FolderName' Added!"
}
catch {
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red
}
```

Please configure above highlighted points to have your own folder created via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script,



## Create Multiple Folders:

Here is a simple way to create multiple folders on a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.



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```
#Config Variables
$SiteURL = "#####"
$CSVFilePath = "D:\Bharat\Folders_SameLib.csv"

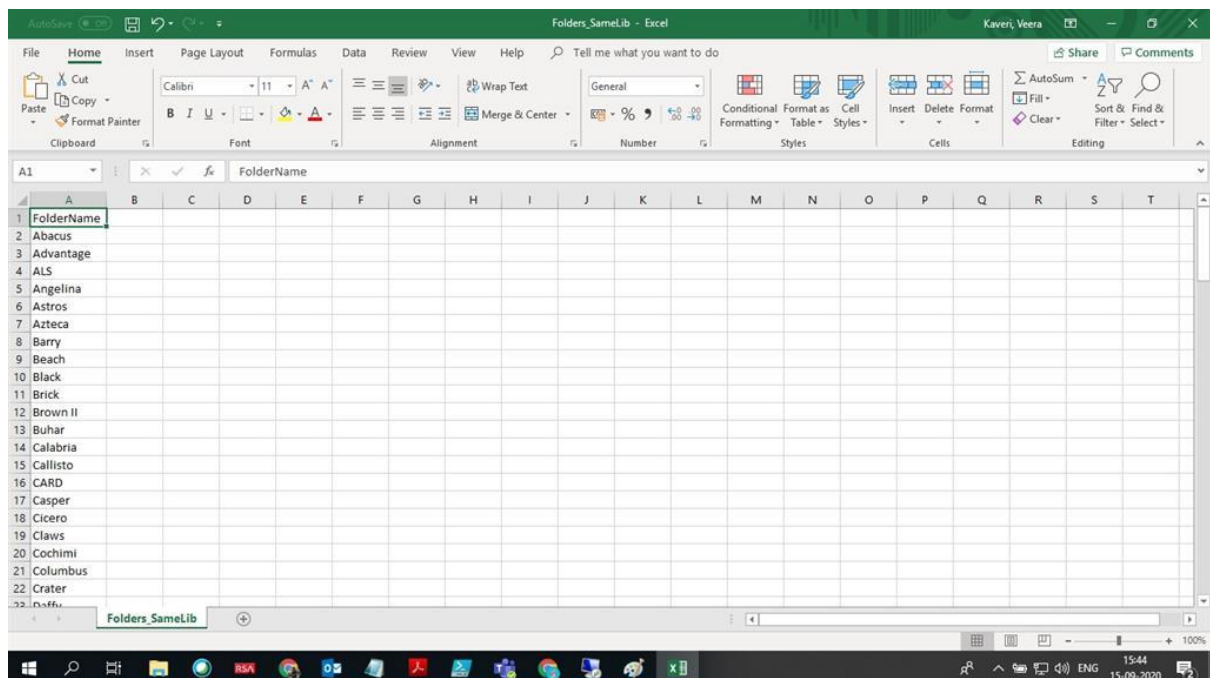
Try {
    #Connect to PnP Online
    Connect-PnPOnline -Url $SiteURL -UseWebLogin

    #Get the CSV file
    $CSVFile = Import-Csv $CSVFilePath

    #Read CSV file and create document document library
    ForEach($Row in $CSVFile)
    {
        #Create Folder if it doesn't exist
        Resolve-PnPFolder -SiteRelativePath $Row.FoldersSiteRelativeURL | Out-Null
        Write-host "Ensured Folder:"$Row.FoldersSiteRelativeURL -f Green
    }
} catch {
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red
}
```

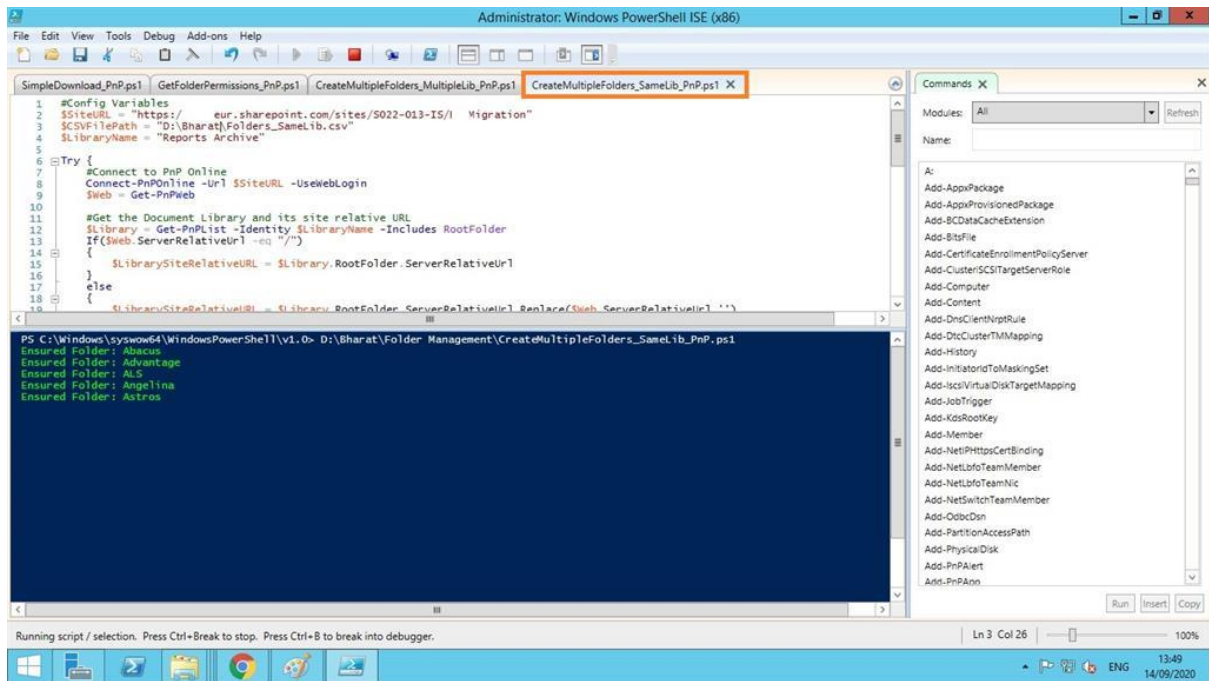
Please configure above highlighted points to have your own folder created via PnP PowerShell programmatically.

Above csv file mentioned in the script should look like this with column, values, sheet name same as file name saved etc. as shown below:



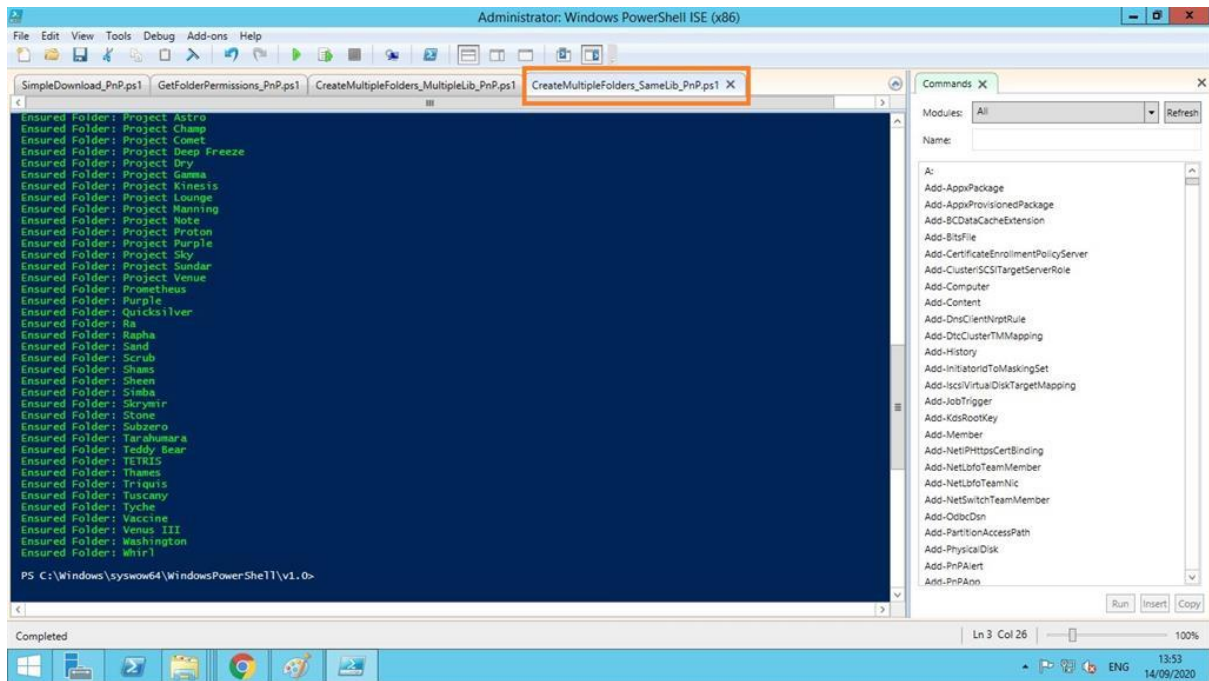
Here is the snapshot after a successful running of the script,

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+ New ▾ ↑ Upload ▾ Edit in grid view Sync Export to Excel Power Apps ▾ ... All Documents* ▾ 🔍 ⓘ				
Reports Archive				
📁	Name ▾	Modified ▾	Modified By ▾	+ Add column ▾
📁	Abacus	About a minute ago	Kaveri, Veera	
📁	Advantage	About a minute ago	Kaveri, Veera	
📁	ALS	About a minute ago	Kaveri, Veera	
📁	Angelina	About a minute ago	Kaveri, Veera	
📁	Astros	About a minute ago	Kaveri, Veera	
📁	Azteca	About a minute ago	Kaveri, Veera	
📁	Barry	About a minute ago	Kaveri, Veera	

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## Create Multiple Folders on Multiple Libraries:

Here is a simple way to create multiple folders on a given multiple SPO libraries using PnP PowerShell.

Here's the PnP PowerShell code to execute on a windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$CSVFilePath = "D:\Bharat\Folders_MultipleLibs.csv"

Try {
    #Connect to PnP Online
    Connect-PnPOnline -Url $SiteURL -UseWebLogin

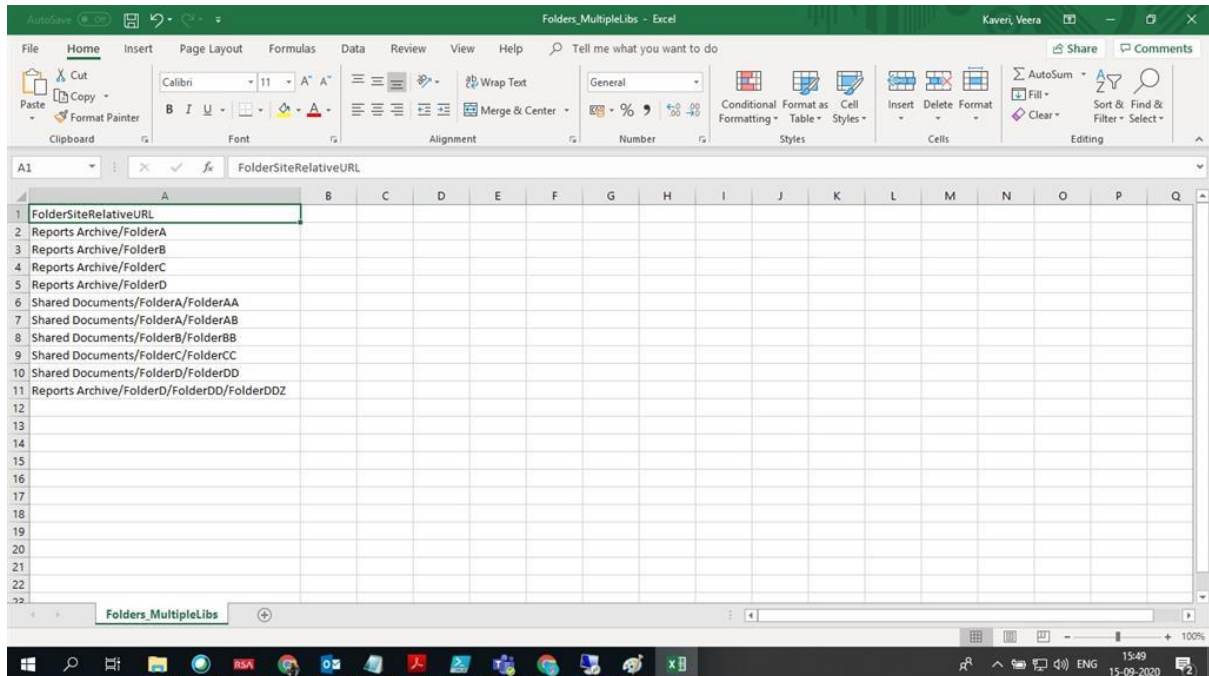
    #Get the CSV file
    $CSVFile = Import-Csv $CSVFilePath

    #Read CSV file and create document document library
    ForEach($Row in $CSVFile)
    {
        #Create Folder if it doesn't exist
        Resolve-PnPFolder -SiteRelativePath $Row.FolderSiteRelativeURL | Out-Null
        Write-host "Ensured Folder:"$Row.FolderSiteRelativeURL -f Green
    }
}
catch {
    Write-host "Error: $($_.Exception.Message)" -foregroundcolor Red
}
```

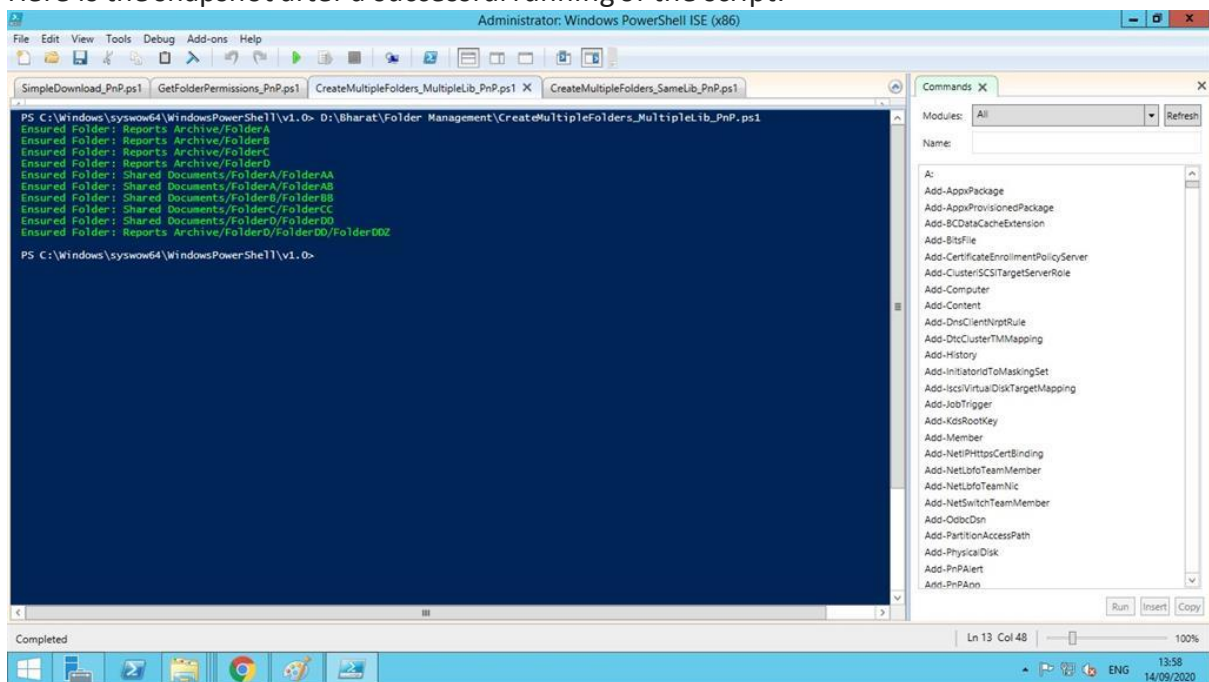
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Please configure above highlighted points to have your own folder created via PnP PowerShell programmatically.

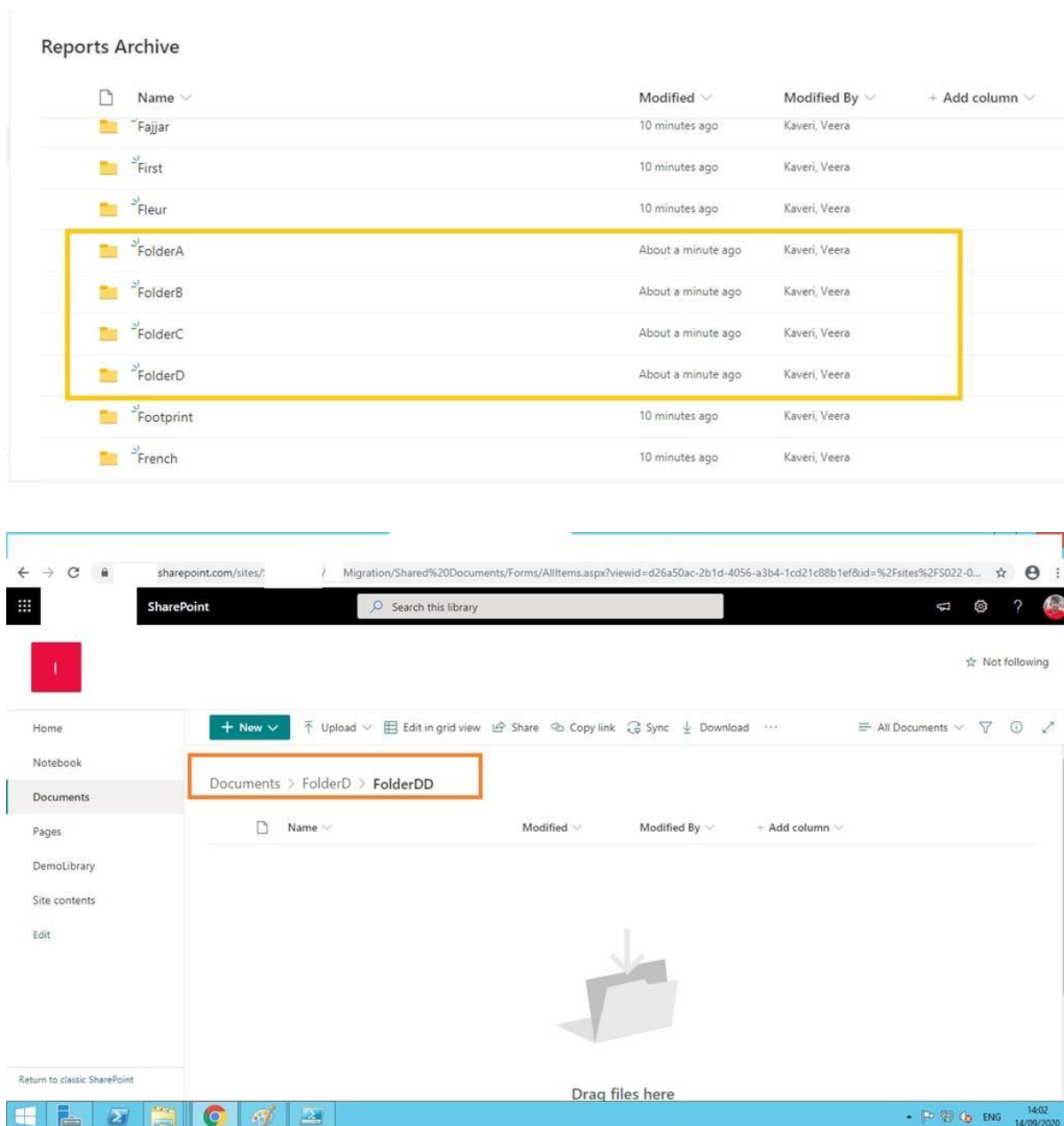
Above csv file should look like this with column, values, sheet name same as file name saved etc. as shown below:



Here is the snapshot after a successful running of the script:



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Above concept can be used across a Modern as well as Classic SPO Libraries.

## Create Sub Folder:

Here is a simple way to create a sub-folder on a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

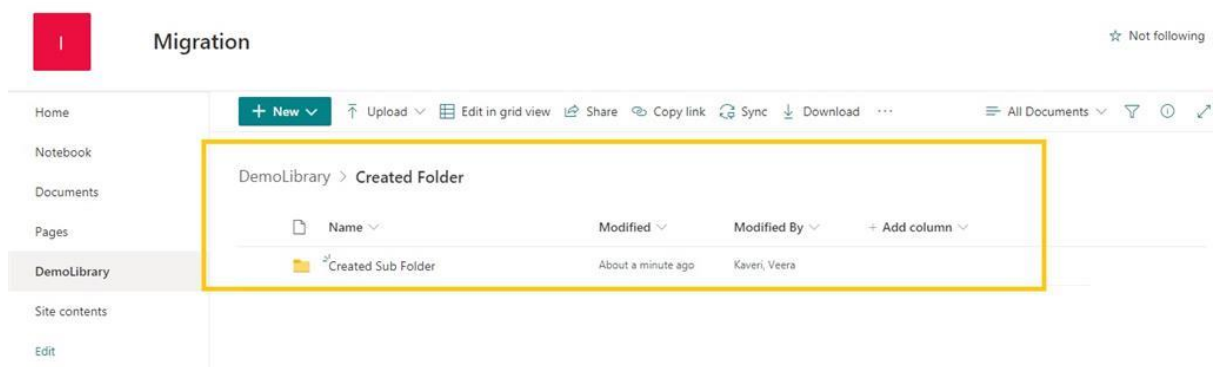
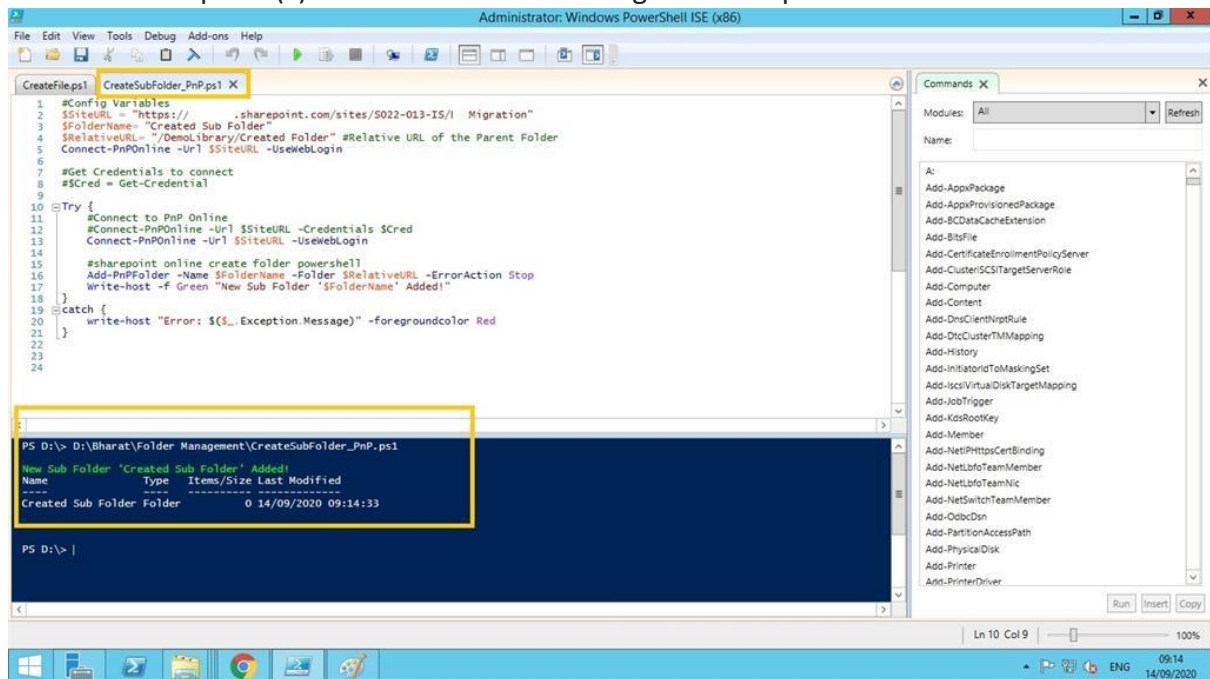
```
#Config Variables
$SiteURL = "#####"
$FolderName= "Created Sub Folder"
$RelativeURL= "/DemoLibrary/Created Folder"
Connect-PnPOnline -Url $SiteURL -UseWebLogin
```

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```
Try {  
    #Connect to PnP Online  
    Connect-PnPOnline -Url $SiteURL -UseWebLogin  
  
    #sharepoint online create folder powershell  
    Add-PnPFolder -Name $FolderName -Folder $RelativeURL -ErrorAction Stop  
    Write-host -f Green "New Sub Folder '$FolderName' Added!"  
}  
catch {  
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red  
}
```

Please configure above highlighted points to have your own folder created via PnP PowerShell programmatically.

Here is the snapshot(s) after a successful running of the script:



## Rename Folder:

Here is a simple way to Rename a Folder on a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.



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```
#Config Variables
$SiteURL = "#####"
$FolderURL= "Reports Archive/TestABC"

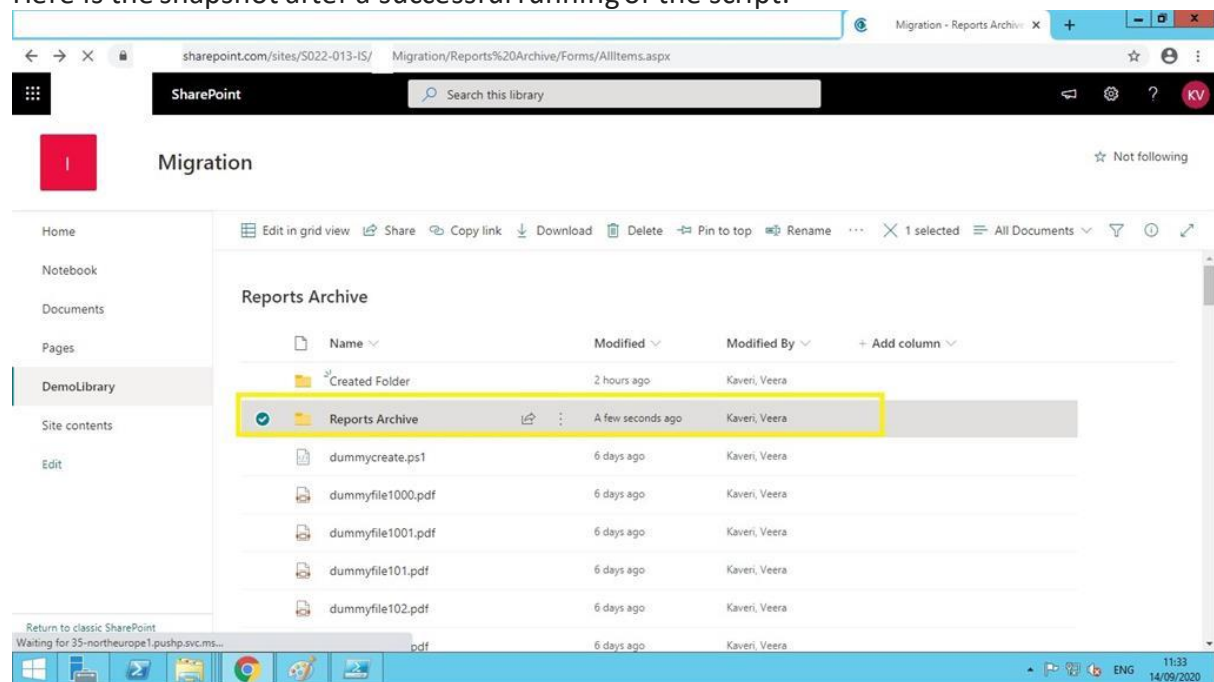
#Site Relative URL
$FolderNewName ="Reports Archive"

#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

#Rename the Folder
Rename-PnPFolder -Folder $FolderURL -TargetFolderName $FolderNewName
```

Please configure above highlighted points to have your own folder created via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:



Above concept can be used across a Modern as well as Classic SPO Libraries.

## Rename Library:

Here is a simple way to Rename a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$LibURL= "Reports Archive/"

#Site Relative URL
$FolderNewName ="Reports Updated"

#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

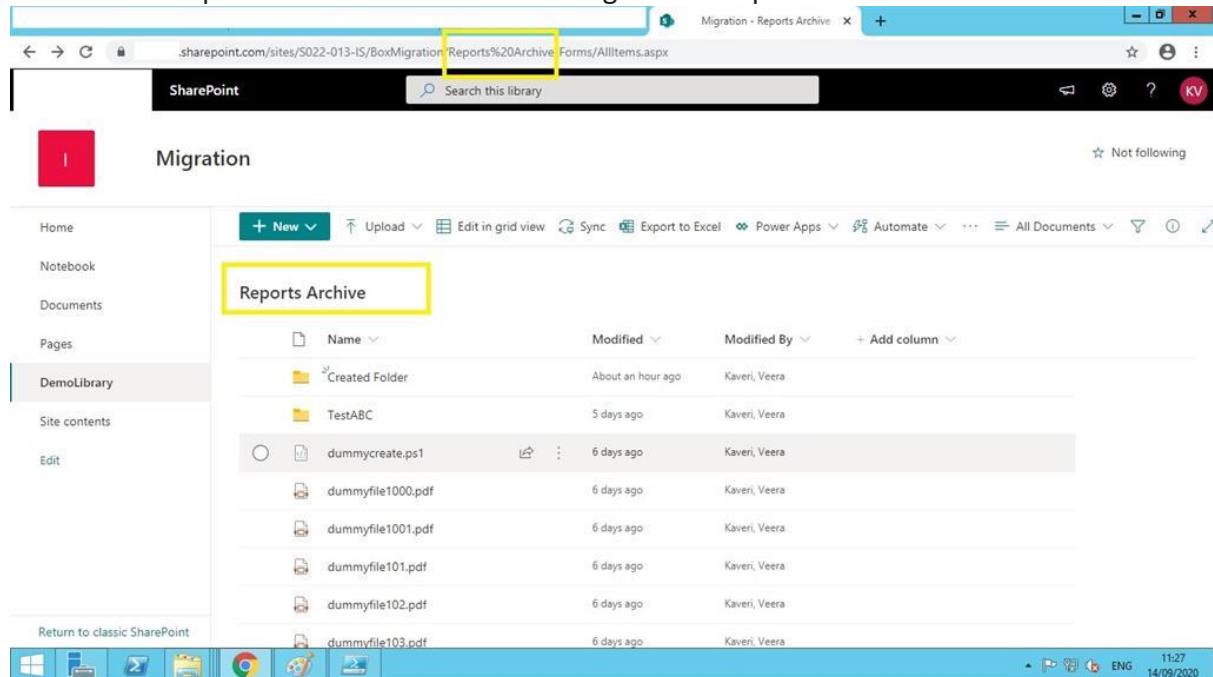
#Rename the Folder
Rename-PnPFolder -Folder $LibURL -TargetFolderName $FolderNewName
```



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Please configure above highlighted points to have your own folder created via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:



Above concept can be used across a Modern as well as Classic SPO Libraries.

## Rename File:

Here is simple way to rename file in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$FileURL = "Reports Archive/Created Folder/test2.txt"
$NewFileName = "UpdatedNAMEfile.txt"

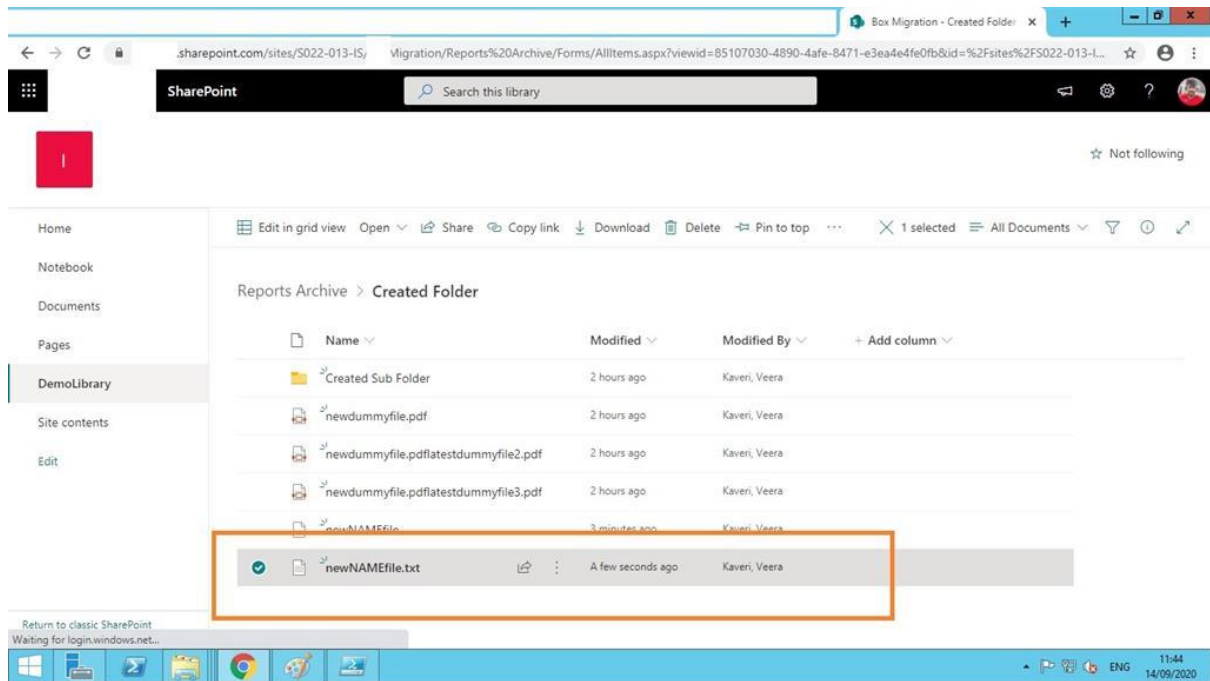
#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

#Rename the File
Rename-PnPFile -SiteRelativeUrl $FileURL -TargetFileName $NewFileName -Force
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:

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Above concept can be used across a Modern as well as Classic SPO Libraries.

## Rename File with Extension:

Here is simple way to Rename file along with Extension in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$FileURL = "Reports Archive/Created Folder/newNAMEfile.txt"
#Always include file extension
$NewFileName = "Topdf.pdf"

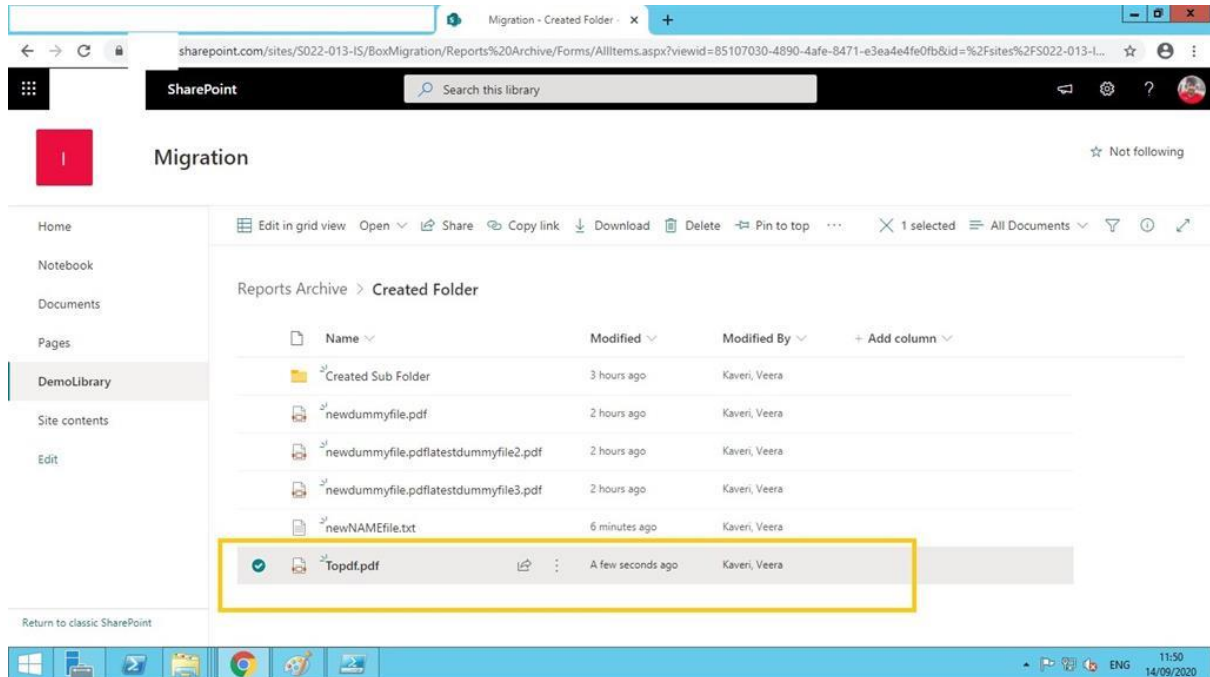
#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

#Rename the File
Rename-PnPFile -SiteRelativeUrl $FileURL -TargetFileName $NewFileName -Force
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:

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Above concept can be used across a Modern as well as Classic SPO Libraries.

## Rename Multiple Files:

Here is a simple way to rename multiple files in a given SPO library using PnP powershell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$LibraryName = "Reports Archive"

#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

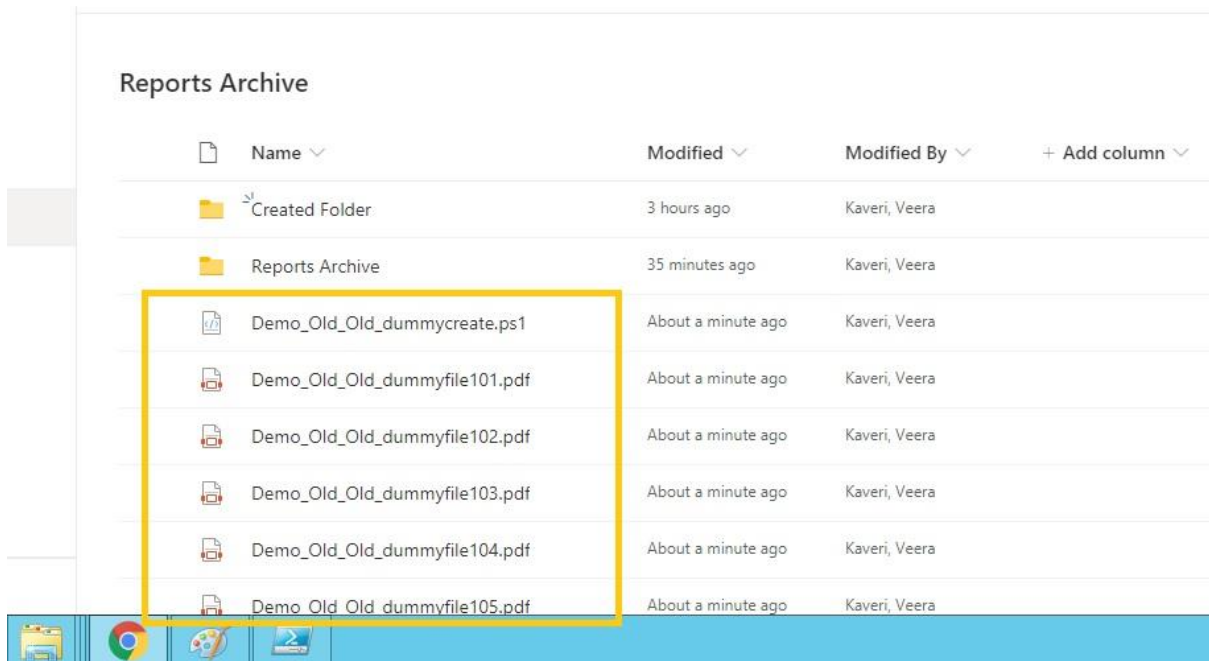
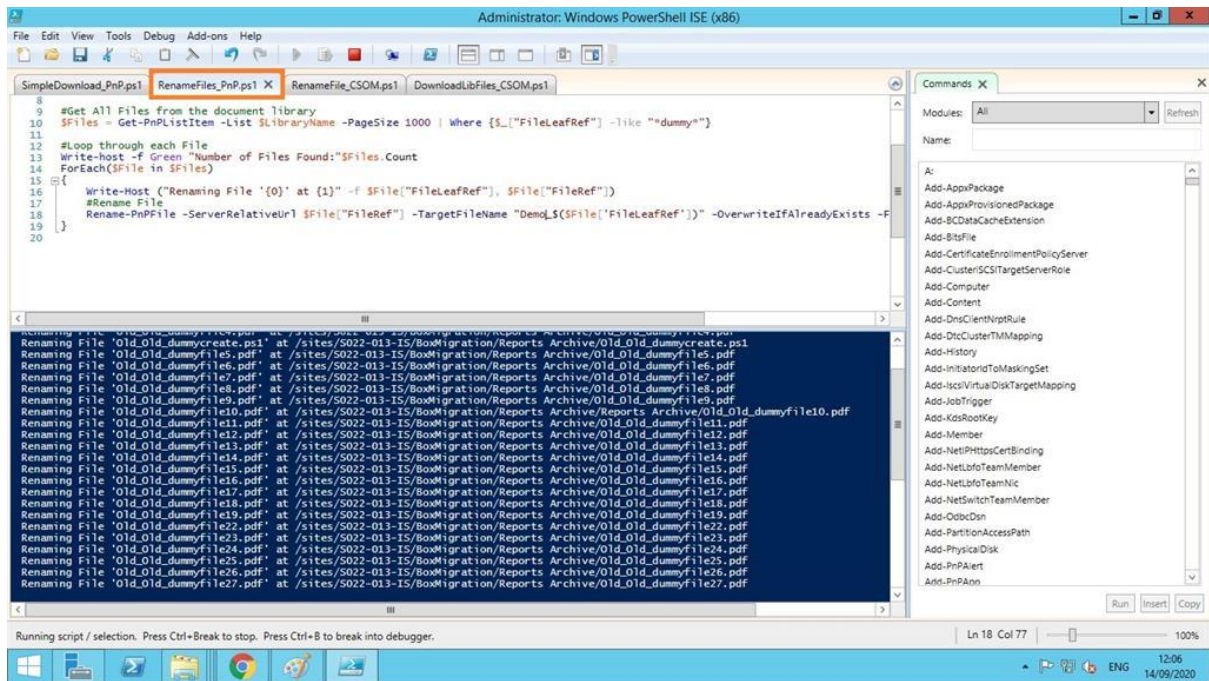
#Get All Files from the document library
$Files = Get-PnPListItem -List $LibraryName -PageSize 1000 | where
{$_.FileLeafRef -like "*dummy*"}

#Loop through each File
Write-Host -f Green "Number of Files Found:">$Files.Count
ForEach($File in $Files)
{
    Write-Host ("Renaming File '{0}' at {1}" -f $File["FileLeafRef"],
    $File["FileRef"])
    #Rename File
    Rename-PnPFile -ServerRelativeUrl $File["FileRef"] -TargetFileName
    "SpecialDemo_$(($File["FileLeafRef"])) -OverwriteIfAlreadyExists -Force
}
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:

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Above concept can be used across a Modern as well as Classic SPO Libraries.

## Download a File by a Specific Path:

Here is a simple way to download a file by path specification in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
```

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```
$ListName="Reports Archive"
$FileRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Created
Folder/Topdf.pdf"

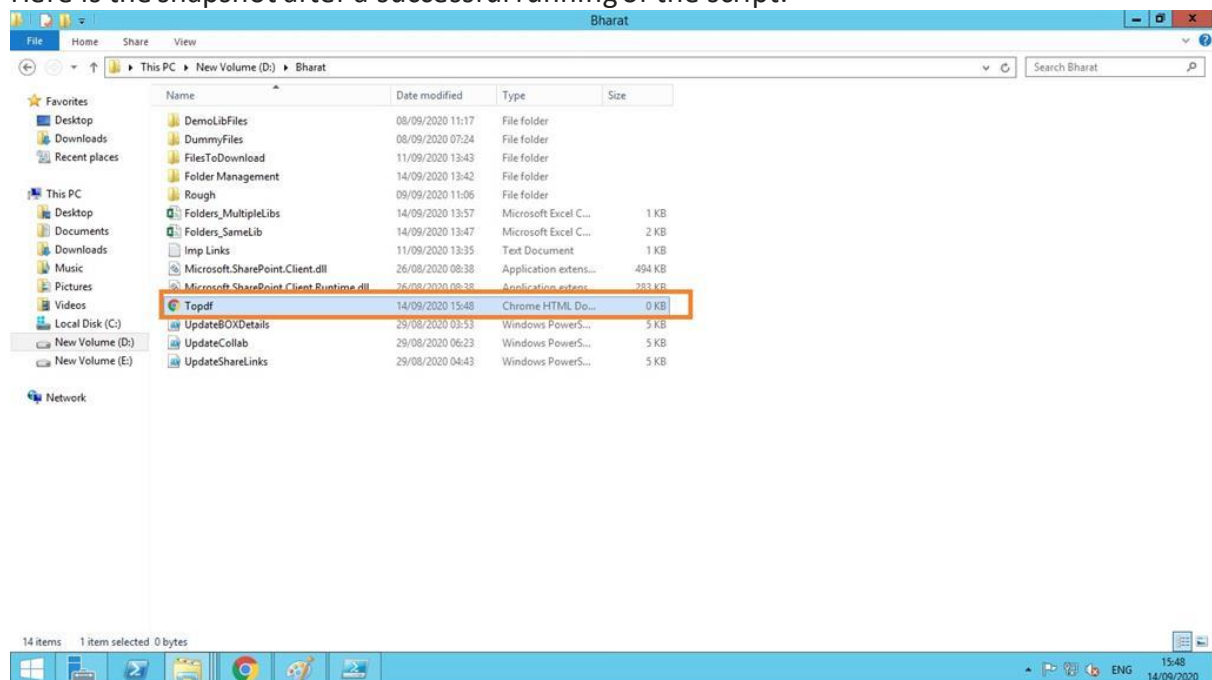
$DownloadPath ="D:\Bharat"

Try {
    #Connect to PNP Online
    Connect-PnPOnline -Url $SiteURL -Useweblogin

    #powershell download file from sharepoint online
    Get-PnPFile -Url $FileRelativeURL -Path $DownloadPath -AsFile
}
catch {
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red
}
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:



## Download Multiple Files by a Specific Folder:

Here is a simple way to download all files by a specified path folder in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$ListName="Reports Archive"
$FileRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Created
Folder/"

$DownloadPath ="D:\Bharat"

Try {
    #Connect to PNP Online
    Connect-PnPOnline -Url $SiteURL -Useweblogin
```

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```
#powershell download file from sharepoint online
Get-PnPFile -Url $FileRelativeURL -Path $DownloadPath -AsFile
}
catch {
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red
}
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

Above concept can be used across a Modern as well as Classic SPO Libraries.

## Get Folder Permissions Report:

Here is a simple way to get the total Permissions report for a given Folder on a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
Function Get-PnPPermissions([Microsoft.SharePoint.Client.SecurableObject]$Object)
{
    Try {
        #Get permissions assigned to the Folder
        Get-PnPProperty -ClientObject $Object -Property HasUniqueRoleAssignments,
        RoleAssignments

        #Check if Object has unique permissions
        $HasUniquePermissions = $Object.HasUniqueRoleAssignments

        #Loop through each permission assigned and extract details
        $PermissionCollection = @()
        Foreach($RoleAssignment in $Object.RoleAssignments)
        {
            #Get the Permission Levels assigned and Member
            Get-PnPProperty -ClientObject $RoleAssignment -Property
            RoleDefinitionBindings, Member

            #Get the Principal Type: User, SP Group, AD Group
            $PermissionType = $RoleAssignment.Member.PrincipalType
            $PermissionLevels = $RoleAssignment.RoleDefinitionBindings | select -
            ExpandProperty Name

            #Remove Limited Access
            $PermissionLevels = ($PermissionLevels | where { $_ -ne "Limited
            Access"}) -join ", "
            If($PermissionLevels.Length -eq 0) {Continue}

            #Get SharePoint group members
            If($PermissionType -eq "SharePointGroup")
            {
                #Get Group Members
                $GroupMembers = Get-PnPGroupMembers -Identity
                $RoleAssignment.Member.LoginName

                #Leave Empty Groups
                If($GroupMembers.count -eq 0){Continue}

                ForEach($User in $GroupMembers)
                {
                    #Add the Data to Object
                    $Permissions = New-Object PSObject
                    $Permissions | Add-Member NoteProperty User($User.Title)
                    $Permissions | Add-Member NoteProperty Type($PermissionType)
                    $Permissions | Add-Member NoteProperty
                    Permissions($PermissionLevels)
                    $Permissions | Add-Member NoteProperty
                    GrantedThrough("SharePoint Group: $($RoleAssignment.Member.LoginName)")
                    $PermissionCollection += $Permissions
                }
            }
        }
    }
}
```



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```
    }
  }
  Else
  {
    #Add the Data to Object
    $Permissions = New-Object PSObject
    $Permissions | Add-Member NoteProperty
User($RoleAssignment.Member.Title)
    $Permissions | Add-Member NoteProperty Type($PermissionType)
    $Permissions | Add-Member NoteProperty
Permissions($PermissionLevels)
    $Permissions | Add-Member NoteProperty GrantedThrough("Direct
Permissions")
    $PermissionCollection += $Permissions
  }
}
#Export Permissions to CSV File
$PermissionCollection | Export-CSV $ReportFile -NoTypeInformation
Write-host -f Green "`n*** Folder Permission Report Generated
Successfully!***"
}
Catch {
  Write-host -f Red "Error Generating Folder Permission Report!"
  $_.Exception.Message
}
}

#region ***Parameters***
$SiteURL="#####"
$ReportFile="D:\Bharat\FolderPermissionRpt.csv"
$FolderRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Project
Champ"
#endregion

#Connect to the Site collection
Connect-PnPOnline -URL $SiteURL -UseWebLogin

#Get the Folder from URL
$Folder = Get-PnPFolder -Url $FolderRelativeURL

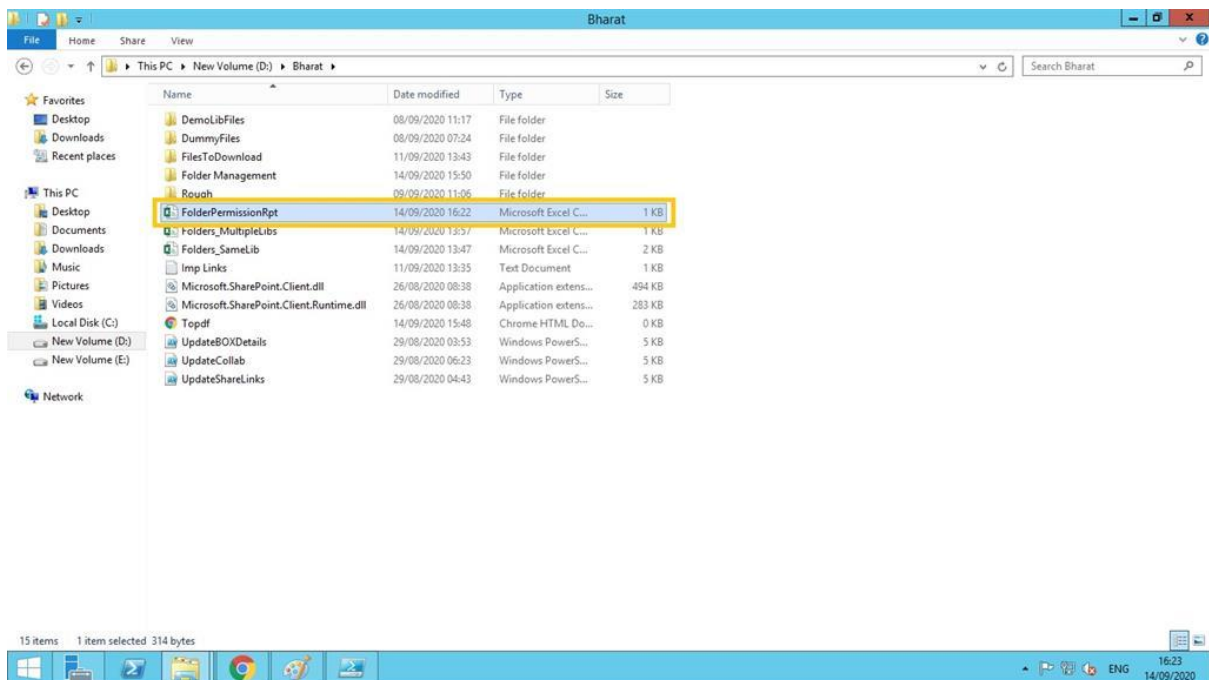
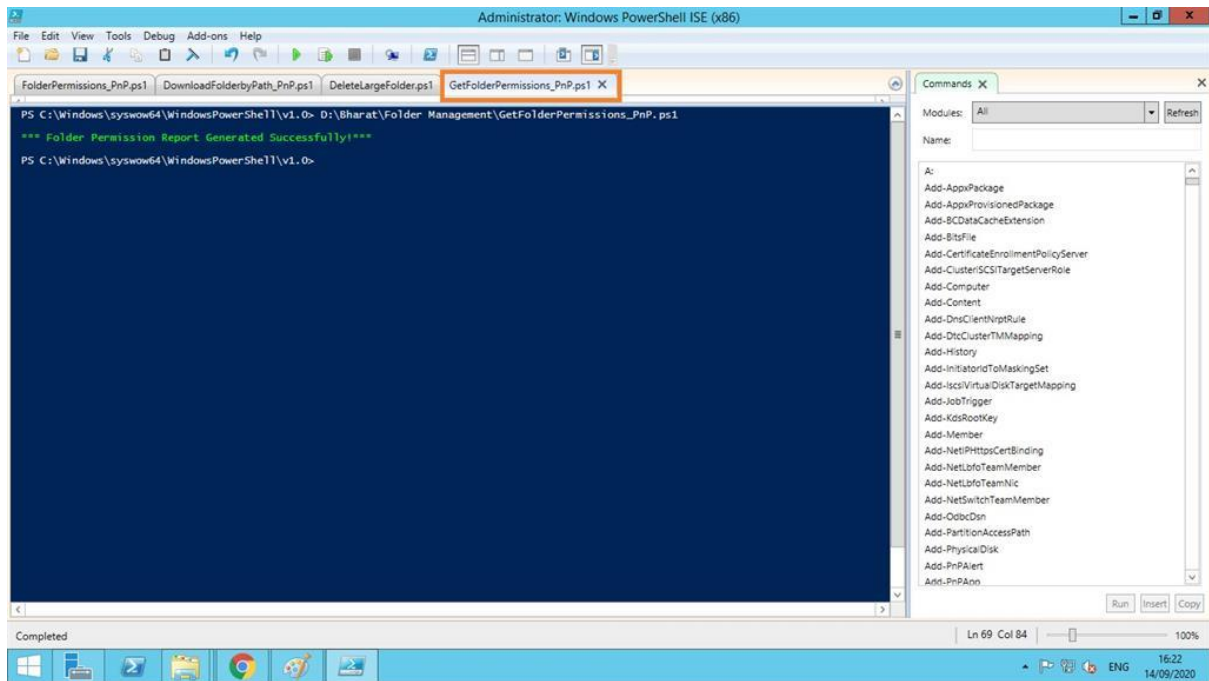
#Call the function to generate permission report
Get-PNPPermissions $Folder.ListItemAllFields
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

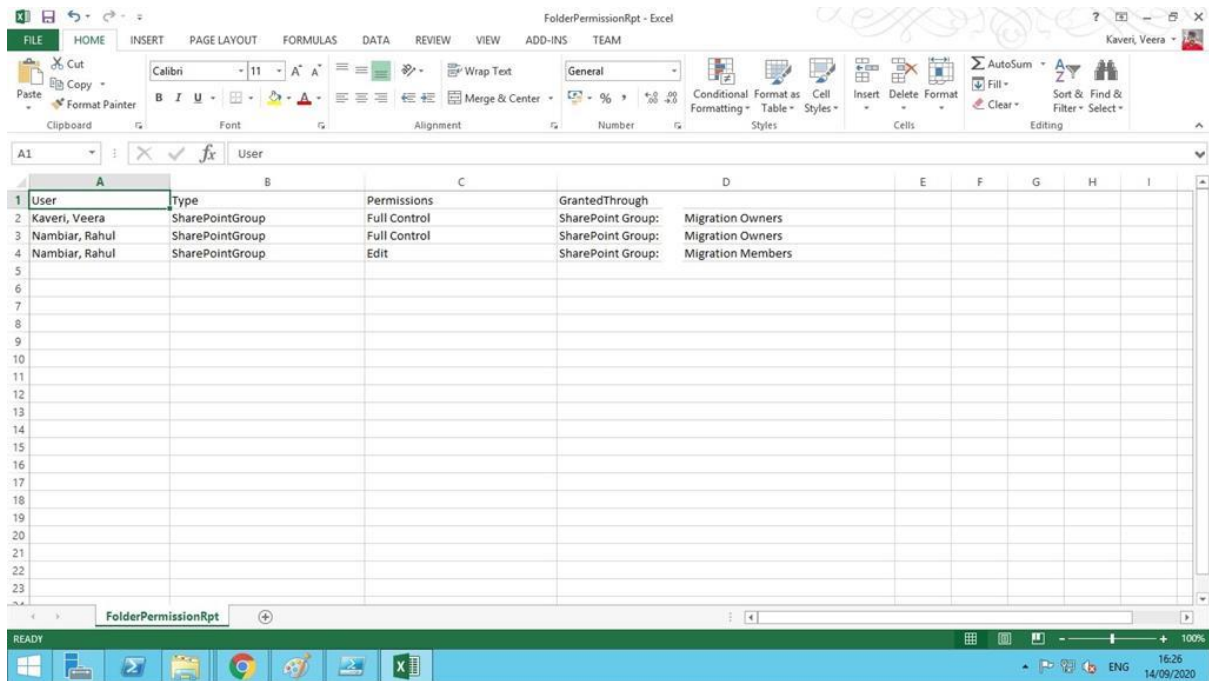
Here are the snapshots after a successful running of the script:



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User	Type	Permissions	GrantedThrough
Kaveri, Veera	SharePointGroup	Full Control	SharePoint Group: Migration Owners
Nambiar, Rahul	SharePointGroup	Full Control	SharePoint Group: Migration Owners
Nambiar, Rahul	SharePointGroup	Edit	SharePoint Group: Migration Members

## Assign Folder Permissions:

Here is a simple way to assign a Folder permissions in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$ListName="Reports Archive"
$FolderServerRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Created Folder"
$UserAccount = "suresh.gade@sony.com"

#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -Useweblogin

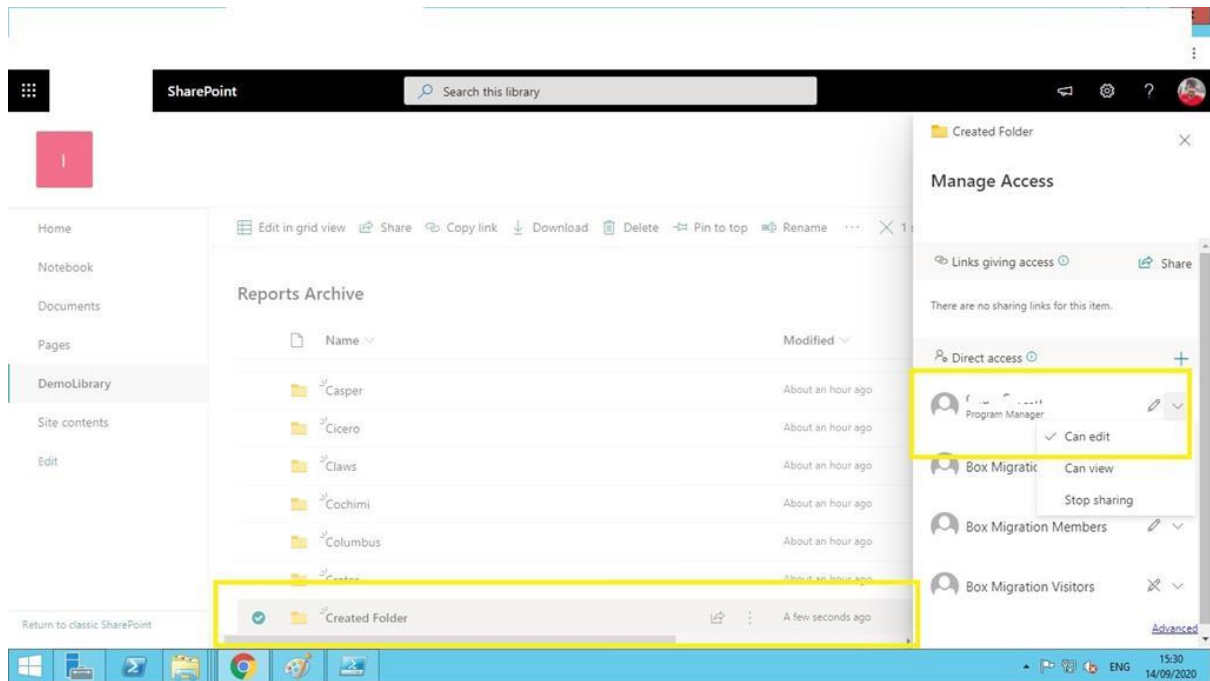
#Get the Folder from URL
$Folder = Get-PnPFolder -Url $FolderServerRelativeURL

#Set Permission to Folder
Set-PnPListItemPermission -List $ListName -Identity $Folder.ListItemAllFields -User $UserAccount -AddRole 'Contribute'
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:

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## Assign Folder Permissions via Restrictions:

Here is a simple way to assign a Folder permissions via restrictions in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$ListName="Reports Archive"
$FolderServerRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Created Folder"

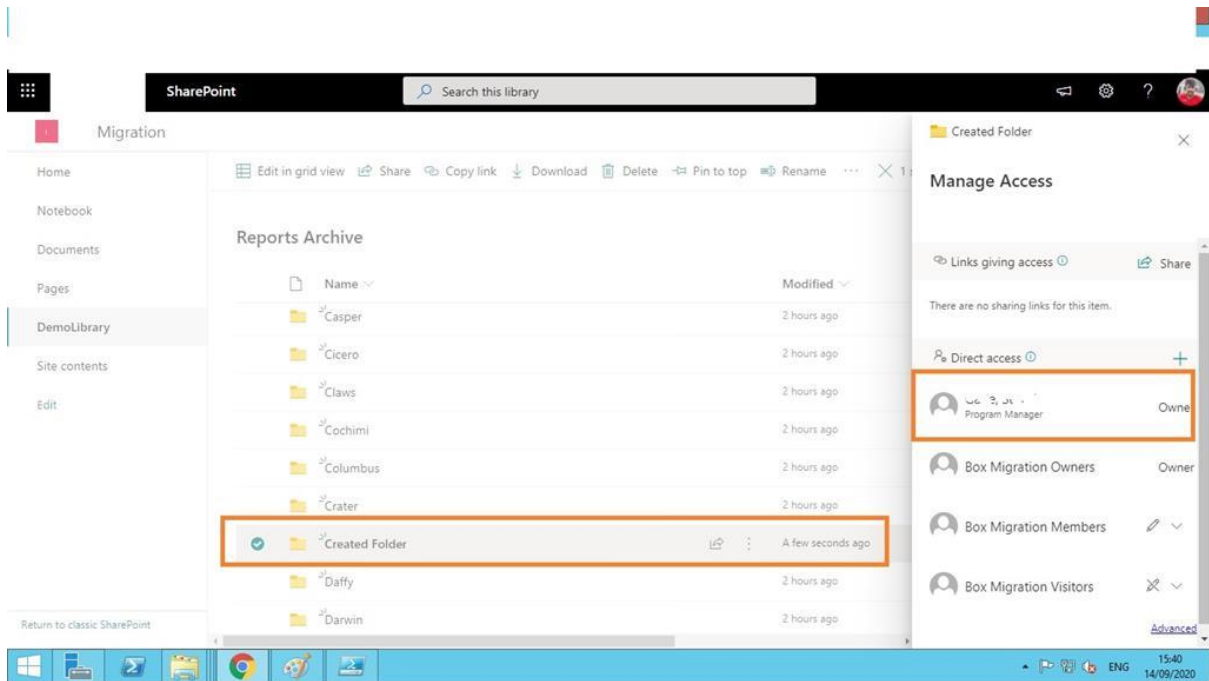
#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

#Set folder permissions - Add User
Set-PnPFolderPermission -List $ListName -identity $FolderServerRelativeURL -User "suresh.gade@sony.com" -AddRole "Full Control"
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

Here is the snapshot after a successful running of the script:

# Document Library Folder Collaboration User Guide



## Un Assign Folder Permissions via Restrictions:

Here is a simple way to unassign/remove Folder permissions via restrictions in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$ListName="Reports Archive"
$FolderServerRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Created Folder"

#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

#To remove user, use:- -RemoveRole
Set-PnPFolderPermission -List $ListName -identity $FolderServerRelativeURL -User "suresh.gade@sony.com" -RemoveRole "Full Control"
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

You can check manually by going to that respective folder if the permissions have been removed or not.

## Assign Folder Permissions via SP Group:

Here is a simple way to assign a Folder permissions via a SP group in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

# Document Library Folder Collaboration User Guide

```
#Config Variables
$SiteURL = "#####"
$ListName="Reports Archive"
$FolderServerRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Created Folder"

#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

#Grant folder permissions to SharePoint Group which should exist!
Set-PnPFolderPermission -List $ListName -identity $FolderServerRelativeURL -AddRole "Read" -Group "Box Migration Members"
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

## Prerequisites:

Above mentioned SP group is expected to exist before either created by default or to be created separately in order to configure in the above script.

Above mentioned Folder is also expected to exist before or need to be created separately in order to configure in the above script.

## Delete a Large Folder:

Here is a simple way to delete a Folder/Large Folder in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Config Variables
$SiteURL = "#####"
$ListName="Reports Archive"
$FolderServerRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports Archive/Created Folder"

Try {
    #Connect to PnP Online
    Connect-PnPOnline -Url $SiteURL -UseWebLogin

    #Get All Items from Folder in Batch
    $ListItems = Get-PnPListItem -List $ListName -FolderServerRelativeUrl $FolderServerRelativeURL -PageSize 2000 | Sort-Object ID -Descending

    #Powershell to delete all files from folder
    ForEach ($Item in $ListItems)
    {
        Remove-PnPListItem -List $ListName -Identity $Item.Id -Recycle -Force
        Write-host "Removed File:"$Item.FieldValues.FileRef
    }
}
Catch {
    Write-host "Error: $($_.Exception.Message)" -foregroundColor Red
}
```

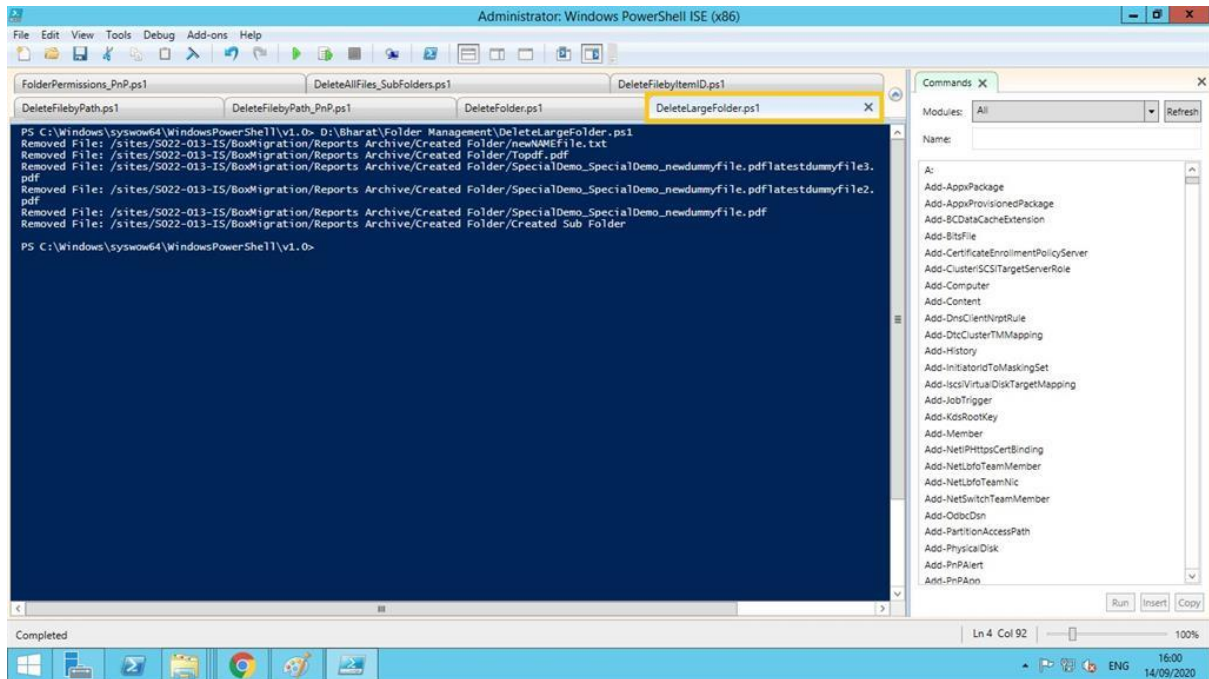
Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

# Document Library Folder Collaboration User Guide

## Prerequisites:

Above mentioned Folder is also expected to exist before or need to be created separately in order to configure in the above script. Above value 2000 is mentioned for removing/deleting a large library & set it to 1000 for a normal library.

Here is the output after running the above script using your Windows PowerShell ISE tool.



## Delete a File by it's Path:

Here is a simple way to delete a File by it's path on a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

#Config Variables

```
$SiteURL = "#####"
```

```
$FileRelativeURL = "/sites/S022-013-IS/BoxMigration/Reports  
Archive/SpecialDemo_SpecialDemo_Demo_dummyfile704.pdf"
```

```
Try {  
    #Connect to PNP Online  
    Connect-PnPOnline -Url $SiteURL -UseWebLogin  
  
    #Try to Get File  
    $File = Get-PnPFile -Url $FileRelativeURL -ErrorAction SilentlyContinue  
    If($File)  
    {  
        #Delete the File  
        Remove-PnPFile -ServerRelativeUrl $FileRelativeURL -Force  
        Write-Host -f Green "File $FileRelativeURL deleted successfully!"  
    }  
    Else  
    {  
        Write-Host -f Yellow "Could not Find File at $FileRelativeURL"  
    }  
}
```

# Document Library Folder Collaboration User Guide

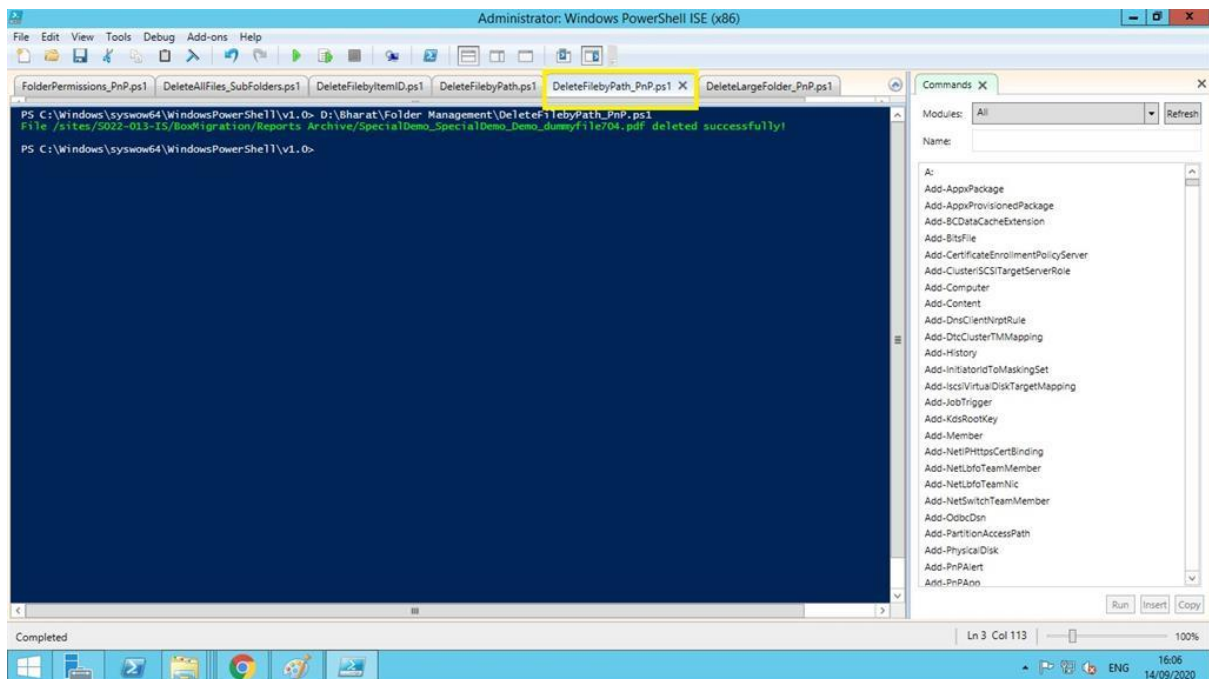
```
catch {  
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red  
}
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

## Prerequisites:

Above mentioned Folder/File/File Path is also expected to exist before or need to be created separately in order to configure in the above script.

Output: Here is the output after running the above script using your Windows PowerShell ISE tool.



## Assign Multi Folder Permissions via CSV:

Here is a simple way to assign multiple Folder permissions via a CSV file in a given SPO library using PnP PowerShell.

Here's the PnP PowerShell code to execute on a Windows PowerShell.

```
#Variables  
$CSVPath = "D:\Bharat\users.csv"  
  
#Get data from CSV  
$CSVData = Import-Csv $CSVPath  
  
#Iterate through each row in CSV  
ForEach($Row in $CSVData)  
{  
    Try {
```



# Document Library Folder Collaboration User Guide

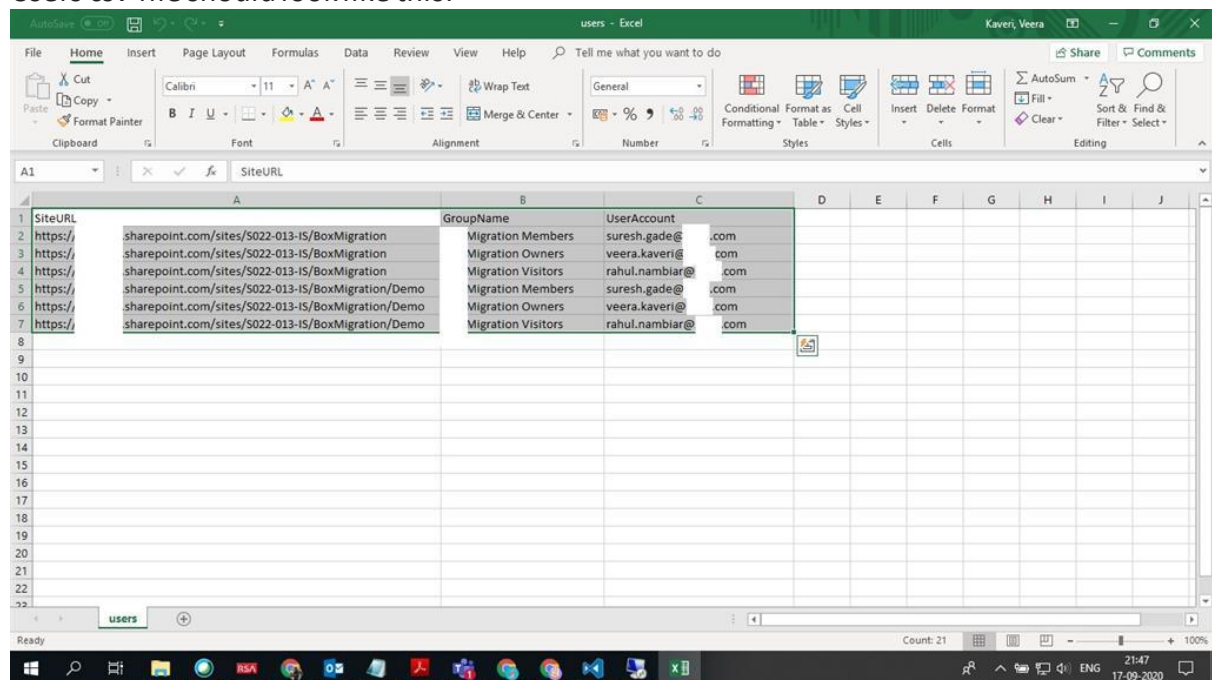
```
#Connect to SharePoint Online Site
Write-host "Connecting to Site: "$Row.SiteURL
Connect-PnPOnline -Url $Row.SiteURL -UseWebLogin

#Get the group
$Group = Get-PnPGroup -Identity $Row.GroupName

#Add Each user to the Group
Add-PnPUserToGroup -LoginName $Row.UserAccount -Identity $Group
Write-host -f Green "`tAdded User $($Row.UserAccount) to $($Group.Title)"
Disconnect-PnPOnline
}
Catch {
    write-host -f Red "Error Adding User to Group:" $_.Exception.Message
}
}
```

Please configure above highlighted points to have above requirement implemented via PnP PowerShell programmatically.

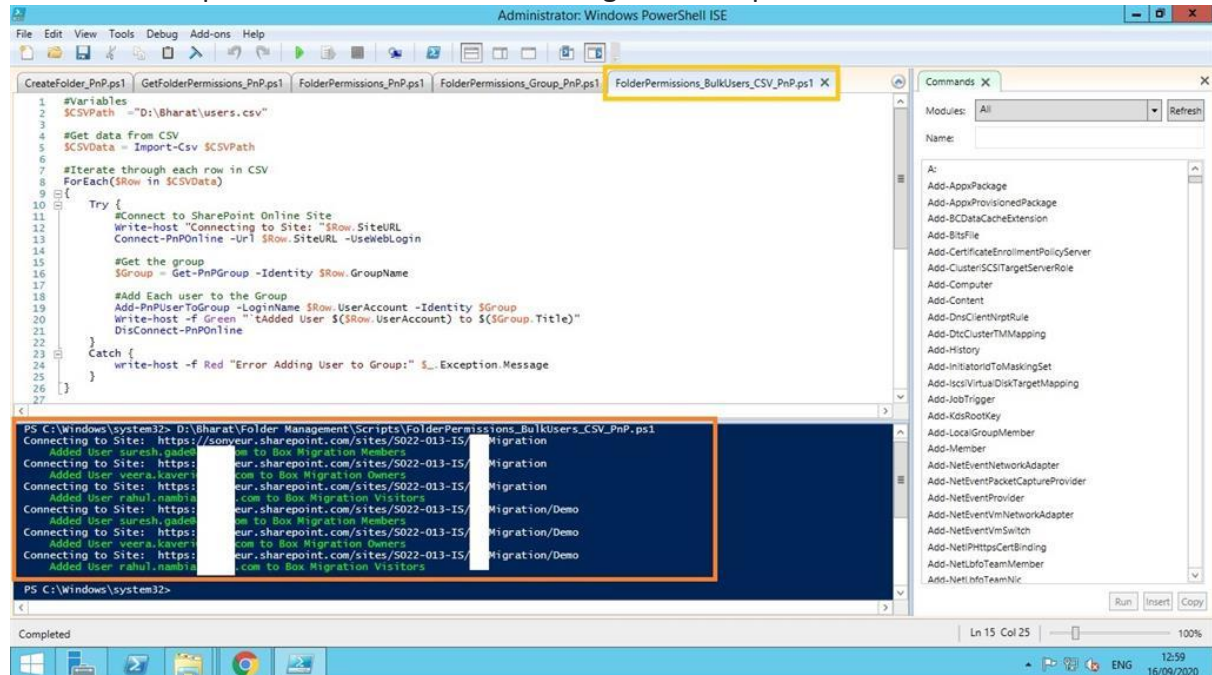
Users csv file should look like this:



SiteURL	GroupName	UserAccount
https://sharepoint.com/sites/S022-013-IS/BoxMigration	Migration Members	suresh.gade@.com
https://sharepoint.com/sites/S022-013-IS/BoxMigration	Migration Owners	veera.kaveri@.com
https://sharepoint.com/sites/S022-013-IS/BoxMigration	Migration Visitors	rahul.nambiar@.com
https://sharepoint.com/sites/S022-013-IS/BoxMigration/Demo	Migration Members	suresh.gade@.com
https://sharepoint.com/sites/S022-013-IS/BoxMigration/Demo	Migration Owners	veera.kaveri@.com
https://sharepoint.com/sites/S022-013-IS/BoxMigration/Demo	Migration Visitors	rahul.nambiar@.com

# Document Library Folder Collaboration User Guide

Here is the snapshot after a successful running of the script:



## Simple Upload:

Let's try to upload all the files present from your local desktop path to a SharePoint online library.

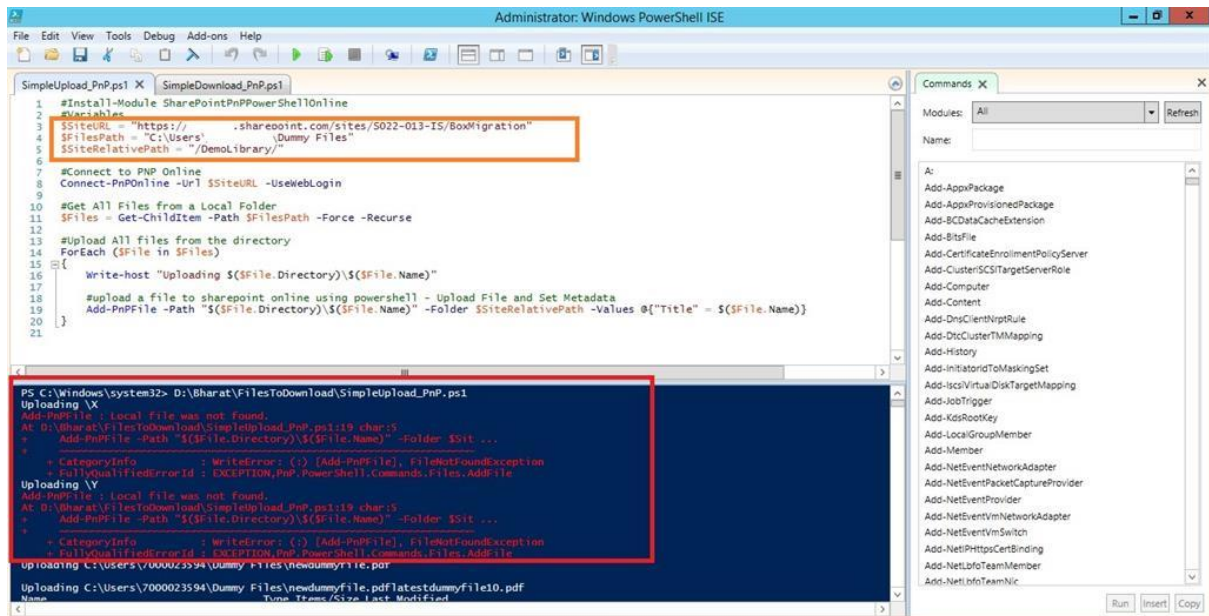
Here is uploading the PnP script to run. You need to do the configurations accordingly.

```
$SiteURL = "#####"  
$FilePath = "C:\Users\7000023594\Dummy Files2"  
$SiteRelativePath = "/Reports Archive"  
  
#Connect to PNP Online  
Connect-PnPOnline -Url $SiteURL -UseWebLogin  
  
#Get All Files from a Local Folder  
$Files = Get-Childitem -Path $FilePath -Force -Recurse  
  
#Upload All files from the directory  
ForEach ($File in $Files)  
{  
    Write-host "Uploading $($File.Directory)\($File.Name)"  
  
    #upload a file to sharepoint online using powershell - Upload File and Set  
    Metadata  
    Add-PnPFile -Path "$($File.Directory)\($File.Name)" -Folder $SiteRelativePath  
    -values @{"Title" = $($File.Name)}  
}
```

## Note

It can only upload files but not folders from the given folder path, as explained in the above script.

# Document Library Folder Collaboration User Guide



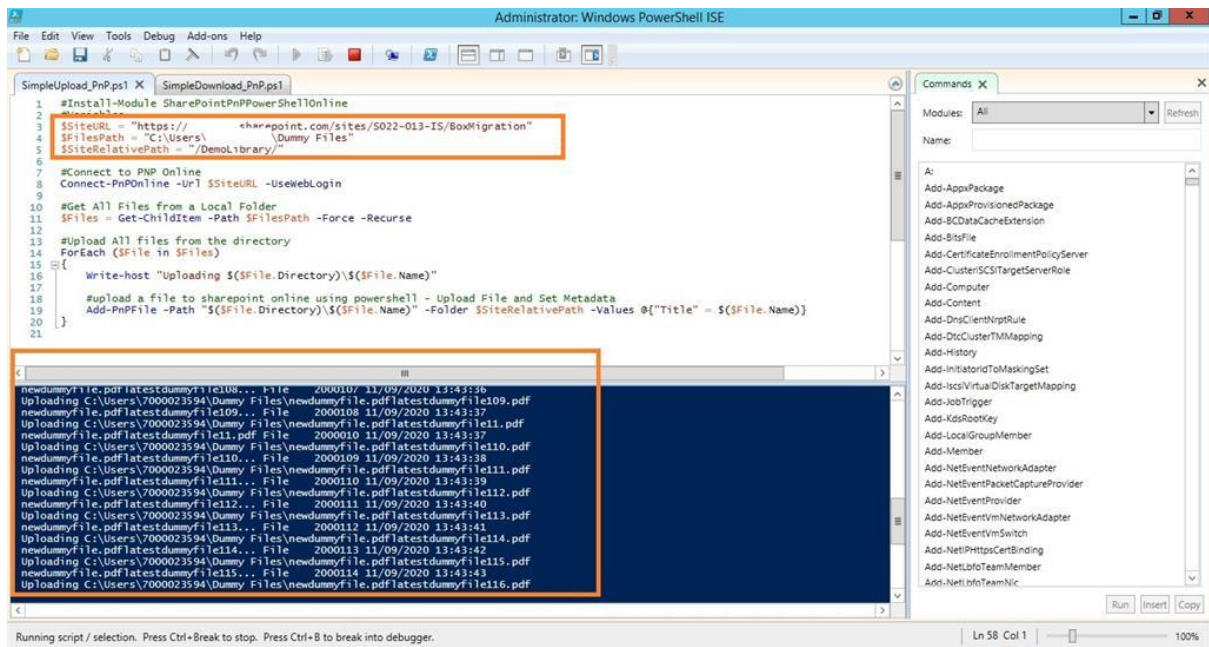
The screenshot shows the Windows PowerShell ISE interface. The script 'SimpleUpload\_PnP.ps1' is open in the editor. The output pane shows the execution of the script, which uploads files to a SharePoint site. The output includes the following commands and their results:

```
PS C:\Windows\system32> D:\Bharat\FilesToDownload\SimpleUpload_PnP.ps1
Uploading \X
Add-PnPFile : Local File was not found.
At D:\Bharat\FilesToDownload\SimpleUpload_PnP.ps1:19 char:5
+ Add-PnPFile -Path "$($File.Directory)\$($File.Name)" -Folder $Site ...
+ ~~~~~
+ CategoryInfo          : WriteError: (:) [Add-PnPFile], FileNotFoundException
+ FullyQualifiedErrorId : EXCEPTION,PnP.PowerShell.Commands.Files.AddFile

Uploading \Y
Add-PnPFile : Local File was not found.
At D:\Bharat\FilesToDownload\SimpleUpload_PnP.ps1:19 char:5
+ Add-PnPFile -Path "$($File.Directory)\$($File.Name)" -Folder $Site ...
+ ~~~~~
+ CategoryInfo          : WriteError: (:) [Add-PnPFile], FileNotFoundException
+ FullyQualifiedErrorId : EXCEPTION,PnP.PowerShell.Commands.Files.AddFile

Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile10.pdf
```

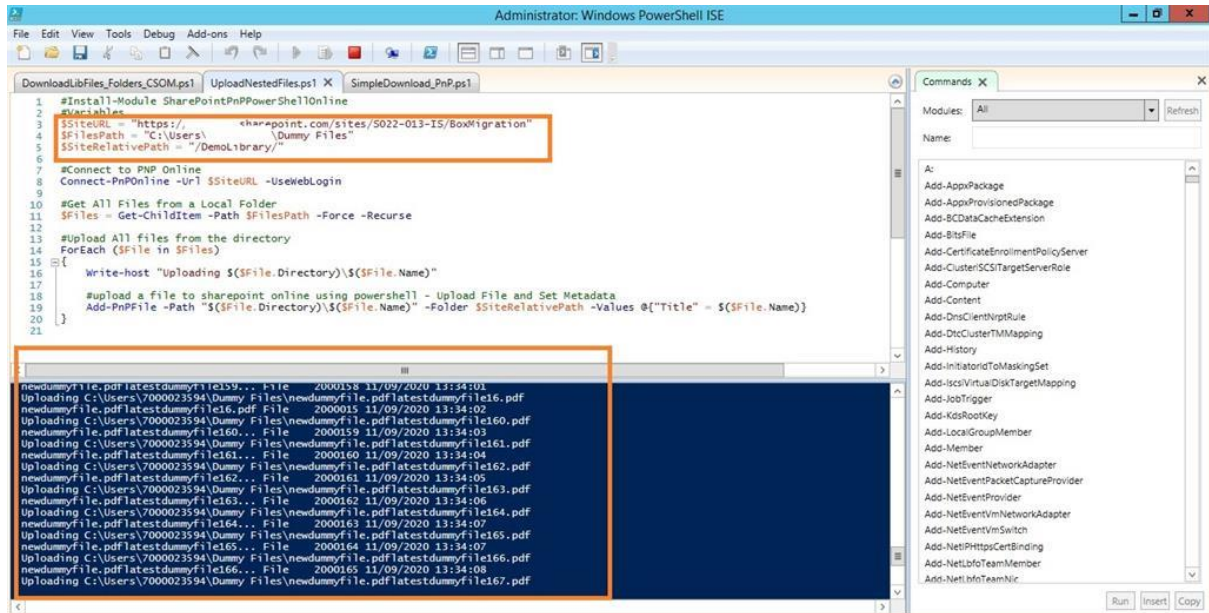
Here is the output, as shown below.



The screenshot shows the Windows PowerShell ISE interface. The script 'SimpleUpload\_PnP.ps1' is open in the editor. The output pane shows the execution of the script, which uploads files to a SharePoint site. The output includes the following commands and their results:

```
newdummyfile.pdf latestdummyfile108... File 200010/ 11/09/2020 13:43:36
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile109.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile11.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile111.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile110.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile111.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile112.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile113.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile114.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile115.pdf
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdflatestdummyfile116.pdf
```

# Document Library Folder Collaboration User Guide



```
#Install-Module SharePointPnPPowerShellOnline
#Variables
$SiteURL = "https://<sharepoint.com/sites/2022-013-IS/BoxMigration"
$FilesPath = "C:\Users\
$SiteRelativePath = "/DemoLibrary/"

#Connect to PnP Online
Connect-PnPOnline -Url $SiteURL -UseWebLogin

#Get All Files from a Local Folder
$Files = Get-ChildItem -Path $FilesPath -Force -Recurse

#Upload All files from the directory
ForEach ($File in $Files)
{
    Write-host "Uploading $($File.Directory)\$($File.Name)"
    #upload a file to sharepoint online using powershell - Upload File and Set Metadata
    Add-PnPFile -Path "$($File.Directory)\$($File.Name)" -Folder $SiteRelativePath -Values @{"Title" = $($File.Name)}
}
```

newdummyfile.pdf latestdummyfile159... File 2000158 11/09/2020 13:34:01  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile16.pdf  
newdummyfile.pdf latestdummyfile16... File 2000015 11/09/2020 13:34:02  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile160.pdf  
newdummyfile.pdf latestdummyfile160... File 2000159 11/09/2020 13:34:03  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile161.pdf  
newdummyfile.pdf latestdummyfile161... File 2000160 11/09/2020 13:34:04  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile162.pdf  
newdummyfile.pdf latestdummyfile162... File 2000161 11/09/2020 13:34:05  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile163.pdf  
newdummyfile.pdf latestdummyfile163... File 2000162 11/09/2020 13:34:06  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile164.pdf  
newdummyfile.pdf latestdummyfile164... File 2000163 11/09/2020 13:34:07  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile165.pdf  
newdummyfile.pdf latestdummyfile165... File 2000164 11/09/2020 13:34:07  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile166.pdf  
newdummyfile.pdf latestdummyfile166... File 2000165 11/09/2020 13:34:08  
Uploading C:\Users\7000023594\Dummy Files\newdummyfile.pdf latestdummyfile167.pdf

**Upload Speed for 1k Dummy Files: 1.86 GB/19 Mins = 0.09 GB/Min**

I would also suggest go for the direct drag and drop modern upload option on any Document Library, which completes faster + includes Folders/Subfolders too!!

## Note

The above speeds can vary w.r.t to the LAN/Wi-Fi Connection too!!

We've come to know the above PnP script for our business requirements. It can be programmed to be automated by calling it into another program or via Azure Web Jobs/Azure Functions etc.

## Simple Upload Files into a Folder:

Here is a simple way to upload all the files present in your local desktop path into a SharePoint online Library's Folder.

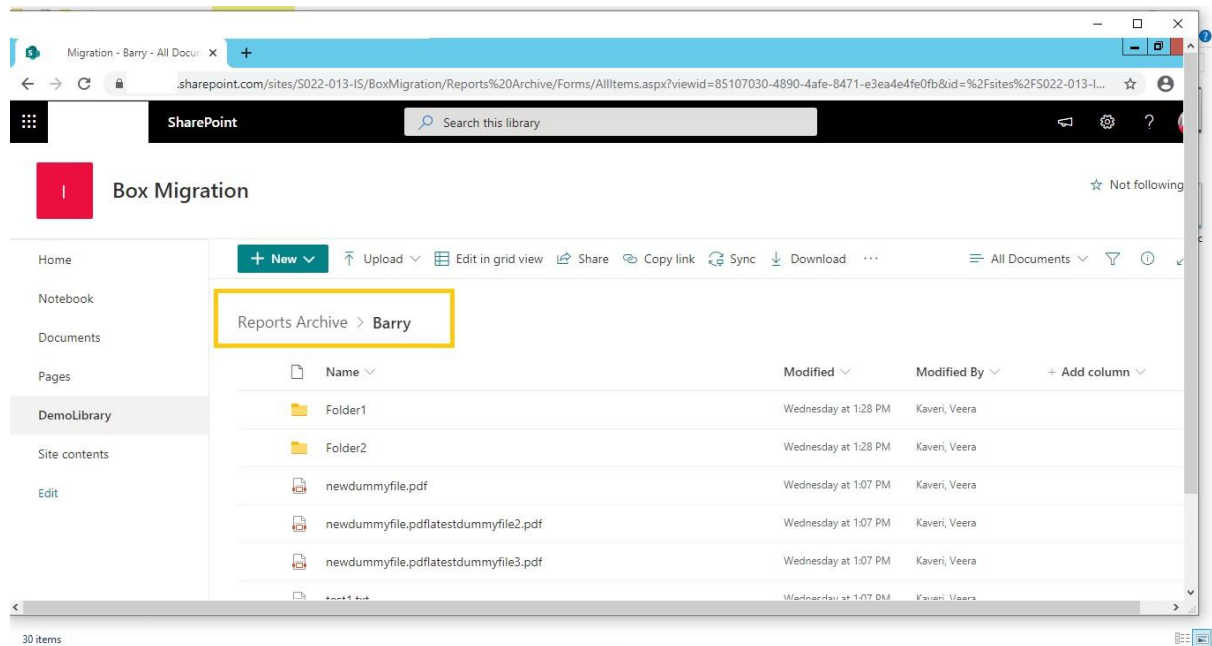
It's the same process as above but with a small change.

```
$SiteURL = "#####"  
$FilesPath = "C:\Users\7000023594\Dummy Files2"  
$SiteRelativePath = "/Reports Archive/Barry"  
  
#Connect to PNP Online  
Connect-PnPOnline -Url $SiteURL -UseWebLogin  
  
#Get All Files from a Local Folder  
$Files = Get-ChildItem -Path $FilesPath -Force -Recurse  
  
#Upload All files from the directory  
ForEach ($File in $Files)  
{  
    write-host "Uploading $($File.Directory)\$($File.Name)"  
  
    #upload a file to sharepoint online using powershell - Upload File and Set Metadata  
    Add-PnPFile -Path "$($File.Directory)\$($File.Name)" -Folder $SiteRelativePath -Values @{"Title" = $($File.Name)}  
}
```



# Document Library Folder Collaboration User Guide

Here is the Output reflected after running above script:



## Simple Download:

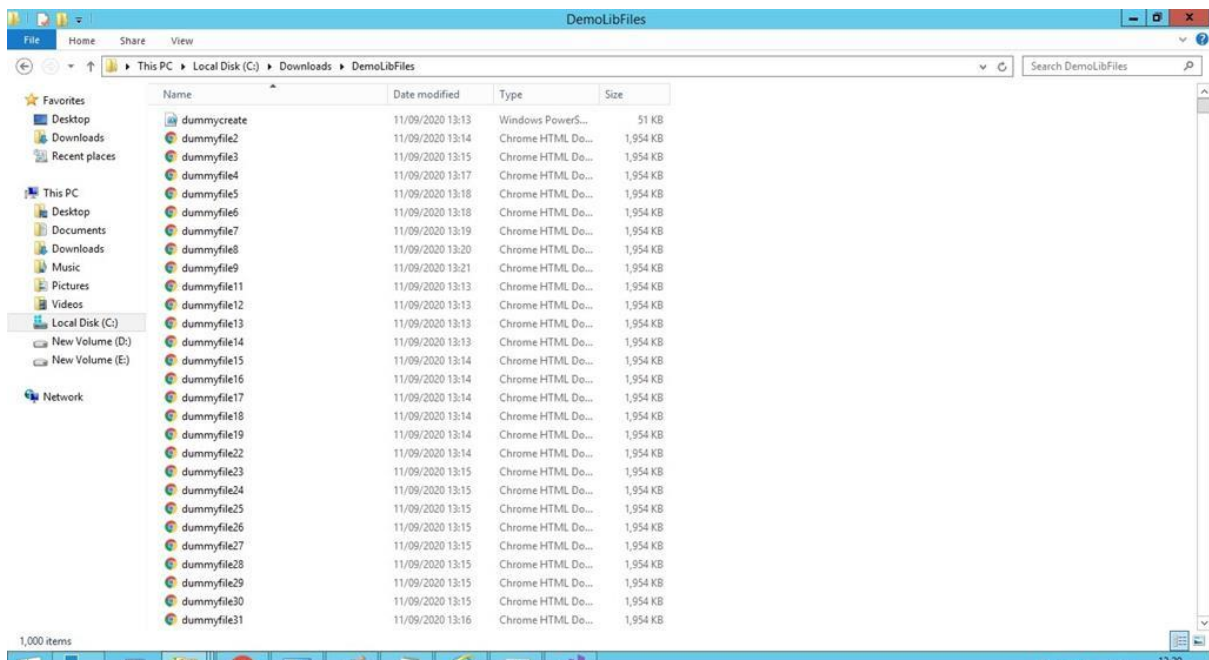
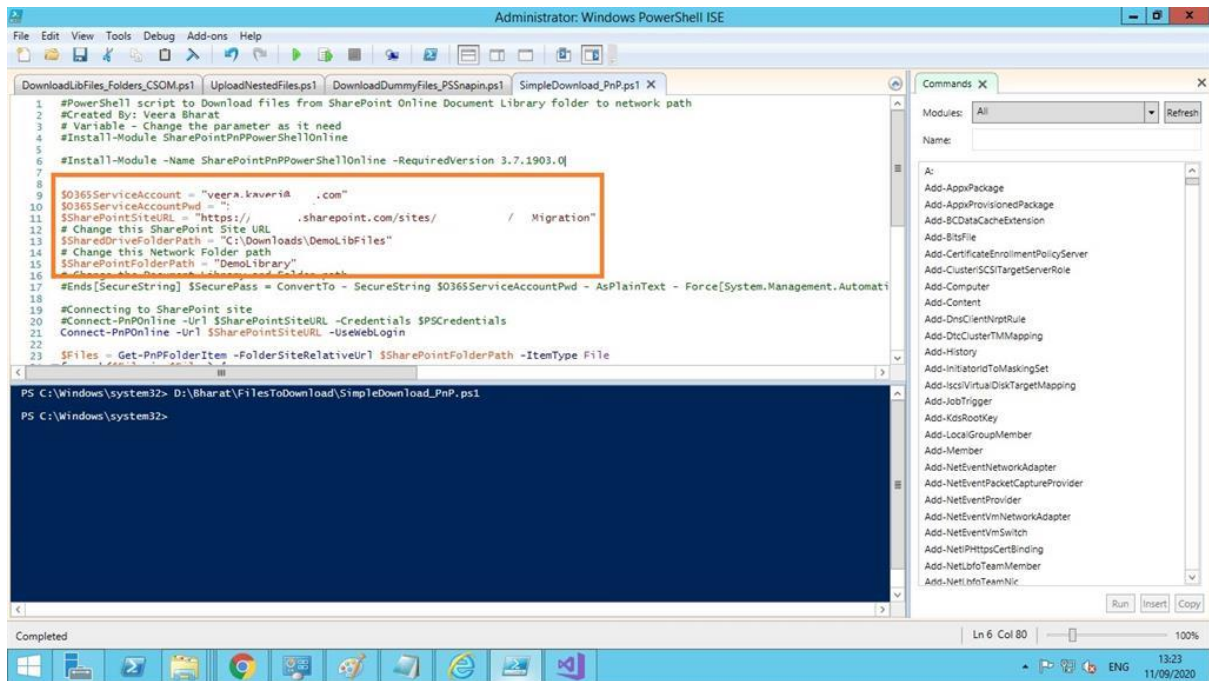
Here is a simple way to download all the files present into your local desktop path from a given SharePoint online library/folder.

Here is the downloading PnP script to run. You need to do the configurations accordingly.

```
$SharePointSiteURL = "#####"  
# Change this SharePoint Site URL  
$SharedDriveFolderPath = "D:\Bharat\DemoLibFiles4"  
# Change this Network Folder path  
$SharePointFolderPath = "/Reports Archive/Barry"  
#$SiteRelativePath = "/Reports Archive/Barry"  
  
#Connecting to SharePoint site  
Connect-PnPOnline -Url $SharePointSiteURL -UseWebLogin  
  
$Files = Get-PnPFolderItem -FoldersSiteRelativeUrl $SharePointFolderPath -ItemType  
File  
foreach($File in $Files) {  
    Get-PnPFile -Url $File.ServerRelativeUrl -Path $SharedDriveFolderPath -FileName  
    $File.Name -AsFile  
}
```

Here is the output, as shown below.

# Document Library Folder Collaboration User Guide



**Download Speed for 1k Dummy Files: 1.86 GB/9 Mins = 0.18 GB/Min**

## Note

The above speeds can vary with the LAN/Wi-Fi Connection too!!

The above PnP script is useful for our business requirement and can be programmed to be automated by calling it into other programs, or via Azure web jobs/Azure functions, etc.

# Document Library Folder Collaboration User Guide

## External User Authentication:

Here is a simple way to run your PnP Files Uploading script to a Library by hard coding the External User Credentials provided it has been already shared external to that specific SP Site collection.

```
$FilePath = "D:\Bharat\DemoLibFiles4"
$SiteRelativePath = "/DemoLibrary/Astros"

$Username = "kvbharatbhushan@hotmail.com"
$Password = '#####'
$SiteCollection = "https://sonneur.sharepoint.com/sites/S022-013-IS/BoxMigration"

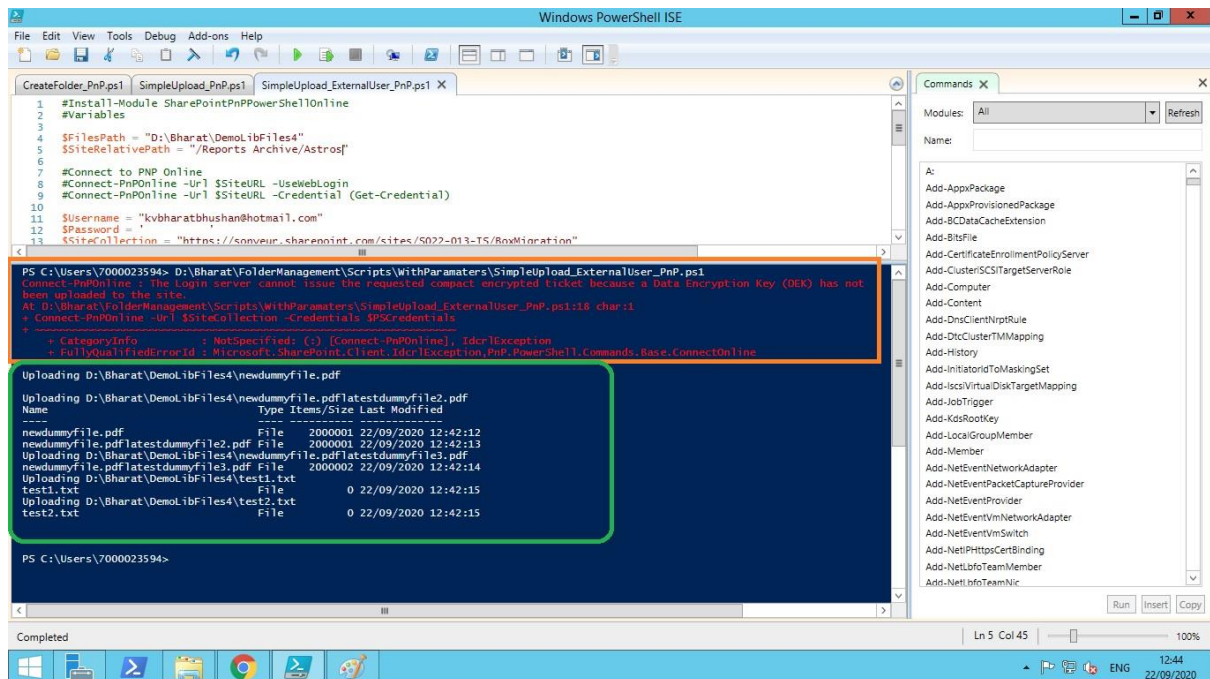
[SecureString]$SecurePass = ConvertTo-SecureString $Password -AsPlainText -Force
[System.Management.Automation.PSCredential]$PSCredentials = New-Object
System.Management.Automation.PSCredential($Username, $SecurePass)
Connect-PnPOnline -Url $SiteCollection -Credentials $PSCredentials

#Get All Files from a Local Folder
$Files = Get-ChildItem -Path $FilePath -Force -Recurse

#Upload All files from the directory
ForEach ($File in $Files)
{
    Write-host "Uploading $($File.Directory)\$($File.Name)"

    #upload a file to sharepoint online using powershell - Upload File and Set
    Metadata
    Add-PnPFile -Path "$($File.Directory)\$($File.Name)" -Folder $SiteRelativePath
    -Values @{"Title" = $($File.Name)}
}
```

Here is the Output after running the above script:



```
PS C:\Users\7000023594> D:\Bharat\FolderManagement\Scripts\WithParameters\SimpleUpload_ExternalUser_PnP.ps1
Connect-PnPOnline: The login server cannot issue the requested compact encrypted ticket because a Data Encryption Key (DEK) has not
been uploaded to the site.
At D:\Bharat\FolderManagement\Scripts\WithParameters\SimpleUpload_ExternalUser_PnP.ps1:18 char:1
+ Connect-PnPOnline -Url $SiteCollection -Credentials $PSCredentials
+ ~~~~~
+ CategoryInfo          : NotSpecified: (:) [Connect-PnPOnline], IdcrException
+ FullyQualifiedErrorId : Microsoft.SharePoint.Client.IdcrException,PnP.PowerShell.Commands.Base.ConnectOnline

Uploading D:\Bharat\DemoLibFiles4\newdummyfile.pdf
Uploading D:\Bharat\DemoLibFiles4\newdummyfile.pdflatestdummyfile2.pdf
-----
Name                               Type Items/Size Last Modified
-----
newdummyfile.pdf                  File 2000001 22/09/2020 12:42:12
newdummyfile.pdflatestdummyfile2.pdf File 2000001 22/09/2020 12:42:13
Uploading D:\Bharat\DemoLibFiles4\newdummyfile.pdflatestdummyfile3.pdf
newdummyfile.pdflatestdummyfile3.pdf File 2000002 22/09/2020 12:42:14
Uploading D:\Bharat\DemoLibFiles4\test1.txt
test1.txt                         File 0 22/09/2020 12:42:15
Uploading D:\Bharat\DemoLibFiles4\test2.txt
test2.txt                         File 0 22/09/2020 12:42:15

PS C:\Users\7000023594>
```

**Important Note:** Above External User Account Login details hard coding will help us to seamlessly run the scripts for External Users provided they are shared access permissions to that specific SP Site Collection. We can also leverage the same concept for Internal User Account that avoids entering the password during the scripts running.



# Document Library Folder Collaboration User Guide

Use only application account details like some **Registered Service Accounts**. Ex:

***EUSSTSrvAcc@eu.sony.com***

## Login Included:

There is a special folder named **LoginIncluded** inside Scripts folder which has two sample scripts that can be easily run without manual entry of login details as explained in the above section.

## Using CSV:

There is a special folder named **With CSV** inside Scripts folder which has all scripts that can easily run by passing the inputs for bulk items via a CSV file.

This approach can be used to run them on a CMD tool for bulk number of items.

## Using Arguments:

There is a special folder named **Arguments** inside Scripts folder which has all scripts that can be easily run by passing the Arguments externally without configuring the scripts in detail.

This approach can be used to run them on a CMD tool for bulk number of items.

Please refer MasterArgumentsScripting.ps1 file for a quick template.

## Total Scripts:

Here are the Zipped files of all the above scripts along with CSV files & screenshots for your quick reference and usage.



TotalScripts.zip

Also can be freely downloaded at my **GitHub Link**:

<https://github.com/KVBharatBhushan/FoldersFilesCollaborationScripting/blob/master/TotalScripts.zip>

## Summary:

All the above concepts can be completely utilised for an end Programmer to call/invoke the above PnP scripts accordingly as per their need and also automate them as scheduled jobs in their solutions by proper configuring and development with their respective Programming languages and it's associated environment.