

Moving Files from the S:\ Drive to SharePoint

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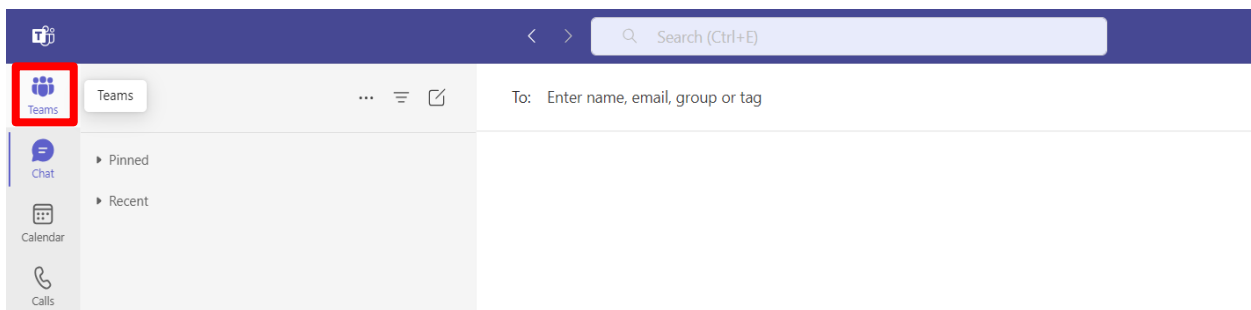
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Before you begin moving files from the S:\ Drive to SharePoint:

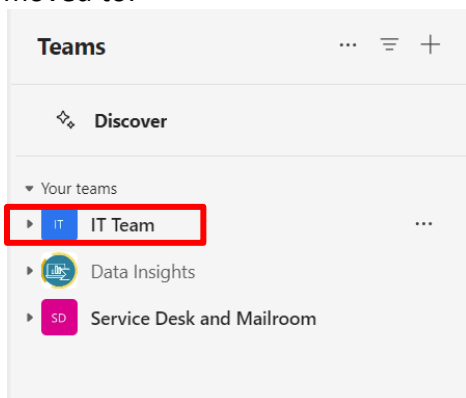
- Ensure you move files to the correct SharePoint site, taking care of any sensitive materials.
- Only move essential files to SharePoint.
- If necessary, adjust permissions for folders once they have been moved to SharePoint (see Managing Access/Permissions in SharePoint below)

Accessing Microsoft Teams and SharePoint

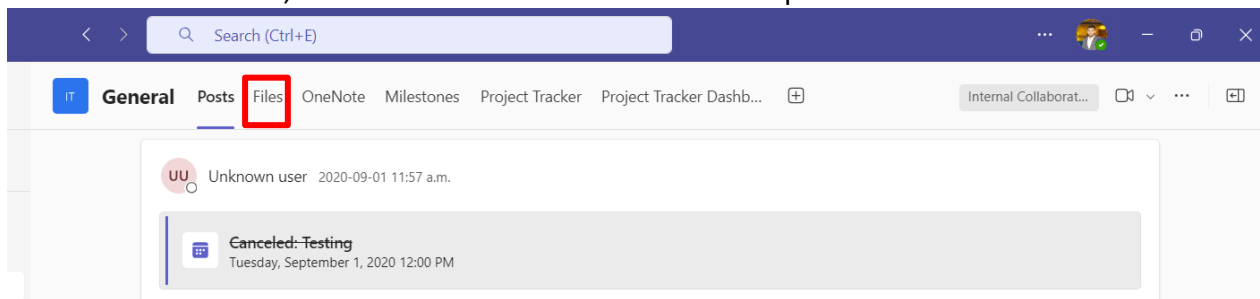
1. Open Microsoft Teams.
2. On the left-hand panel, click on the Teams icon to view the list of teams you are a part of.



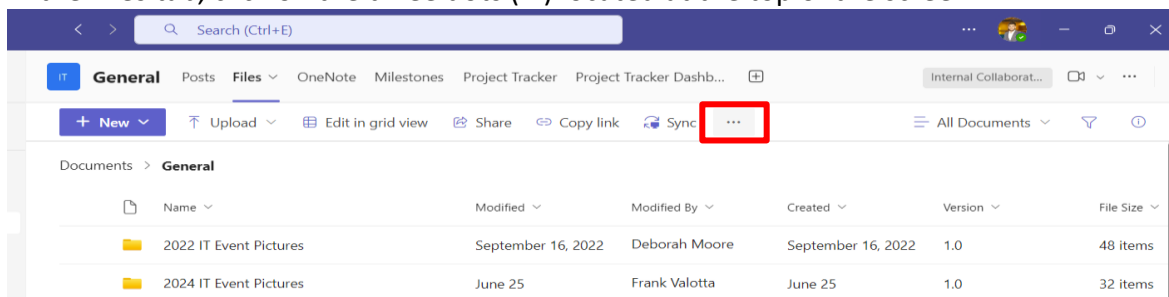
3. From the list of teams, select the specific team where the files from the S:\ drive need to be moved to.



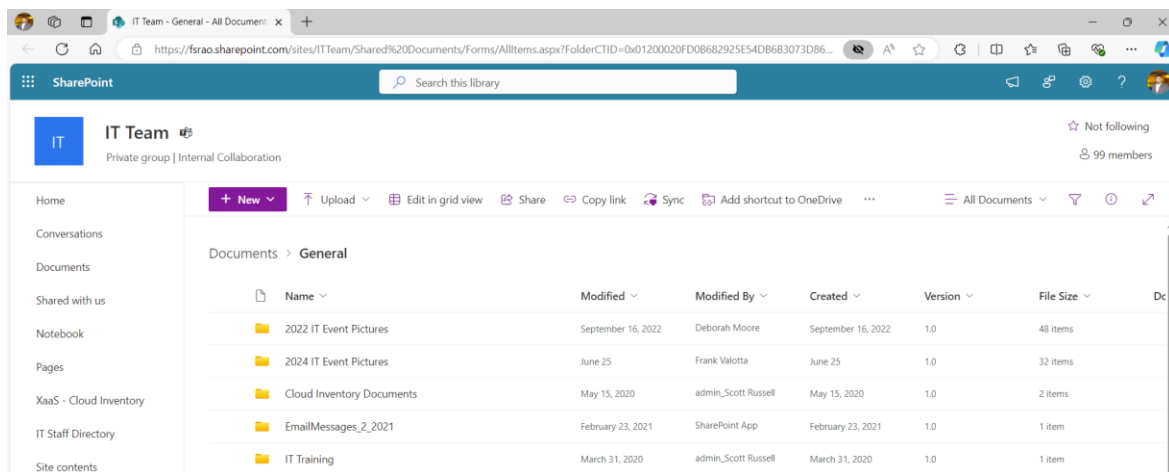
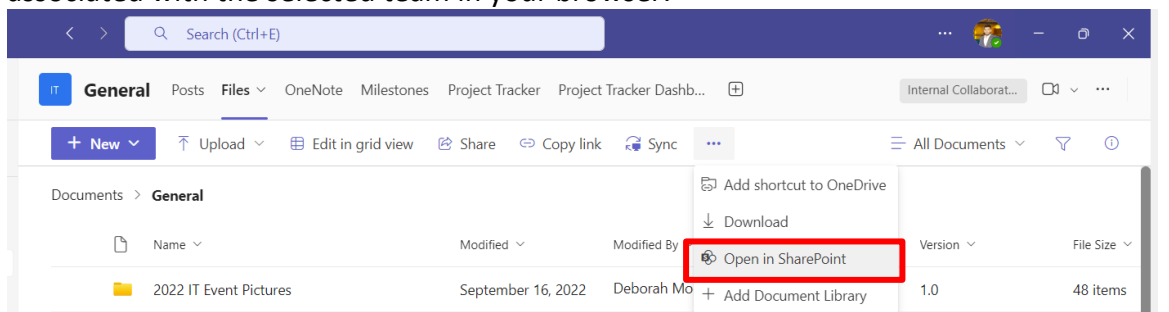
- Once inside the team, click on the Files tab located at the top.



- In the Files tab, click on the three dots (...) located at the top of the screen

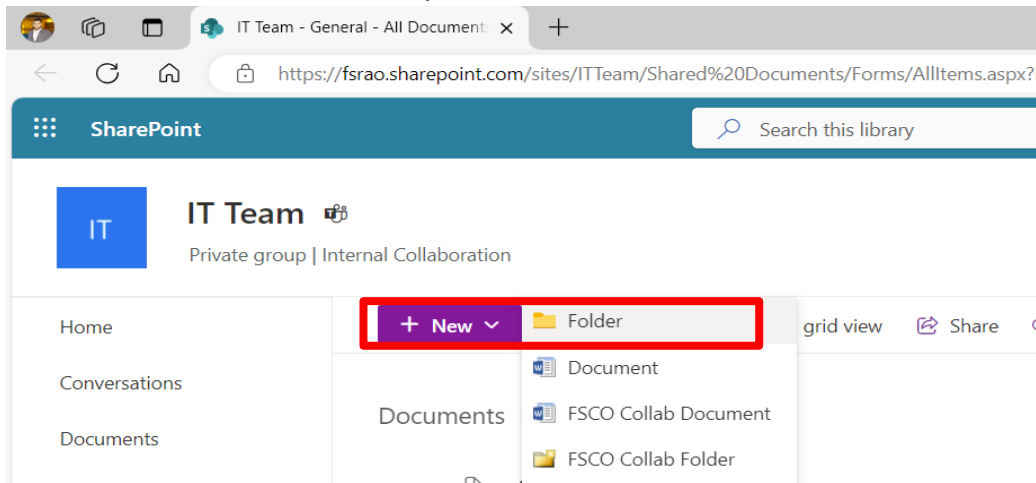


- From the dropdown, select Open in SharePoint. This will redirect you to the SharePoint site associated with the selected team in your browser.



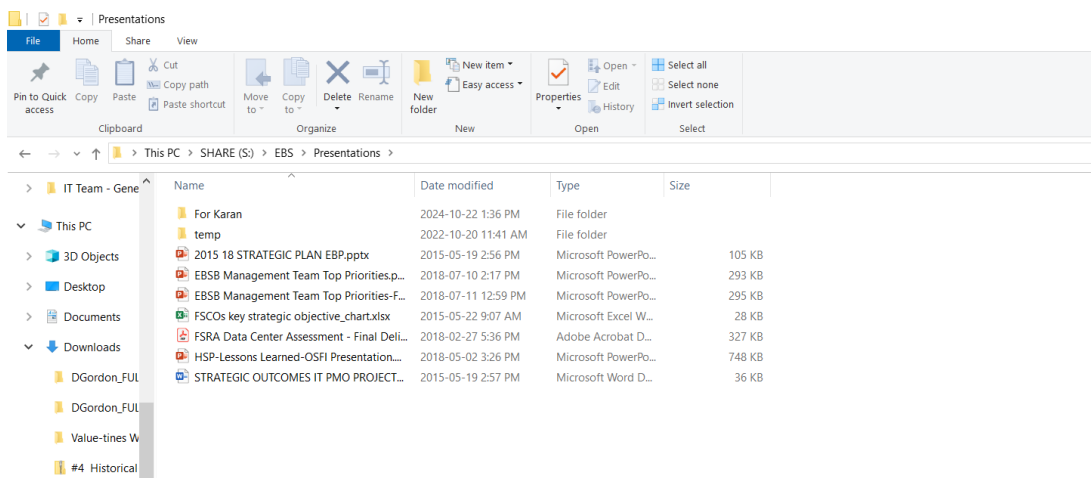
Creating a New Folder in SharePoint

1. In SharePoint, navigate to the location where you would like to upload your files.
2. Click the New button at the top, then select Folder to create a new folder.



Open the S:\ Drive in File Explorer

1. On your laptop, navigate to File Explorer and browse to the location of the files in the S:\ drive that need to be moved.



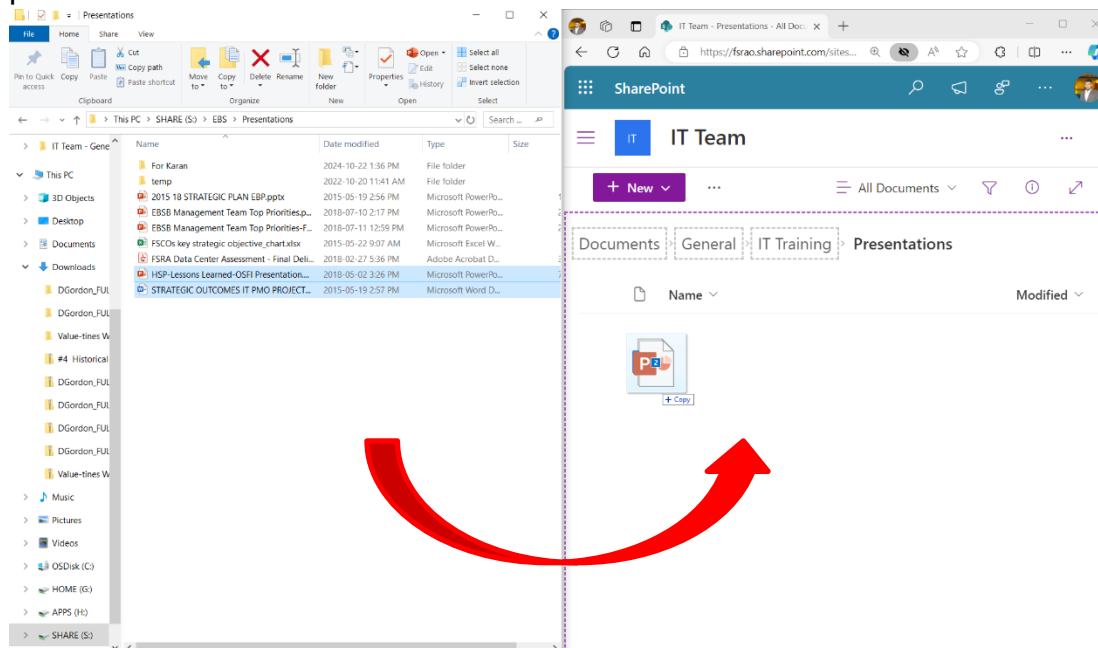
2. Review the files to be moved before selecting them.

Moving Files to SharePoint

There are two methods to upload files to SharePoint:

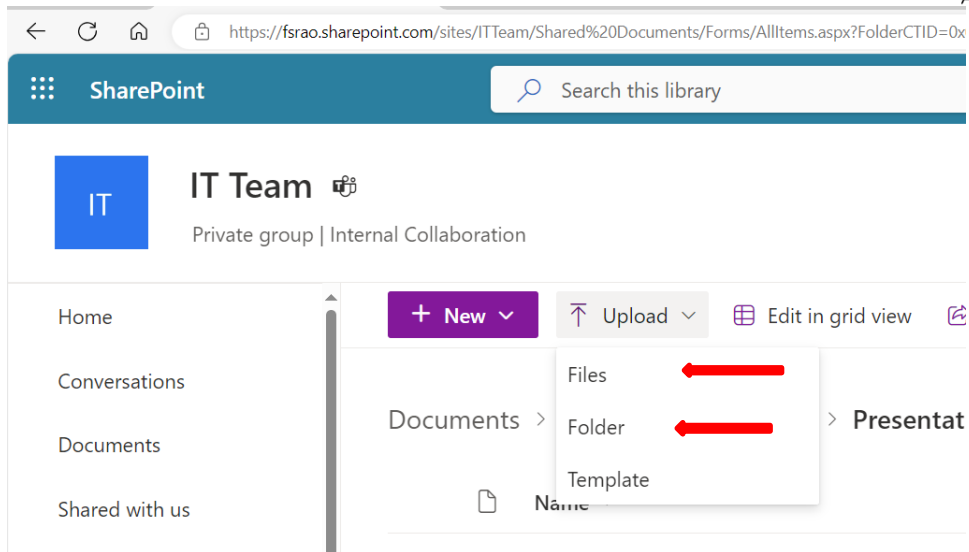
Method 1: Drag and Drop

1. After reviewing the files in the S:\ drive, select the files, and then drag them from the S:\ drive window and drop them directly into the newly created folder in the SharePoint window - open the two windows (File Explorer and SharePoint) side by side to make this process easier.

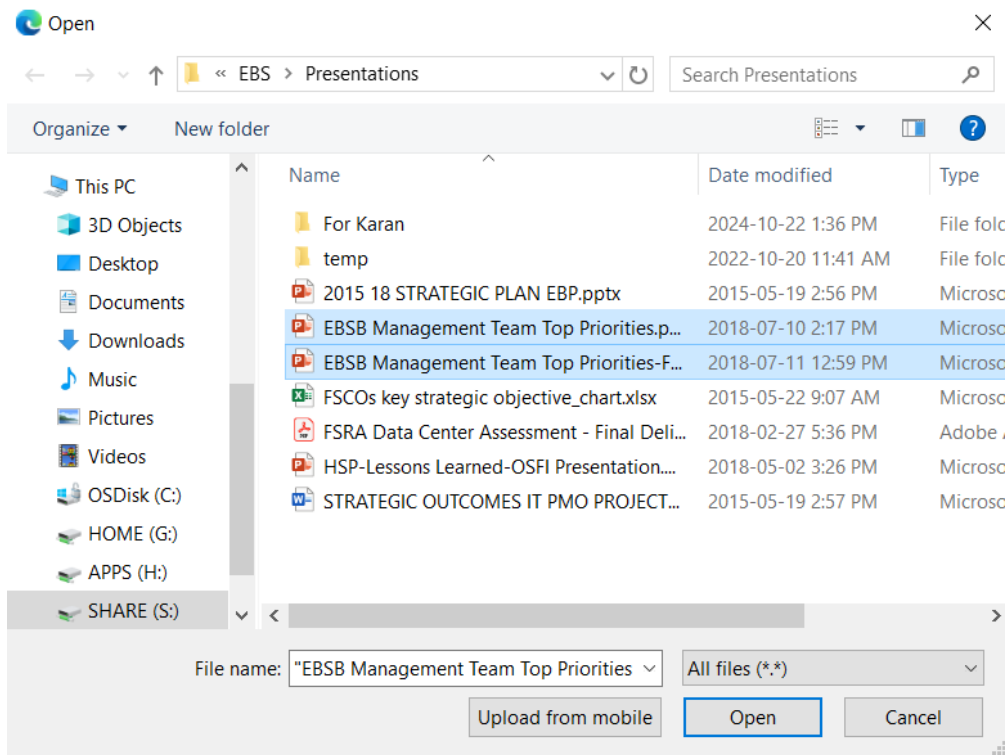


Method 2: Upload Directly in SharePoint

1. In the SharePoint window, click on the **Upload** button.
2. Choose either **Files** or **Folder**, depending on what you wish to upload:
 - a. Select **Files** if you only want to upload specific files.
 - b. Select **Folder** if you want to upload the entire folder.

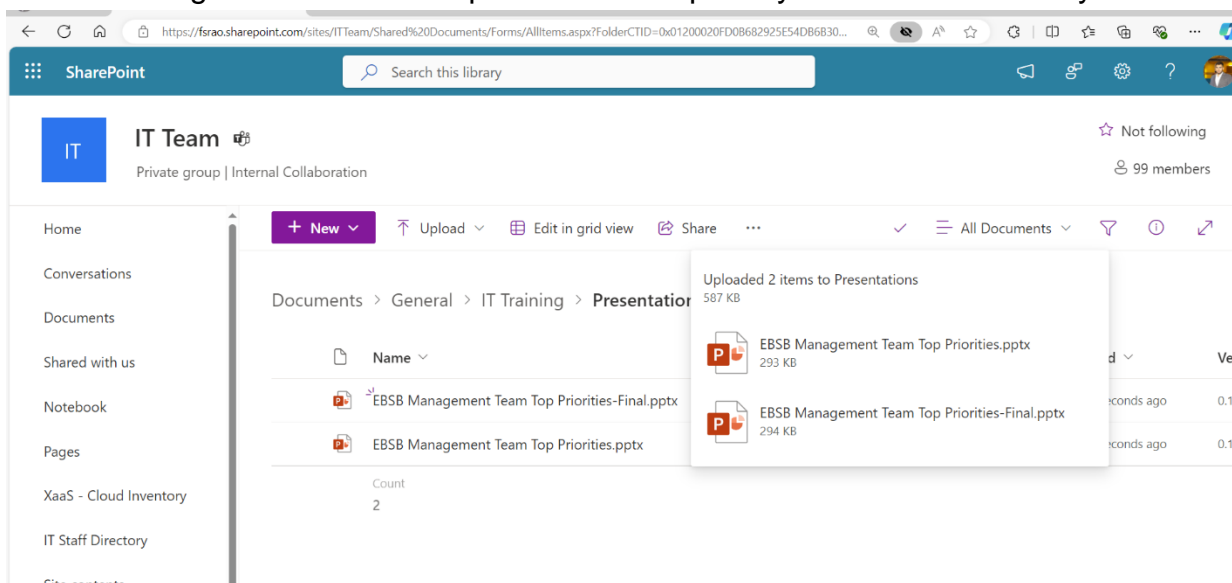


3. Navigate to the files in **S:** drive that need to be moved.



- To select multiple files at once, hold down the **Ctrl** key while clicking on each file.

4. After selecting the files click on open and it will upload your selected files to your folder



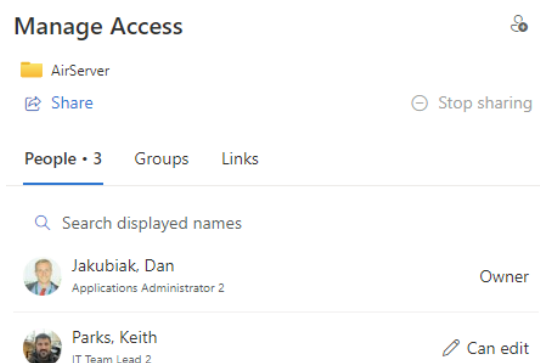
Managing Access/Permissions in SharePoint

***NOTE:** Please note that files uploaded/moved to SharePoint will result in them having the same permissions as the rest of the SharePoint site unless you manually change them. Please ensure you move files from the S:\ Drive to the correct SharePoint Site and are aware of who should have access to these files.

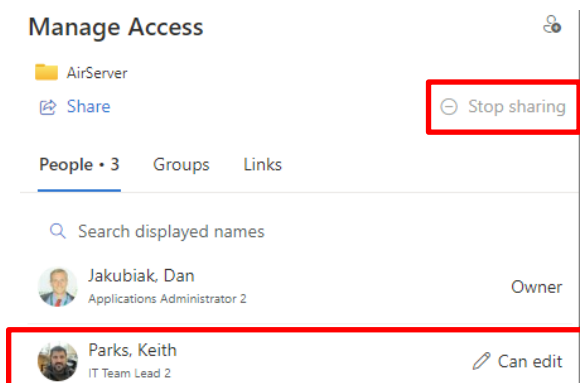
1. To change permissions / modify access in SharePoint, click on the three dots to the left of the folder or file in SharePoint, and click Manage access



2. In the Manage Access popup window you will see everyone that currently has access to the folder/file and what level of access they have
 - a. People Tab – will show individual people that have access to the folder
 - b. Groups Tab – will show groups that have access to the folder
 - c. Links Tab – will show sharing links that have been setup for this folder



3. In the list of people, click on person you would like to edit the permissions of. Alternatively, you may click on Stop sharing at the top to revoke access to everyone at once (if available).



4. Once you are viewing the person you would like to edit, click on Direct Access to expand the description of their permission level. Click on their permission level to alter it. If needed, click on Remove direct access to revoke the share entirely.

Access summary ⓘ





 Parks, Keith **can edit**

Ways this person has access

^ Direct Access: can edit

Direct Access grants access permissions without the use of a link

 Can edit ▾

- ✓  **Can edit**
Make any changes
-  **Can view**
Can't make changes
-  **Can't download**
Can view, but not download
-  **Remove direct access**

Apply

Cancel

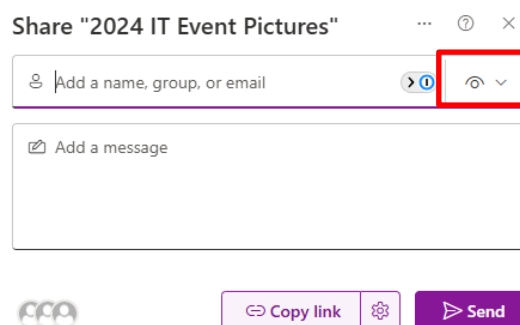
- Click Apply once you are done.

Sharing a Folder/File in SharePoint

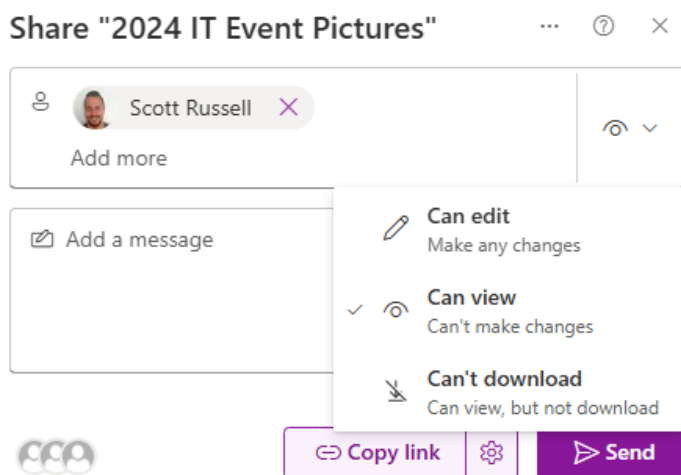
- To share a folder or file in SharePoint, click on the three dots to the left of the folder or file in SharePoint, and click Share



- Enter the person's name or email address in the field and click the Permissions drop down option



- Choose the level of permission you wish to share the file



4. Click Send to send an email to the person you invited or click Copy link to copy a unique link that you can send to the user via email or teams

If you have any questions or concerns, please call the IT Service Desk at 416 590 7111 or email us at servicedesk@fsrao.ca

Document Revision History and Version

Version	Date	Name	Revision
1.0	24/10/2024	Varun Arora	Procedure Created

The electronic version of this document is in SharePoint