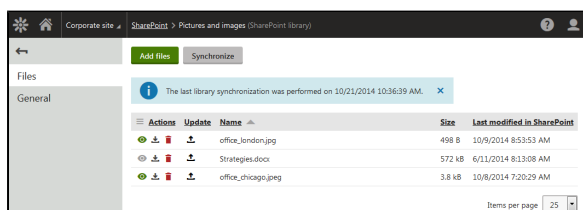The **SharePoint** application allows you to manage files contained in available SharePoint libraries. Using this application, you can:

- Access files from SharePoint libraries
- Insert files into SharePoint libraries
- Update files in SharePoint libraries
- Delete files from SharePoint libraries

⚠️ In the **SharePoint** application, you can work with files that are:

- allowed in SharePoint
  - AND -
- allowed in Kentico, as specified in **Settings -> System -> Files**.

Working with locked or checked-out files, same as with files under a workflow is not supported.

Accessing files from SharePoint libraries

You can access files from SharePoint libraries in Kentico after the system finishes downloading content of these libraries from SharePoint. For each SharePoint library, the download of the contained files to Kentico starts when you add the library to the **SharePoint** application.

Later on, the system periodically checks if changes have been made to the libraries in SharePoint and reflects these changes in Kentico.

✅ You can change the period when the system automatically checks the current state of the libraries in SharePoint and reflects the changes in Kentico.

You can also get the system to reflect in Kentico any changes made to the libraries in SharePoint instantly.

See Managing SharePoint libraries for more details.

When the system finishes downloading the files from SharePoint, you can download any of the files to your computer or mobile device. Besides, you can view images (if available).

Viewing images

To view images from available SharePoint libraries:

1. Open the **SharePoint** application.
2. **Edit** (✏️) a library.
   - The system opens the library on the **Files** tab and displays available files.
3. Click **View** (◉) next to a selected image to view the image.
   - The action is available only for image files.

The system displays the image.

Downloading files

To download files from available SharePoint libraries to your computer or mobile device:

1. Open the **SharePoint** application.
2. **Edit** (✎) a library.
   - The system opens the library on the **Files** tab and displays available files.
3. Click **Download** (⬇) next to a selected file to download the file to your computer or mobile device.

If you now modify the file, you can [replace](#) its existing version with the current version in the library.

Inserting files into SharePoint libraries

To insert files into a selected SharePoint library using the Kentico administration interface:

1. Open the **SharePoint** application.
2. **Edit** (✎) a library.
   - The system opens the library on the **Files** tab, showing a list of all available files.
3. Click **Add files**.
   - This opens a standard file selection dialog.
4. Select one or more files.
   - You need to select files of supported types, i.e. documents and images.
   - Selecting files of unsupported types results in a failure during upload of the files.
5. Click **Open**.

The system starts uploading the files to SharePoint. When the upload to SharePoint is finished, the files are available in the library in both SharePoint and Kentico.

Updating files in SharePoint libraries

To update files in SharePoint libraries:

1. Open the **SharePoint** application.
2. **Edit** (✎) a library.
   - The system opens the library on the **Files** tab, showing a list of all available files.
3. Click **Update** (⬆) next to a selected file.
   - This opens a standard file selection dialog.
4. Select the current version of the file, or a different file.
5. Click **OK**.

The system starts uploading the selected file to SharePoint. When the upload to SharePoint is finished, the file is available in the library in both SharePoint and Kentico.

Deleting files from SharePoint libraries

To delete a file from a selected SharePoint library using the Kentico administration interface:

1. Open the **SharePoint** application.
2. **Edit** (✎) a library.
   - The system opens the library on the **Files** tab, showing a list of all available files.
3. Click **Delete** (🗑) next to a selected file.
   - This opens a confirmation dialog.
4. Click **OK**.

The system deletes the file from the library in both Kentico and SharePoint, where it is moved to the recycle bin. This means you can later restore the file in SharePoint.

If you restore the file from the recycle bin in SharePoint, it is instantly available in SharePoint. However, in Kentico it is available only after [synchronization](#) with SharePoint, i.e. with delay.

Displaying SharePoint files on your website

To learn how to use files from SharePoint libraries on the pages of your website (for example display images, file download links, etc.), see [Displaying SharePoint data in Kentico](#).