

SharePoint

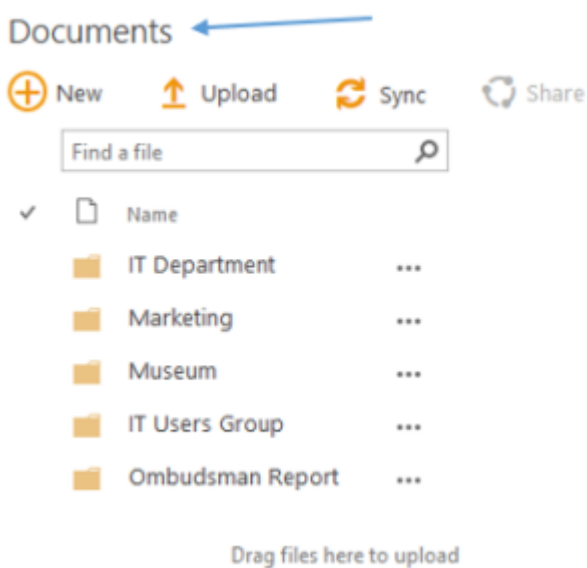
Accessing and sharing files in SharePoint — PBR's shared document platform.

- [SharePoint Sharing Folders/Files](#)
- [Syncing a SharePoint Folder to Windows File Explorer](#)
- [How to: Add a Quick Link on a SharePoint Page \(OIC\)](#)
- [How to: Add a folder to a quick link button](#)

SharePoint Sharing Folders/Files

Step-by-step guide

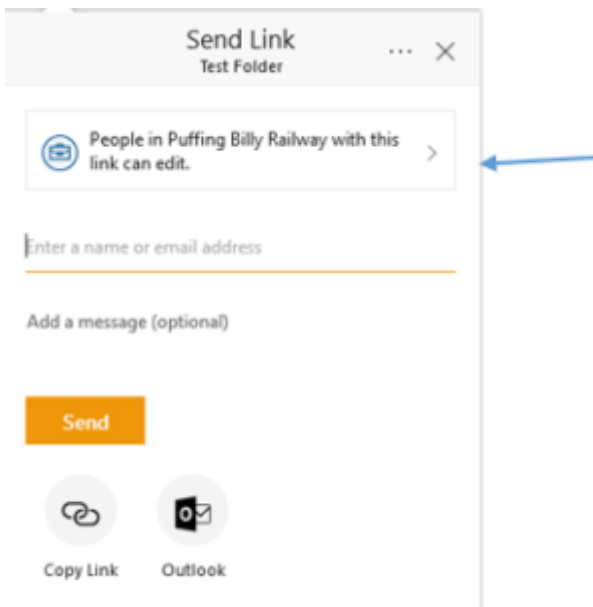
1. Go to <https://puffingbillyrailway.sharepoint.com/SitePages/Home.aspx> and sign in if prompted with your PBR credentials.
2. Click on **Documents**.



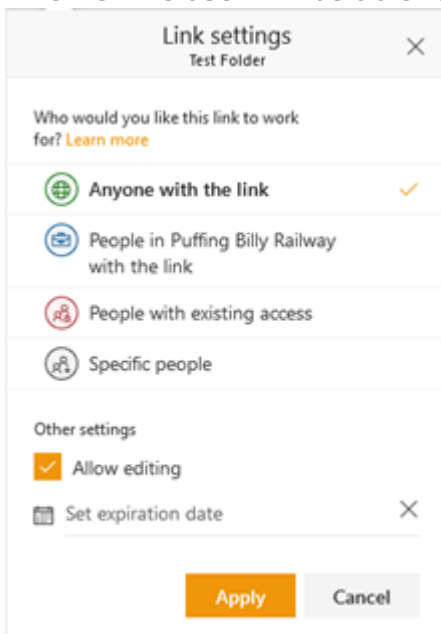
3. Click on the relevant folder where the folder/file is located.
4. Select the folder you wish to share, hover over the folder and then click the **Share** button. If it is a file, enter the folder then select the file you wish to share.



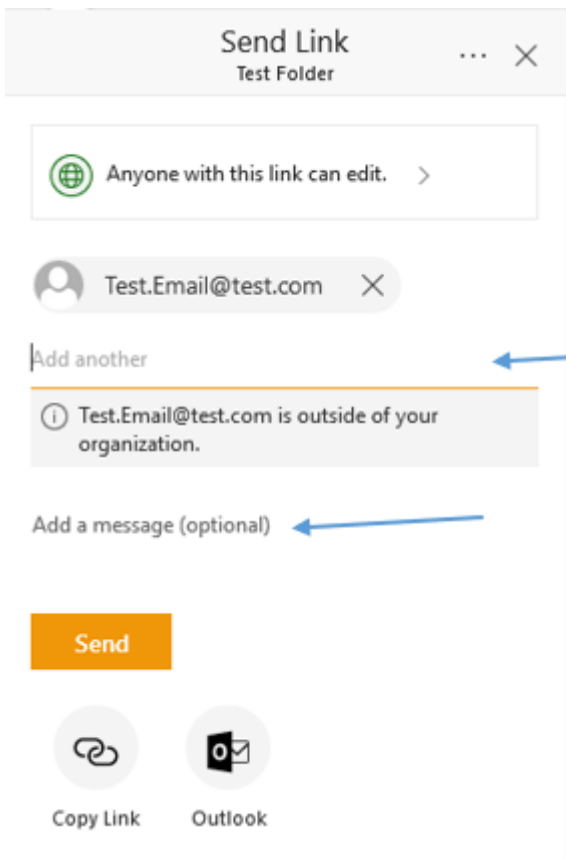
5. A window will appear. Click on the button to modify who the folder will be shared with.



6. Click on **Anyone** with the link. You can also set an **expiration date** for the link and whether the user will be able to edit. Click **Apply**.



7. Enter in the user's email address, you can also enter a message if required. Once you have added all the users click **Send**.



8. The person you shared the link with will receive an email with a link to the folder you shared.

Syncing a SharePoint Folder to Windows File Explorer

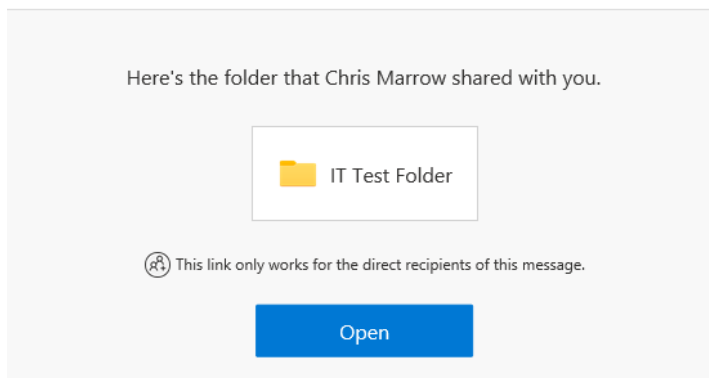
You can use the below instructions to sync a SharePoint folder to your Windows File Explorer

Step-by-step guide

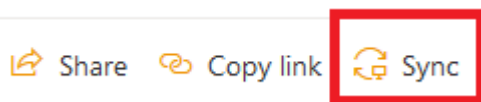
1. You will receive an email from a member from IT alerting you that you have a folder shared with you. Click on the **Open button** in the email.



Chris Marrow shared a folder with you



2. You will be taken to the SharePoint folder that has been shared with you.
3. On the top menu there will be a **sync button**.



4. Your web browser will alert you that it is trying to open in OneDrive. Click the **Open button**.

This site is trying to open Microsoft OneDrive.

https://puffingbillyrailway.sharepoint.com wants to open this application.

Always allow puffingbillyrailway.sharepoint.com to open links of this type in the associated app

Open

Cancel

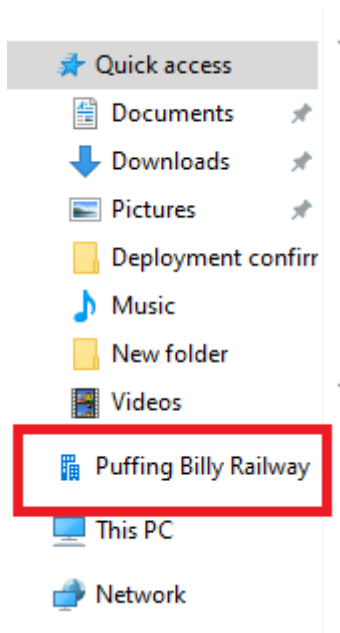
If you are already signed into OneDrive follow the **OneDrive already Setup** steps. If this is the first time you are signing into OneDrive then follow the **First Time Setup for OneDrive** steps.

OneDrive already Setup

1. You will receive a message that the folder has synced.
2. Click on the Windows File Explorer icon on the task bar.



3. Click on **Puffing Billy Railway** on the left hand menu.



4. You will now be able to see the shared folder.

First Time Setup for OneDrive

1. If you haven't signed into OneDrive before you may be asked to sign in. Click on the **Sign In** button.

Set up OneDrive

Put your files in OneDrive to get them from any device.



test.user@pbr.org.au

Create account

Sign in

2. You will be given the location of the folder. Click on the **Next button**.

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your Puffing Billy Railway folder is here

C:\Users\tuser\Puffing Billy Railway\Puffing Billy Railway - IT Test Folder

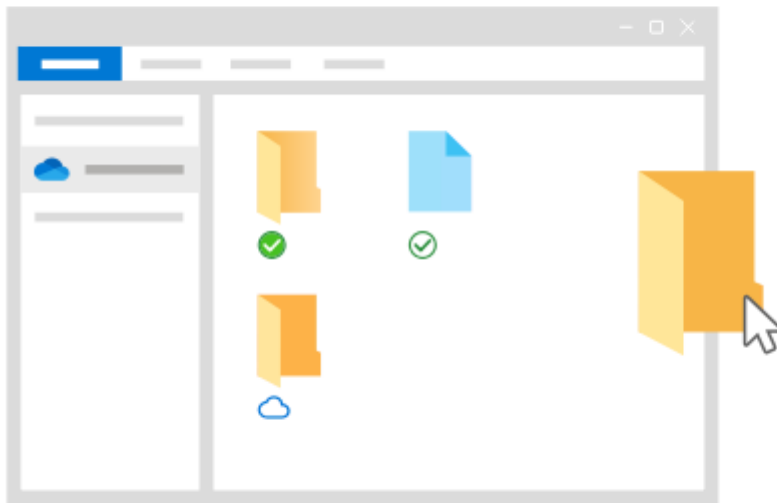
[Change location](#)

Next

3. Click the **Next button**.

Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.

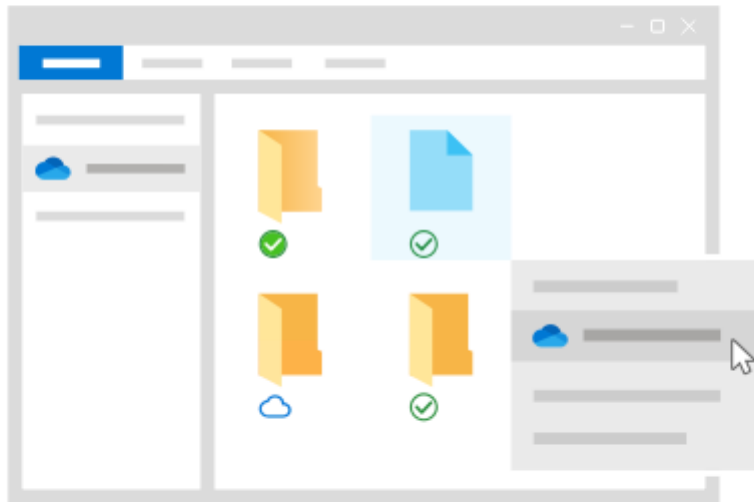


Next

4. Click the **Next** button.

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.



Back

Next

5. Click the **Next button**.

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.



Online-only

These files don't take up space on this device, and they download as you use them.



On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



Always available

Right-click a file to make it available offline.

Back

Next

6. Click the **Later button**.

Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



Back

Get the mobile app

Later

7. Click the **Open my OneDrive folder button**.

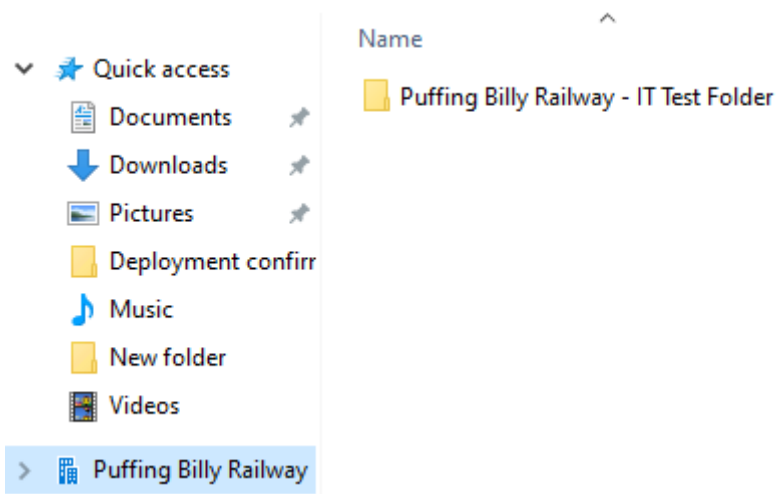
Your OneDrive is ready for you



Back

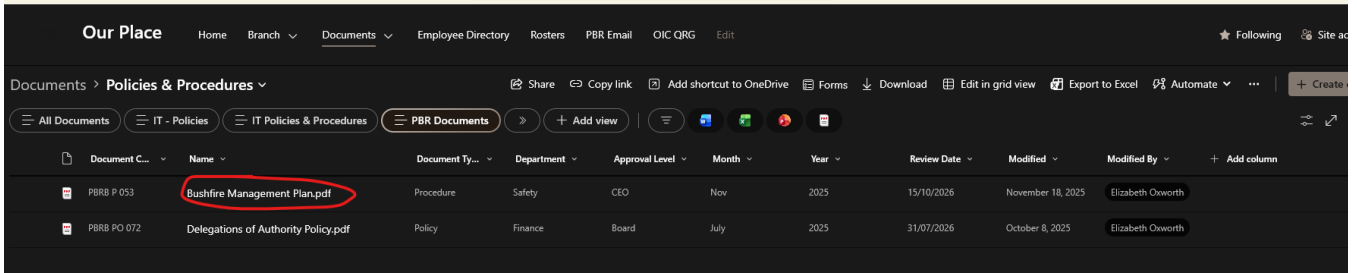
Open my OneDrive folder

8. Windows File Explorer will open and display the folder.

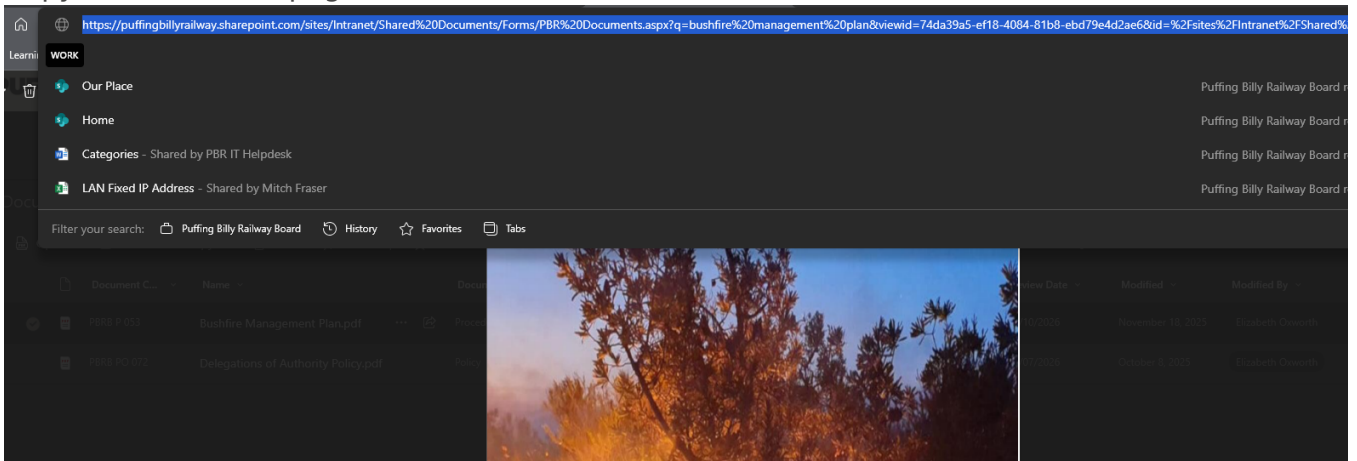


How to: Add a Quick Link on a SharePoint Page (OIC)

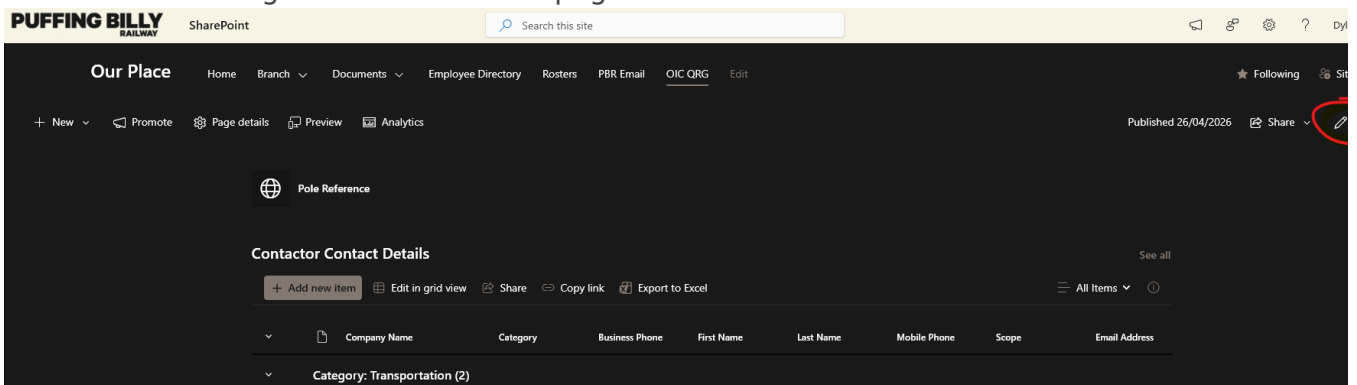
1. Grab the website link you want to add to the page. For this example, I will be adding the Bushfire Mangement Plan to the [OIC Quick Reference Guide](#)
2. Click on the document in the location it is stored.



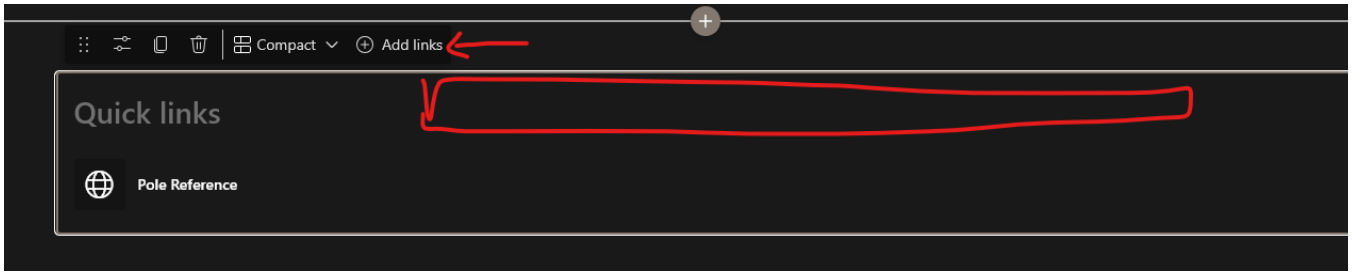
3. Copy the entire webpage link in the address bar.



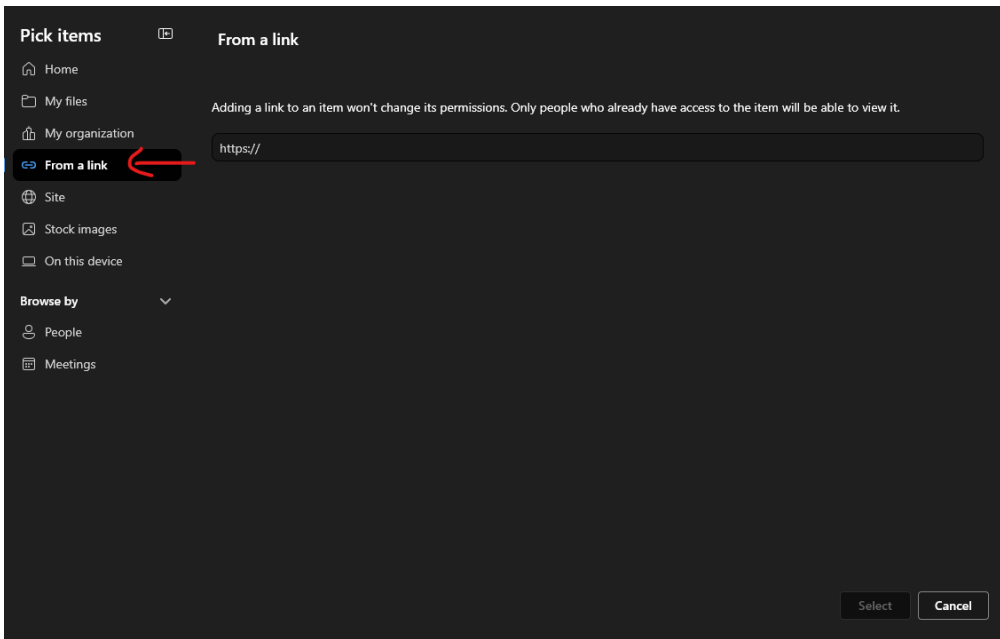
4. Go to the SharePoint page you wish to add a "Quick Link" [OIC Quick Reference Guide](#)
5. Click Edit on the right-hand side of the page.



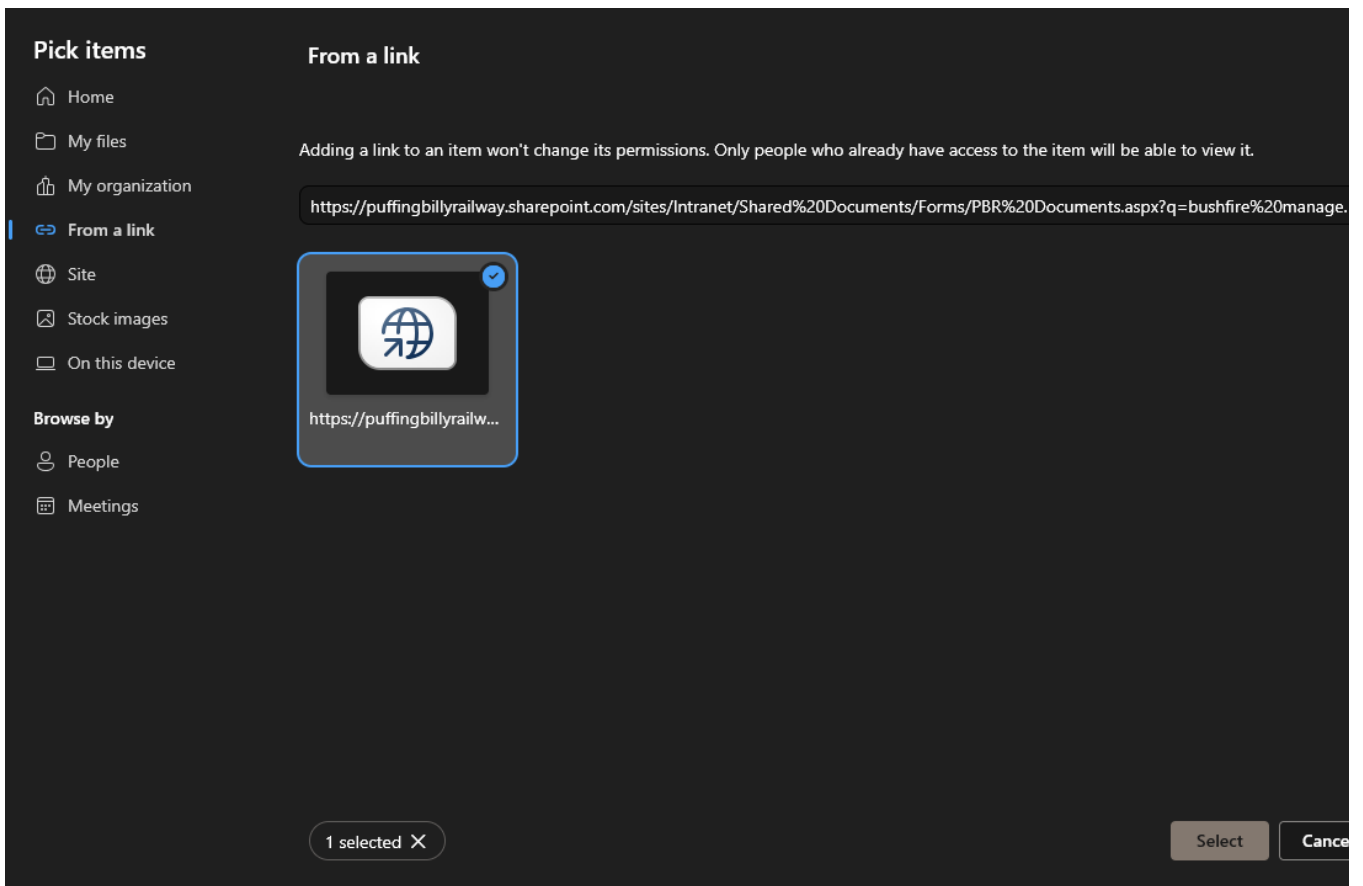
6. Click in the blank space to select the Quick Links widget, you should then get a popup to Add Link



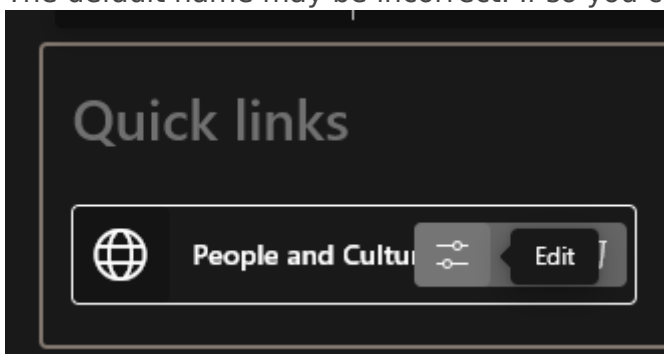
7. Select **From a Link** and add website link from the page you wish to access.



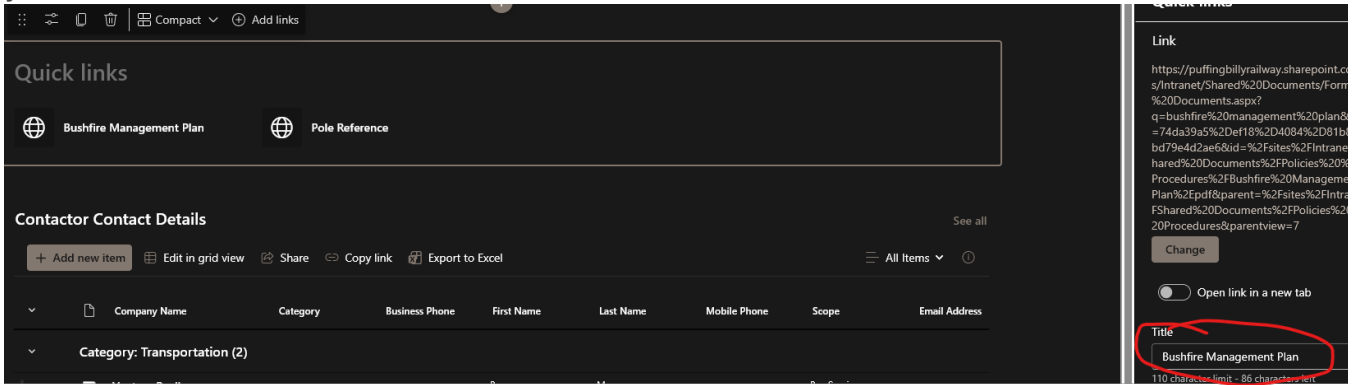
8. Paste the webpage link to the site/document, make sure the tile is selected and hit Select in the bottom right.



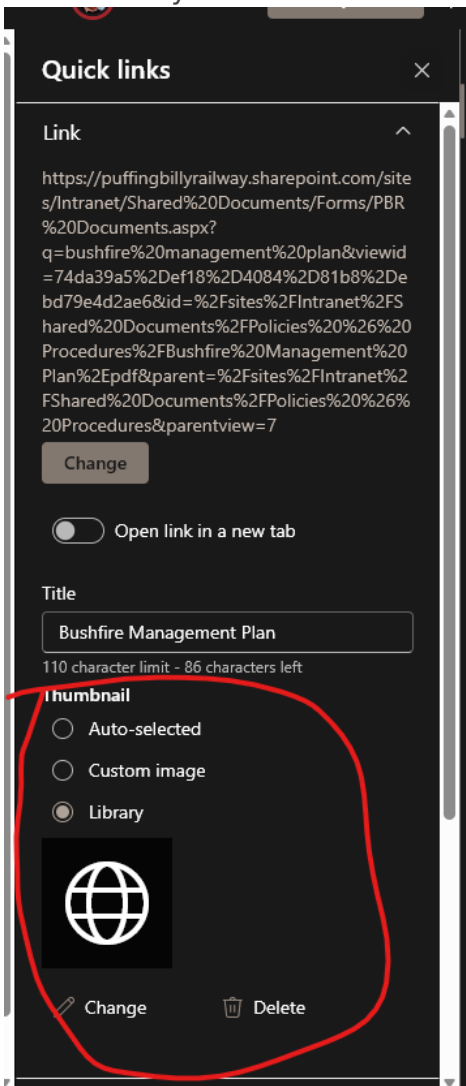
9. The default name may be incorrect. If so you can click on the link tile and select edit.



10. you can then edit the name of the tile under Title.

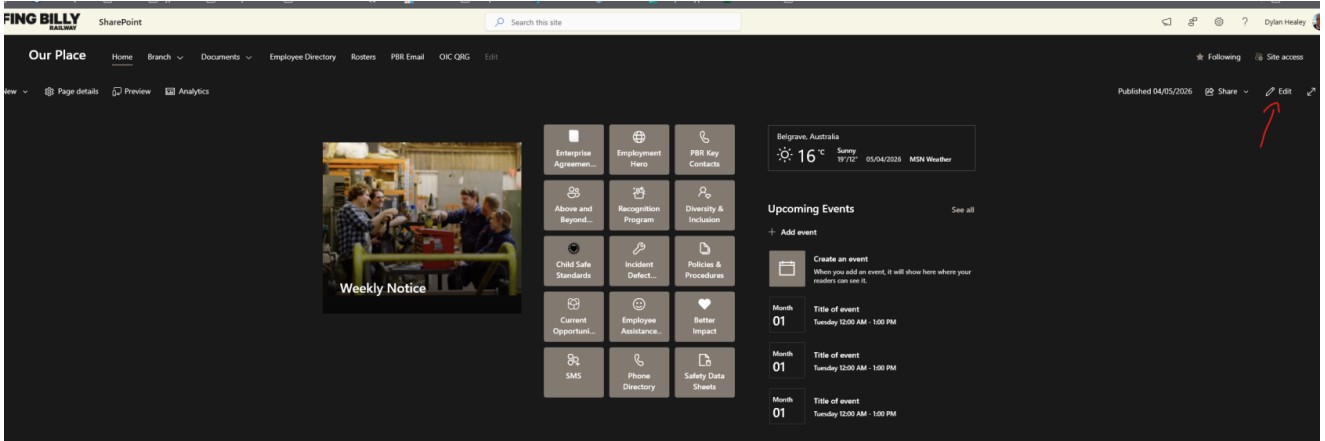


11. in this area you can also edit the thumbnail if you would like it be more relevant.

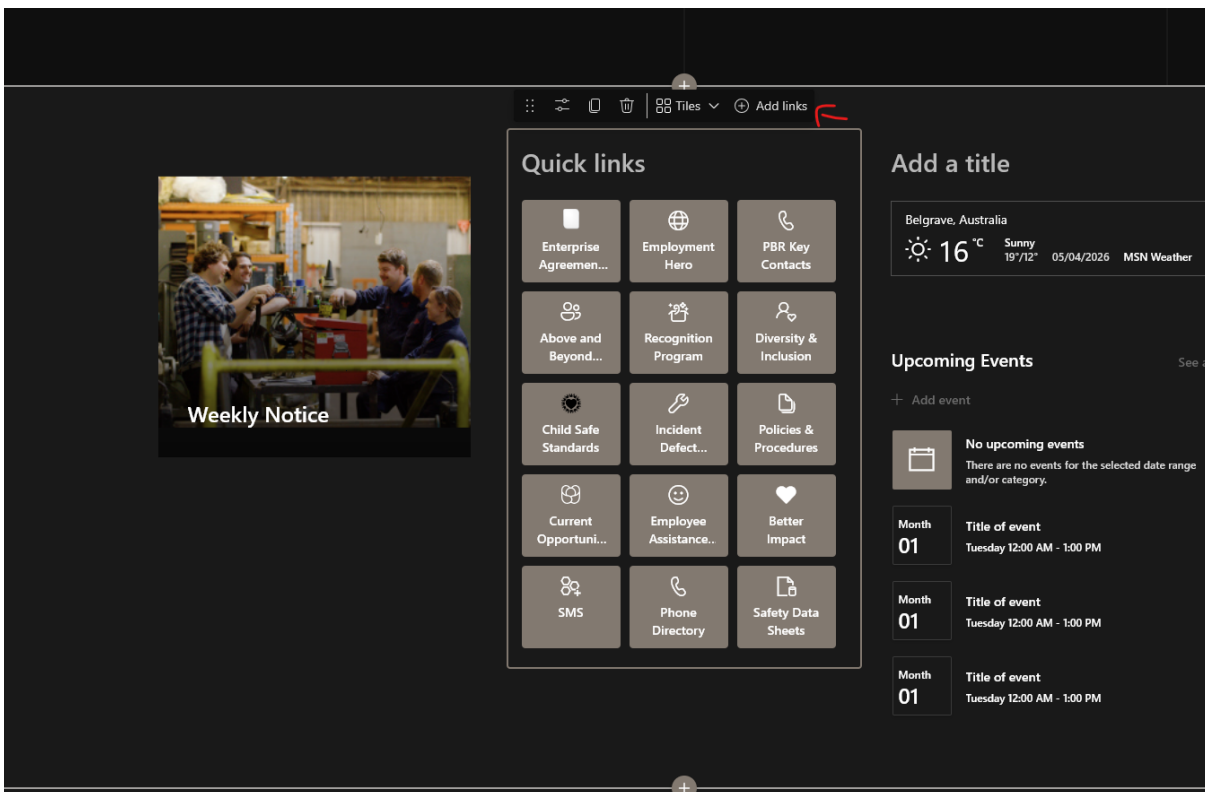


How to: Add a folder to a quick link button

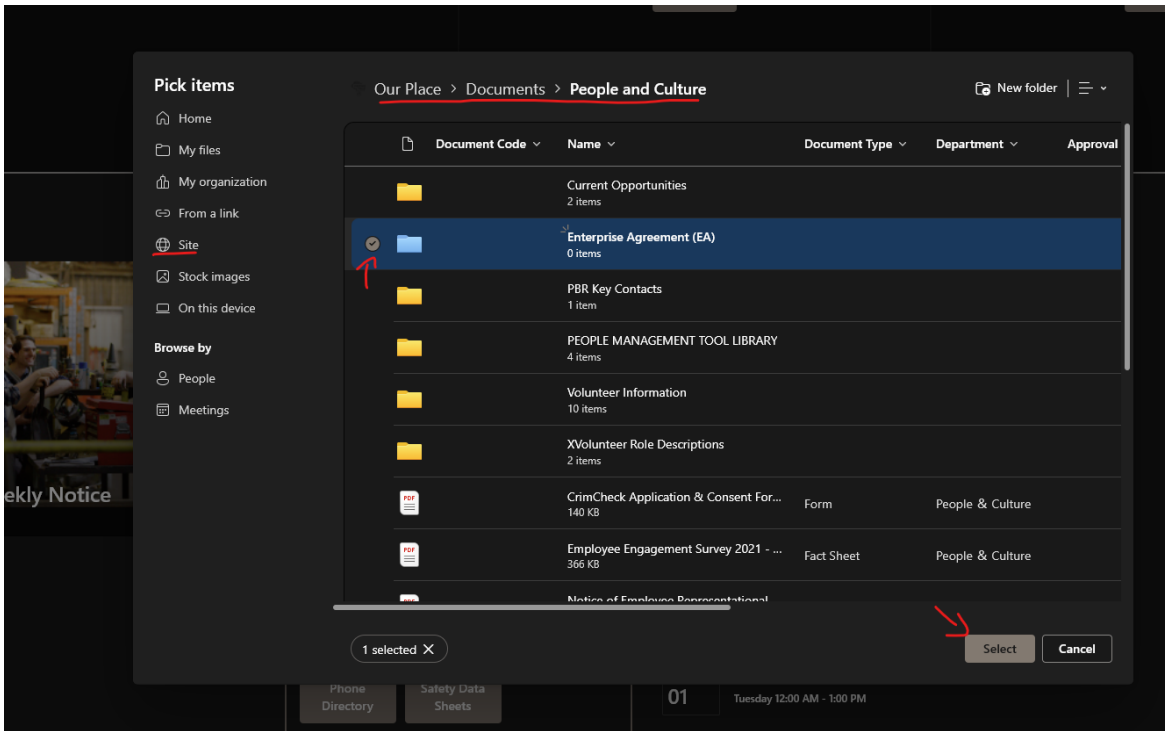
1. Go to the SharePoint Site or Page you wish to add a link to, click edit in the top right.



2. Click Add Links

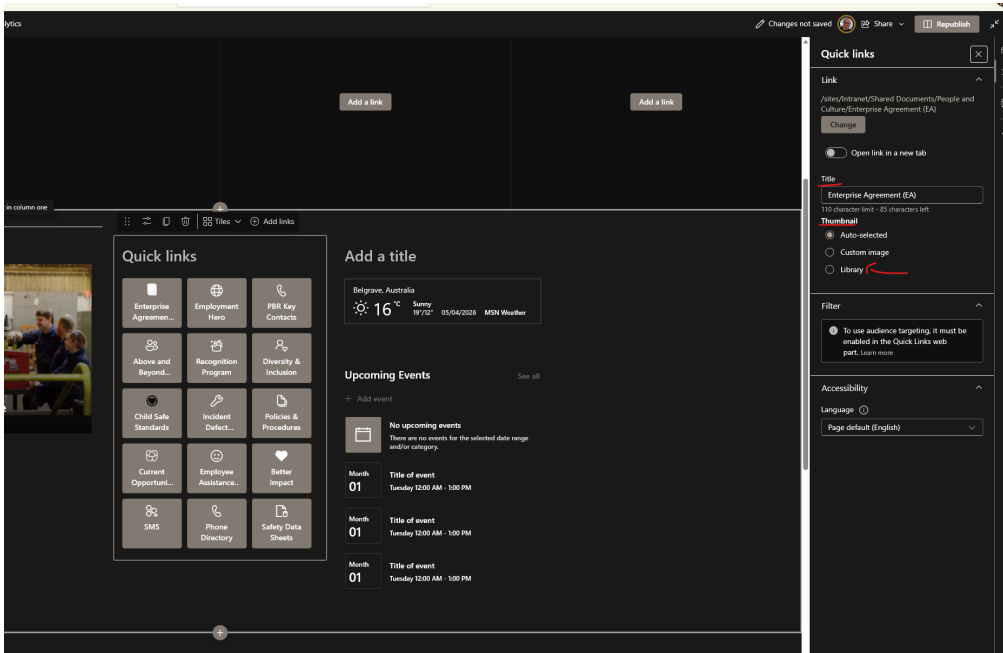


3. Navigate to the folder you wish to add, in this case it's under **Site > Documents > People and Culture**. Click the Folder you wish to add on the left. Then click **Select**.

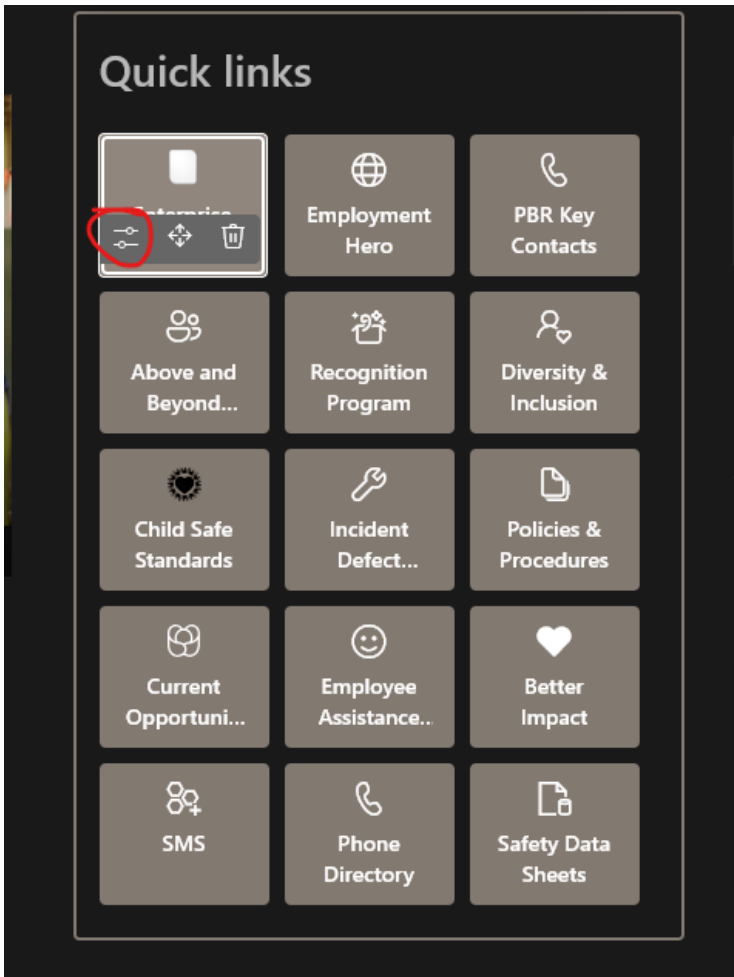


4. It should automatically open the Buttons settings & Options on the right side. Here you can edit the Buttons name, Thumbnail (Icon) and link.

And Icon can give the button some quick relevancy when looking around.



5. If this option doesn't show, you can click the Quick Link button while in edit mode, and click the **Edit** option.



6. When done click Republish & test the link.

