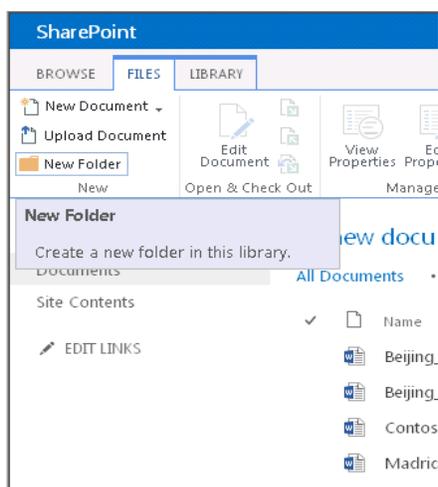


ORGANIZE AND CONFIGURE A SHAREPOINT LIBRARY

There are several ways to organize and manage your SharePoint libraries. This intermediate course teaches you how to create and use folders, sort and filter with columns, create custom views of items in the library, and how to restrict access to a library.

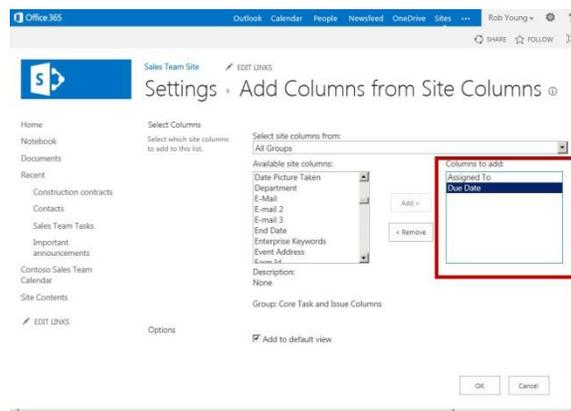
CREATE FOLDERS IN A LIBRARY

1. Navigate to the library you want to create a folder in.
2. On the **Files** tab, choose **New Folder**.
3. Enter a name for the folder and choose **Save**.



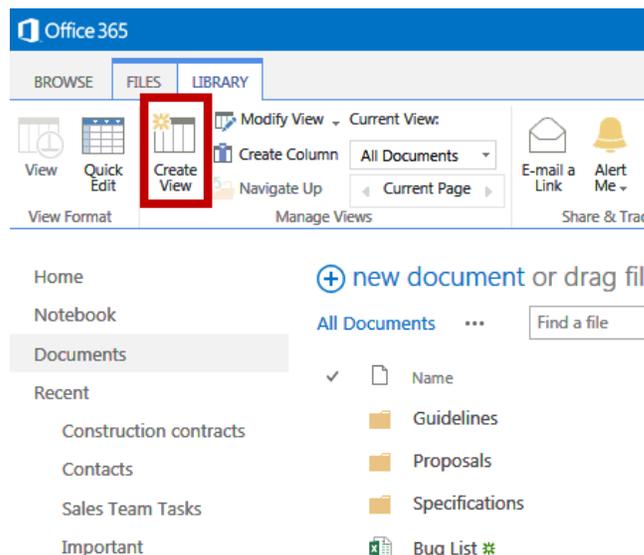
ADD COLUMNS TO A LIBRARY

1. Navigate to the library you want to add columns to.
2. On the Library tab, choose **Library Settings**.
3. Scroll down to the **Columns** section and choose **Add from existing site columns**.
4. Under **Available site columns**, choose and add the columns you want in your library, and then choose **OK**.

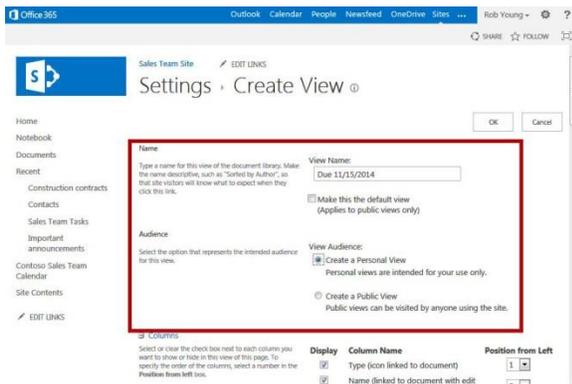


CREATE A CUSTOM VIEW OF ITEMS IN YOUR LIBRARY

1. Navigate to the library you want to create a view for.
2. On the **Library** tab, choose **Create View**.

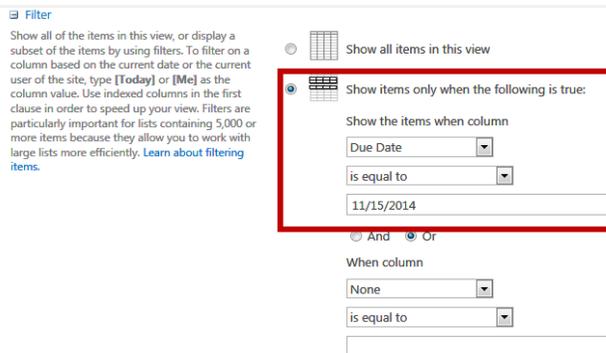


3. If you want to start from an existing view, choose the view under **Start from an existing view**.
4. On the **Settings** page, type a name for the view.
5. Choose **Create a Personal View** in the **Audience** section if you don't want others to use this view.



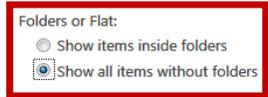
CREATE A CUSTOM VIEW OF ITEMS IN YOUR LIBRARY (CONT.)

- Under the Filter section, choose **Show items only when the following is true.**
- In the field drop down box, select the column you want to add, **Due Date** for example.
- In the next field, choose a condition such as **is equal to**, for example.
- In the next field, enter a date you will later filter by, such as **11/15/2014**, for example.



- Finally, in the **Folders** section of the page, choose **Show all items without folders.** This option enables you to look at files across folders in a library.

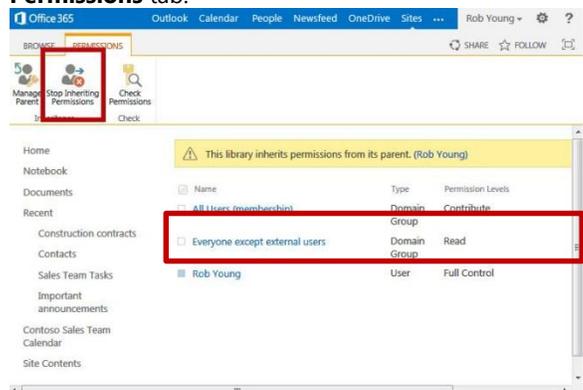
- Tabular View
 - Group By
 - Totals
 - Style
 - Folders
- Specify whether to navigate through folders to view items, or to view all items at once.



- Choose **OK**. The new view appears displaying all files having **11/15/2014** under the **Due Date** column, regardless of what folder they are in.

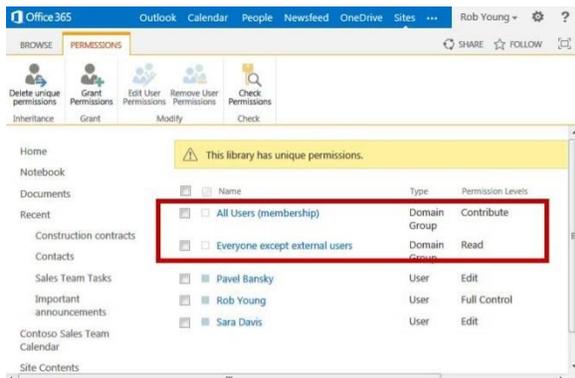
CONTROL WHO HAS ACCESS TO YOUR SHAREPOINT LIBRARY

- Navigate to the library you want to share with colleagues.
- On the **Library** tab of the ribbon, choose **Library Settings**.
- On the **Settings** page choose the **Permissions for this document library** link.
- If the library inherits permissions from a parent site, choose **Stop Inheriting Permissions** on the **Permissions** tab.



- Click **OK** on the message that appears.
- In the **Share** dialog box, type the names or email addresses of those who will have access to the library.
- Optional: Add a short message to tell them about the library, and then select **Share**.
- To remove permissions that existed before you stopped inheriting permissions, select those groups or users and then choose **Remove User Permissions**.

IMPORTANT: Make sure you have permissions to your own library.



9. Now, only the people that you added in the Share dialog have access to the documents in the library.

SEE ALSO:

- Sync OneDrive for Business or SharePoint site libraries to your computer
<http://office.microsoft.com/en-us/support/sync-a-library-to-your-computer-HA102832401.aspx>
- Manage lists and libraries with many items
<http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/manage-lists-and-libraries-with-many-items-HA101967267.aspx?CTT=1>