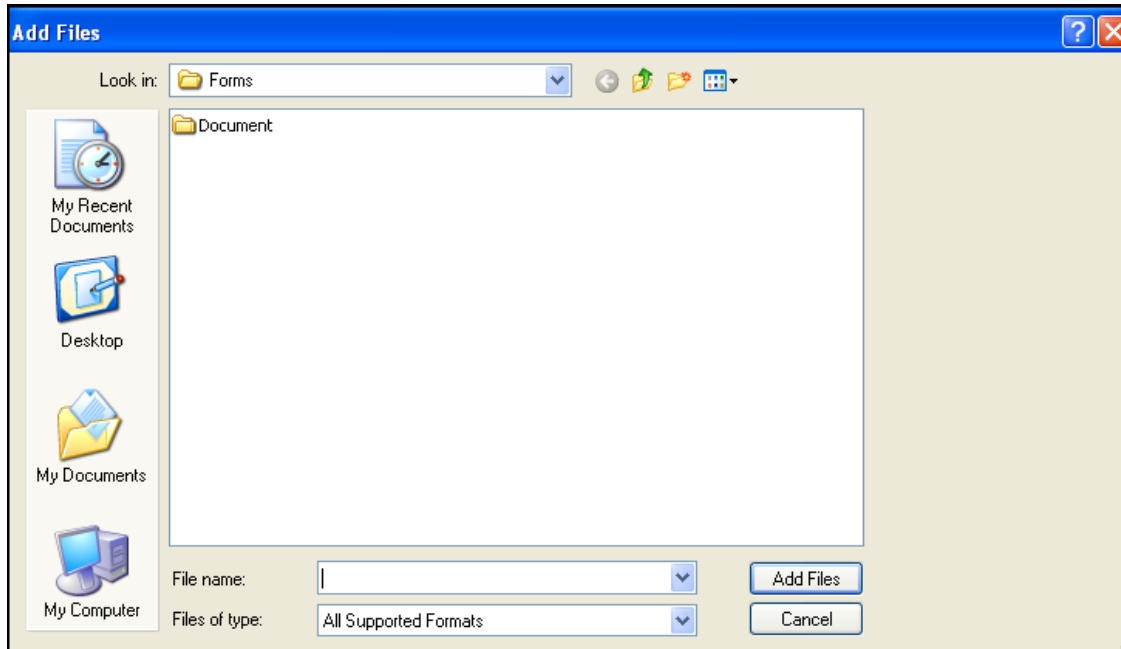
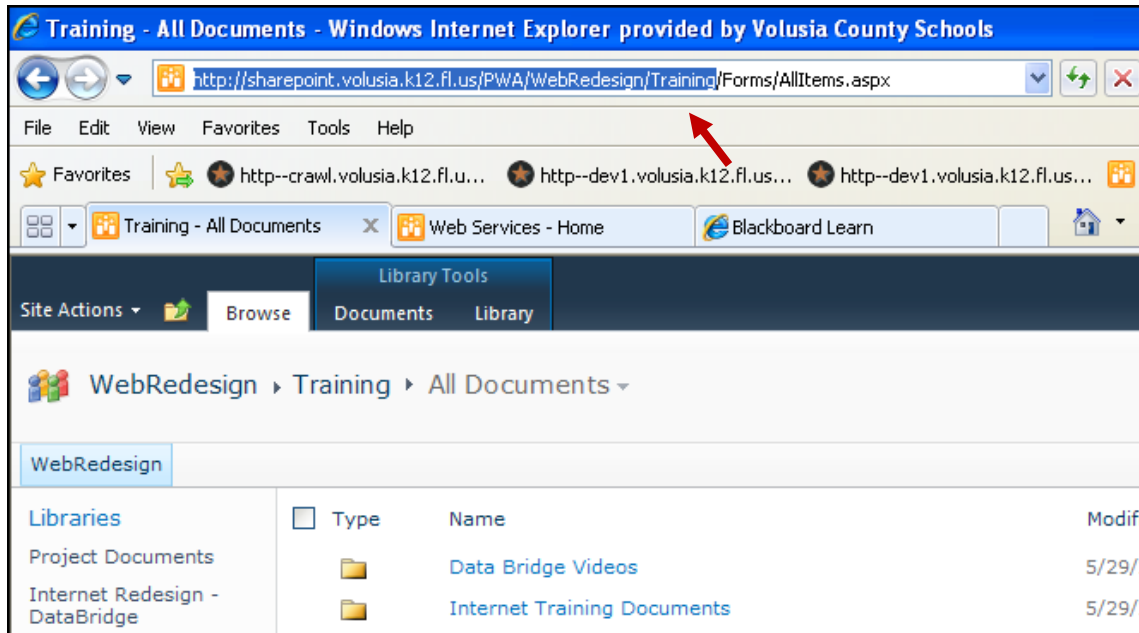


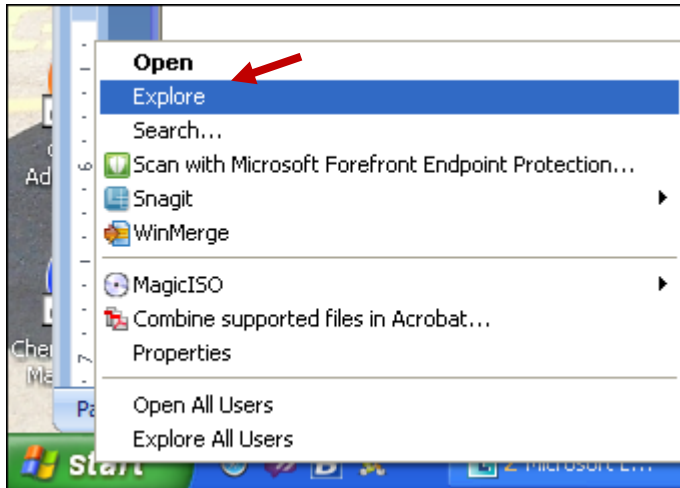
## BROWSING FOR A FILE IN SHAREPOINT



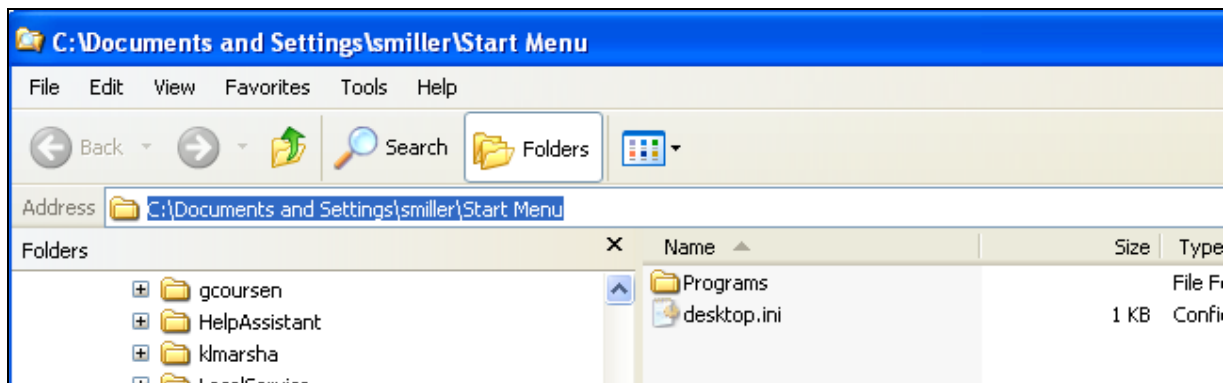
There are times that you may need to access a file from your SharePoint site within a program or application that requires you to browse for that file.



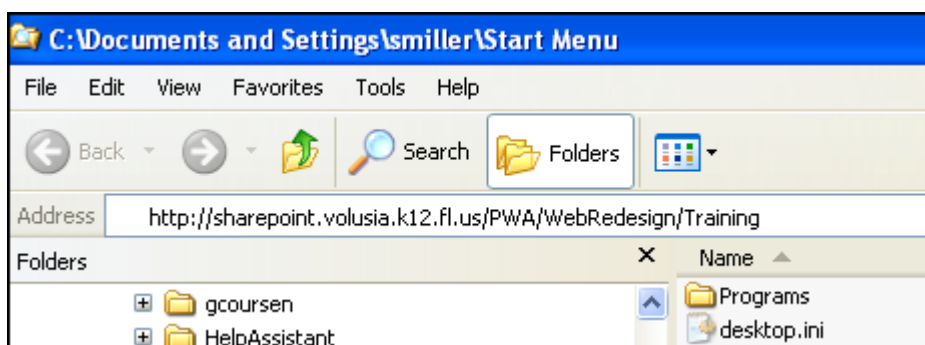
To do that, your first step is to go to your SharePoint site. In the URL, **copy the address of the string** that will direct you to that particular page in the site.



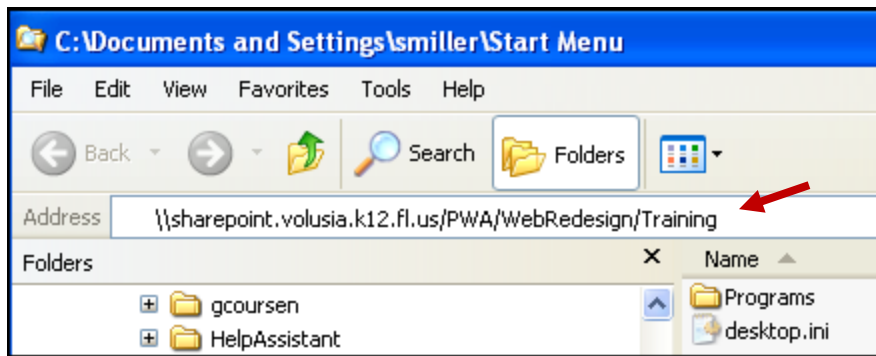
Right-click on the *Start* button (bottom left of your screen) and select *Explore*.



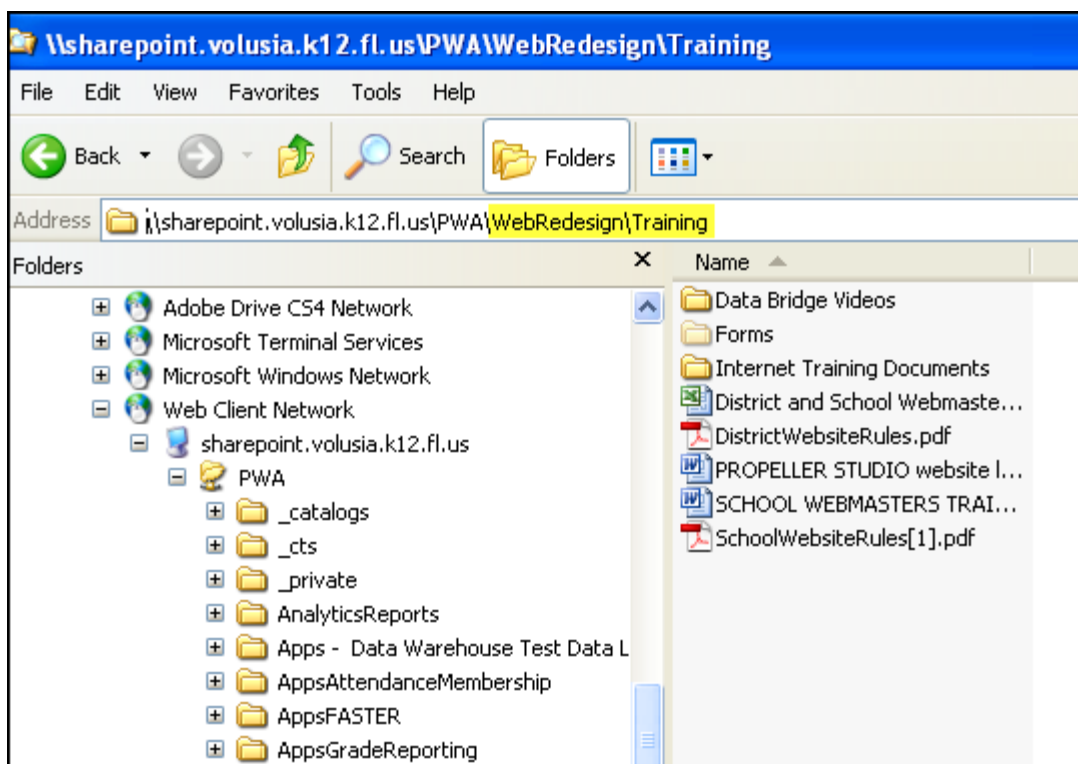
Click in the *URL address text box*.....



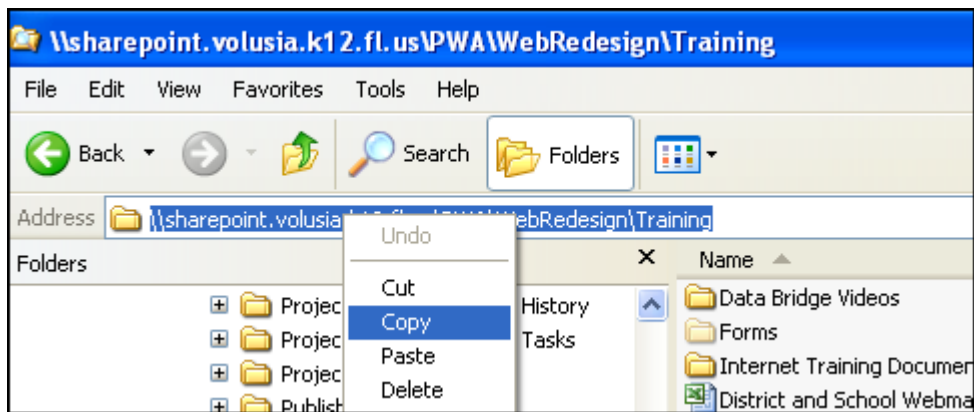
.....and **Paste the URL address** that you copied from your SharePoint site.



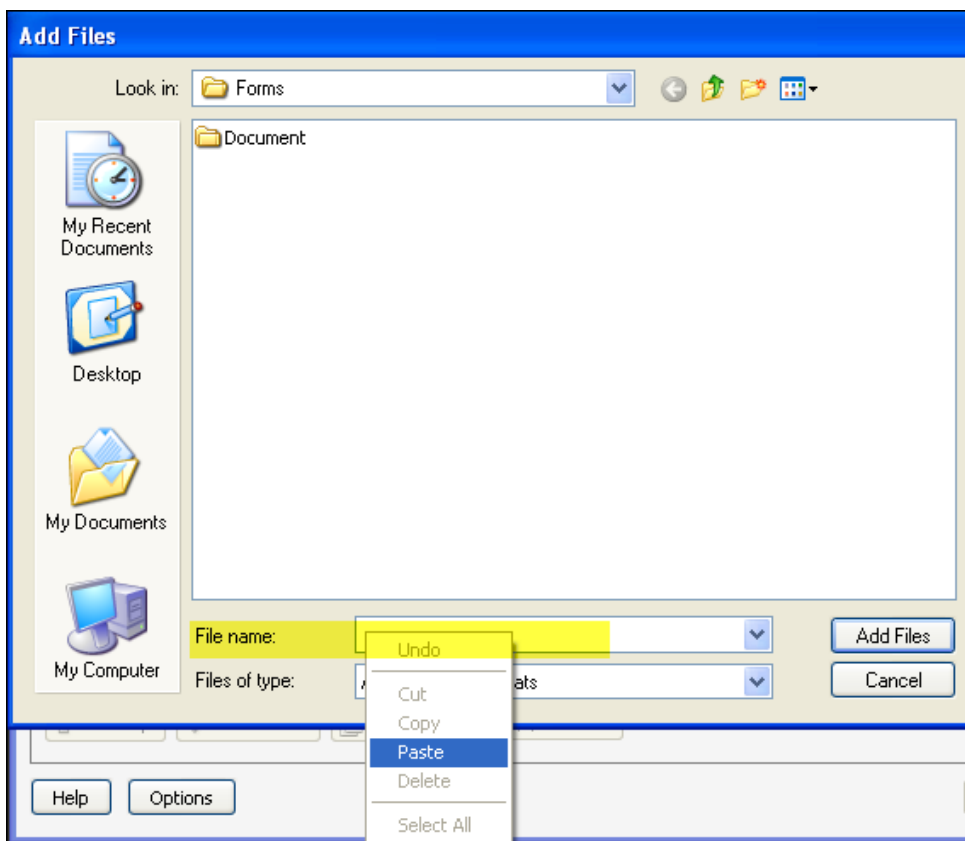
Delete the "<http://>" from the address and add "\\". Place your cursor at the end of the URL address and click *Enter*.



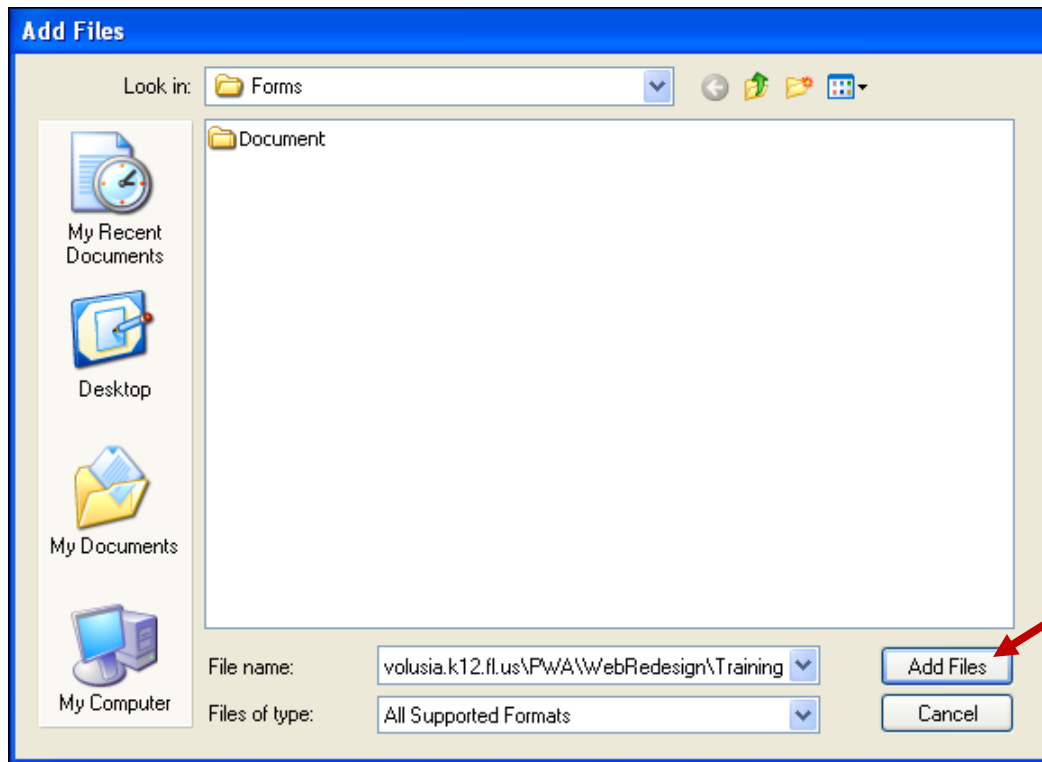
This screen will show all of the SharePoint folders on the left and will display the **WebRedesign\Training** documents on the right.



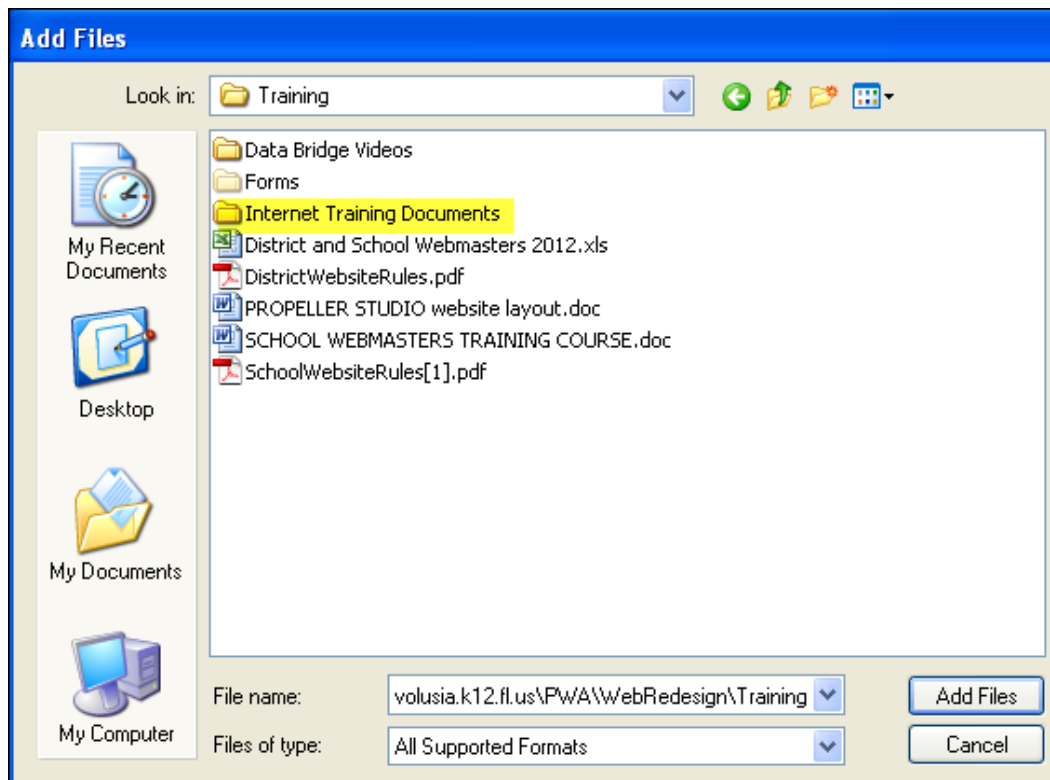
Copy the *URL address*. (Click in the *URL address bar*, *right-click* and select *Copy*.)



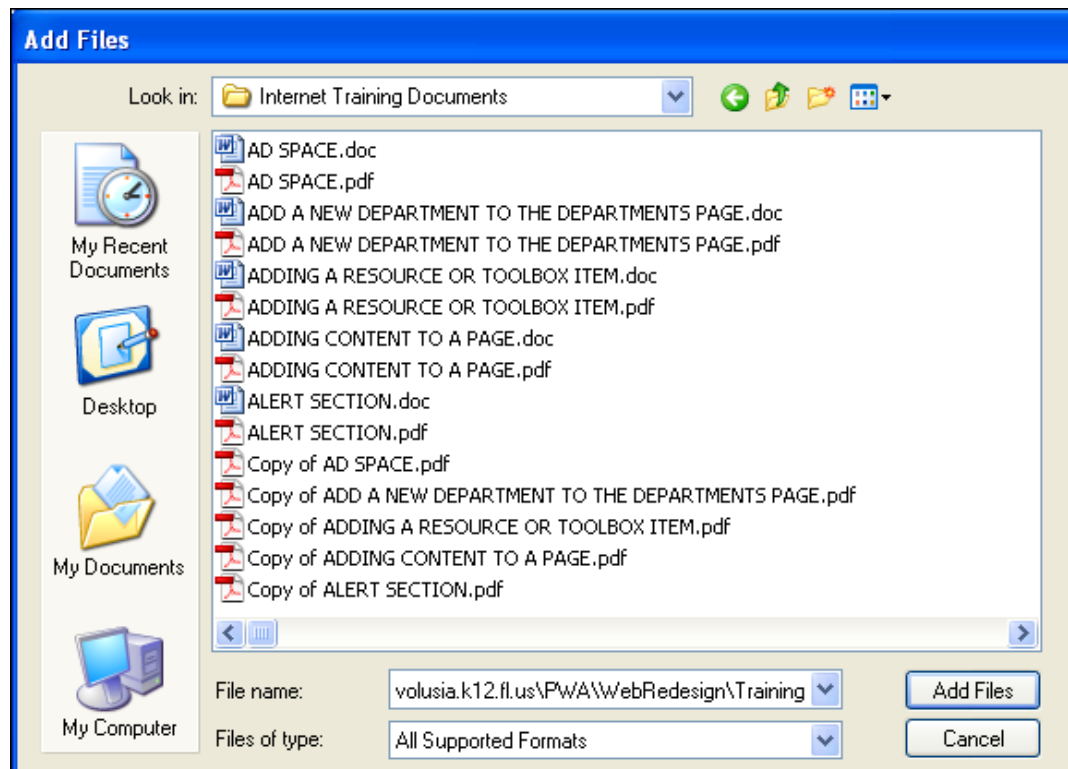
Place your cursor in the *File name:* text box. *Right-click* and select *Paste*.



Click the “Add Files” button for this particular application. Depending on the application, this button might say “Open”.



When I double click on the folder that holds the documents I need.....



.....I now have the files that I need.

**SUPPORT:** For additional questions or assistance, dial extension 20000 for Support Services or send an e-mail to [custserv@volusia.k12.fl.us](mailto:custserv@volusia.k12.fl.us). After transition to SharePoint, training videos and helpful documentation may be found on the district Intranet Website, Propeller. Before transition, training videos and documentation may be found on <http://blackboard.volusia.k12.fl.us>, Propeller Tab, Propeller Studio folder within the Propeller Class Catalog module, **PS.webservices\_training**.