

# Working with Files on SharePoint

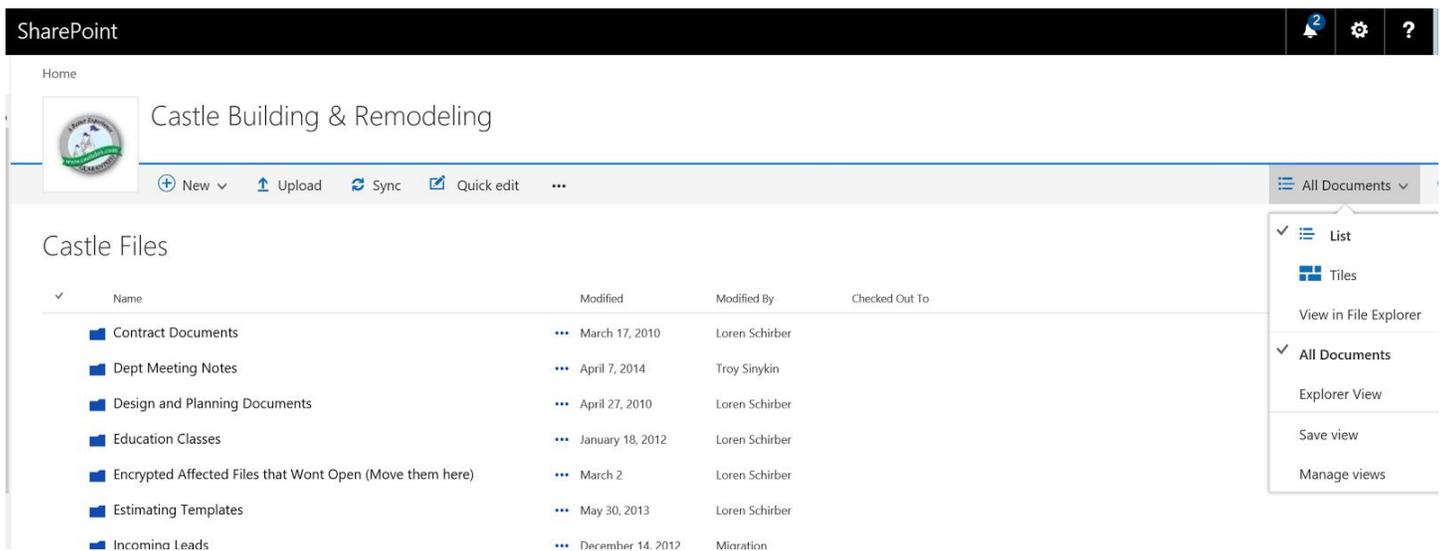
There are multiple ways to work with, manipulate, attach, move, and bulk upload files within SharePoint. Below are the most common options, and probably the most familiar compared to previous versions of SharePoint.

## Opening SharePoint File Library in Windows File Explorer

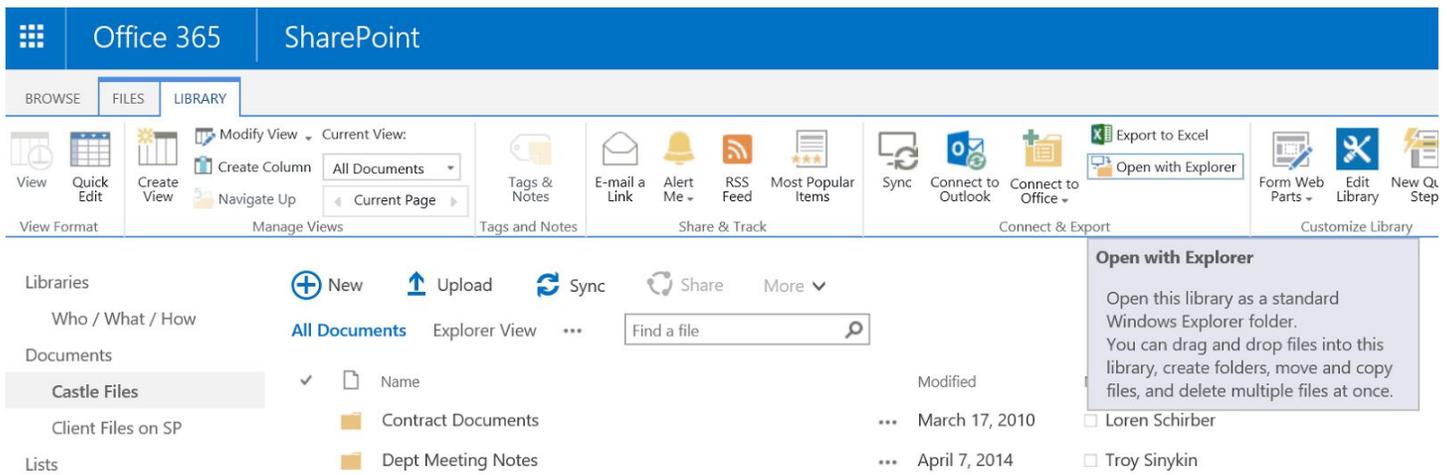
This method will give you windows folder access to the SharePoint libraries, similar to a mapped drive.

You must login to the SharePoint site (either via <https://castlebri.sharepoint.com> or via the webmail shortcut). Once logged in, navigate to the file library you would like to open in Windows File Explorer.

Your view will be one of two available views. In the example below, the document viewer view, you will first need to switch to the “**View in File Explorer**” by clicking on the “All Documents” dropdown in the upper right side of the screen.



At this point, the library will either open within a Windows File Explorer view, or it will take you to the alternate SharePoint library view. You might, by default, already be using the Explorer View. From this screen, you will then click the “Library” tab, and select the “Open with Explorer” as shown in the image below.



A File Explorer window will now open within Windows. It may ask for your user credentials. This view will stay active until you log out of SharePoint Online, or log out / restart your computer.

From here, you can drag files to attach to emails, copy files from your desktop, etc. Also, please note, you must be using Internet Explorer for this method to work. Using this method via Chrome or Firefox can sometimes be unstable.

### **Moving Files and Folders**

Moving multiple files, and or folders, is simplified in the new SharePoint Online. SharePoint allows you to bulk move within Internet Explorer browser. This is another feature in which using Internet Explorer is recommended, as Chrome or Firefox may not give you the same results.

To move multiple files, navigate to the folder, or sub-folder you are attempting to relocate.

Select the files and/or folders using the check-box to the left of the list, and select the "Move to" icon as shown below.

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# Castle Building & Remodeling

Libraries

Who / What / How

Documents

Castle Files

Client Files on SP

Lists

Lead and Custom...

Showroom Calen...

Site Visit Calendar

Education Class R...

Inflatable Castle J...

Castle Employee...

Delete Move to Copy to

Castle Files > Contract Documents

✓	Name	Modified
	Change Orders	Decembe
✓	Old	Septembe
	Backlog Tracker.xlsx	Septembe
✓	BAM Building Performance Guidelines.pdf	February
✓	ClientReferralRewards.pdf	April 23
✓	Contract Request Form 092515.pdf	Septembe
	Contract Request Form 120415.pdf	March 9
	Contract Request Form 120415.xlsx	7 hours a

After you click the “Move to” icon, you will be presented with a dialog box which allows you to select the folder, or sub-folder, you would like to move the selected files to, as shown below. The dialog box will also allow you to create a new folder, and move the items to that folder.

✓ Move + New folder ✕

Move items to. Use tab to select a destination

- Castle Files
  - Contract Documents
    - Change Orders
    - Old
    - Dept Meeting Notes
    - Design and Planning D...
    - Education Classes
    - Encrypted Affected File...
    - Estimating Templates
    - Incoming Leads

