

Office 365 File and Folders

Office 365 gives you the ability to upload your branch files to an online shared area like the branch *Documents Library* on the Membership Administration Portal (MAP). To store these files in an organised structure you can also create a folder hierarchy.

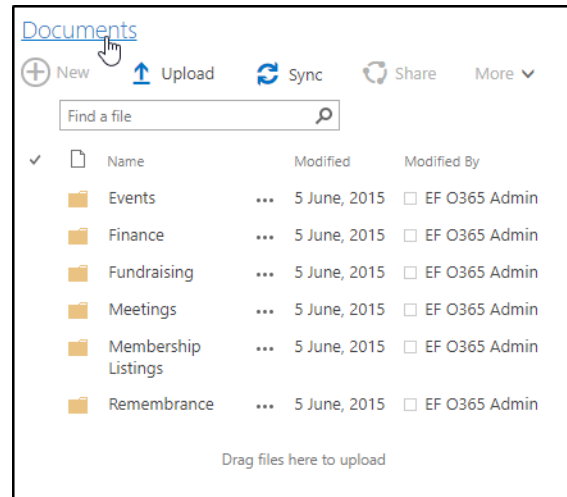
The Quick View

On the right hand side of your branch site you will see a quick view of the Documents Library.

There is a search box “Find a file” at the top to search for your document.

You can navigate through your folders to find your documents the quick view does not have a button to go back to the previous folder. You will need to use your browser’s back button.

It is recommended to open the full Document Library if you are planning to modify or upload documents.



Opening a document

Click on the name of the document in a folder, the system will attempt to open it. If it is a standard Office document, it will by default open in Office 365 within your browser.

Some files may open in a local application instead for example a pdf will open in Adobe Reader if you have it installed.

Any file that is not directly supported by Office 365 will be downloaded instead or display a dialog information box.

Additional options

To the right-hand side of the document’s name are 3 dots that when clicked on will display an options menu.

Some of the options listed are Download, Delete, Move and Rename. Please note that you can only use these options if you have the right permissions.

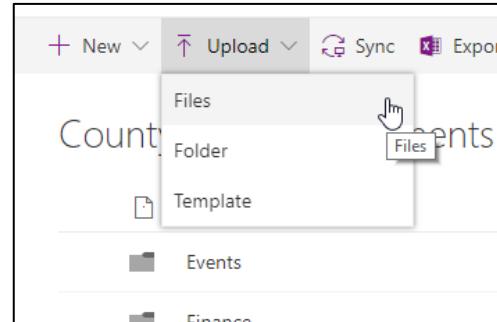
The Document Library

To open the Document Library, you can click on the title link **Documents** above the folders as showing in the image above.

Uploading a file

A file can be uploaded to any folder that you have access to on MAP. To do this you need to be within the folder where you would like to store the file.

At the top of the folder you will find the **Upload** option. When you click on this you will be presented with a couple of options.

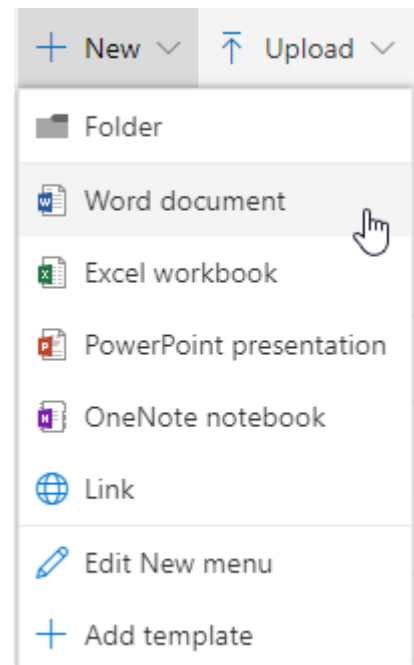


1. Click on **Files** button to have access to your local folders. Clicking on **Folders** will allow you to upload an entire folder from your local machine.
2. Navigate to the file you wish to upload, select it and click the **Open** button. If you are replacing a document already in the folder a notification will appear, and you will need to click the **Replace** button on the notification.
3. The file will now appear in the folder. It can be viewed by clicking on it. If it is an Office document (e.g. Word, Excel etc.) then it will open in Office 365 in the browser.

Creating a new Office document

The standard Office document types can be created and saved within a folder in MAP. To do this you need to be within the folder where you would like to save the document.

- 1) Click on the **New** link. You will be presented with a choice of documents types.
- 2) Click on the document type you wish to create. This will open a blank document within Office 365 (inside your browser).
- 3) Add content to your new document. It will automatically save it to the folder as you add new content. There is no save button required.



Creating a folder

Office 365 lets you set up a folder hierarchy for you to store all your documents and files. To do this you need to be within the document library area where you would like to create a new folder.

- 1) Click on the **New** link on the options ribbon. You will be presented with a choice of documents types and at the top the option to create a new folder. Click on this.
- 2) You will be presented with a dialog box where you can enter in the name of your new folder.
- 3) Once you click the **Create** button the new folder will appear. You may need to press **F5** to refresh the page.