

SharePoint Online

Work with files

Select a site from the SharePoint homepage or enter its URL into your browser. Then select **Documents** in the left navigation pane.

The screenshot shows the SharePoint Online interface with several callouts explaining key features:

- Open:** Open and edit a file online or in a desktop app.
- Share:** Share files directly from SharePoint. Files are private until shared.
- Copy link:** Get a link to the selected file to insert in an email, or site.
- Move to/Copy to:** Move or copy to another destination in your OneDrive or any SharePoint site.
- Document:** View and work with the file stored on a SharePoint site.
- Pin to top:** Pin important folders or documents to the top of the list for easy viewing.
- Download:** Download a copy of a file to work offline that takes local device space.
- Flow:** Automate common tasks between SharePoint and other Office 365 and third-party services.
- Version history:** View a file's version history and restore a file to a previous version.
- Details Pane:** See file information, a thumbnail, recent activity, manage access permissions, and edit file properties.
- Sharing status:** See which files are being shared and who they're shared with.

Sharepoint Sheperds Guide

Hussin A.Rothana

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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