


## I received an email that a document is ready for collaboration (SharePoint). What do I do?

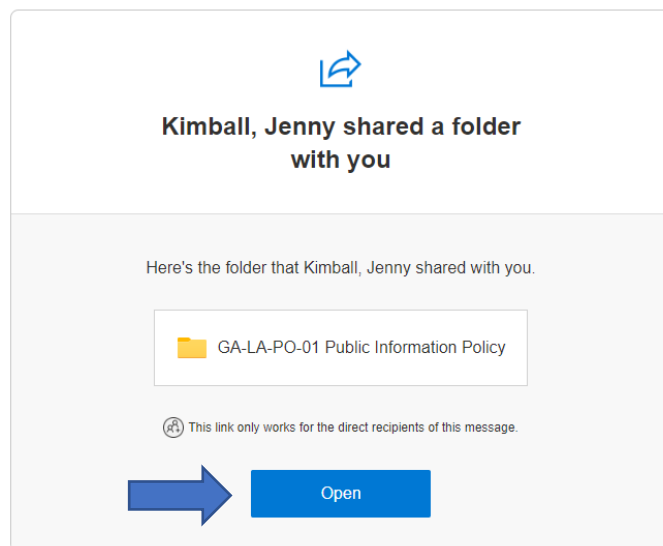
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Follow the link in the email.



Kimball, Jenny shared the folder "GA-LA-PO-01 Public Information Policy" with you. Inbox x








 **Kimball, Jenny** <Jennifer.Kimball@uta.edu>  
to me ▾



The card features a blue share icon at the top center. Below it, the text reads "Kimball, Jenny shared a folder with you". Underneath, it says "Here's the folder that Kimball, Jenny shared with you." and displays a folder icon with the name "GA-LA-PO-01 Public Information Policy". A small lock icon and text state "This link only works for the direct recipients of this message." At the bottom, there is a large blue arrow pointing to a blue button labeled "Open".

This link will take you to the Collaboration Document Library in the UTA Policies & Procedures SharePoint folder. Click on the folder for the policy you need to edit.

## PO/PR Document Library (Collaboration Outside of DocTract)

|  Name                                   | Modified  |
|---|--|
|  CO-CS Policies & Procedures   | 6 days ago   |
|   GA-LA-PO-01 Public Information Policy | A few seconds ago  |
|  RA-PO-11  | February 1   |

Here, you will find the policy and any related procedure(s) as they are published. See the “Published” folder.

You will also find any related UT System and Regents Rules policies. In addition, any related research or examples from other universities will be here. See the “Research” folder.

+ New ▾

↑ Upload ▾

📄 Edit in grid view

🔗 Share

## PO/PR Document Library (Collaboration Outside of DocTra

📄 Name ▾

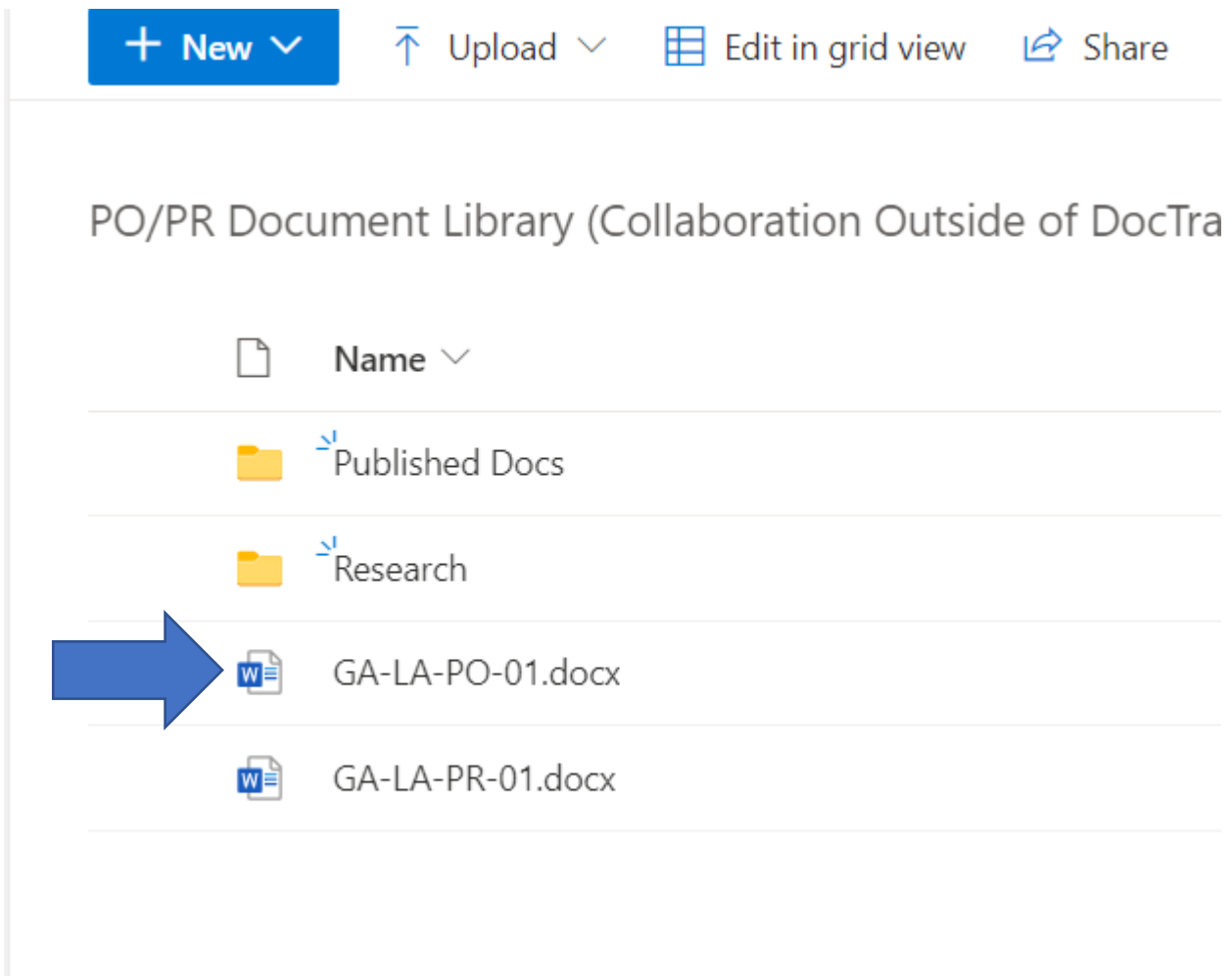
➡ 📁 Published Docs

➡ 📁 Research

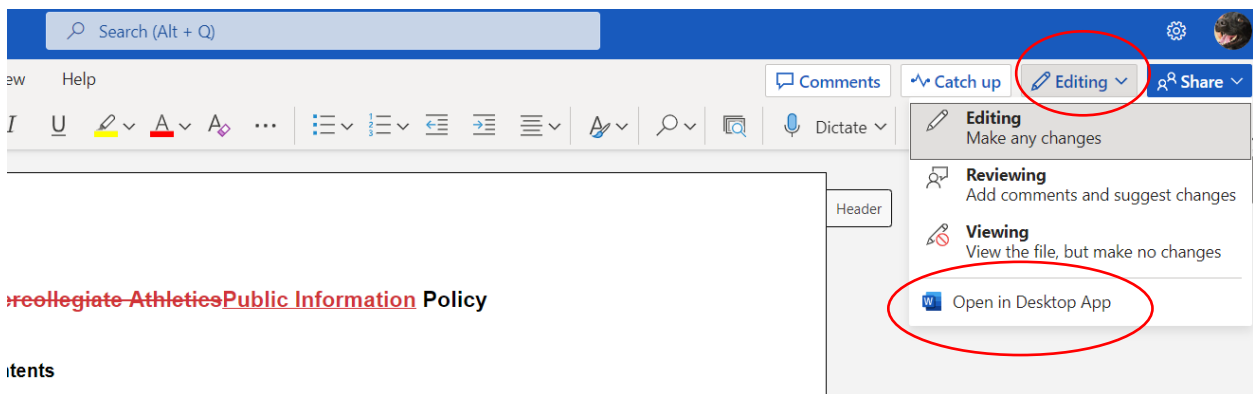
📄 GA-LA-PO-01.docx

📄 GA-LA-PR-01.docx

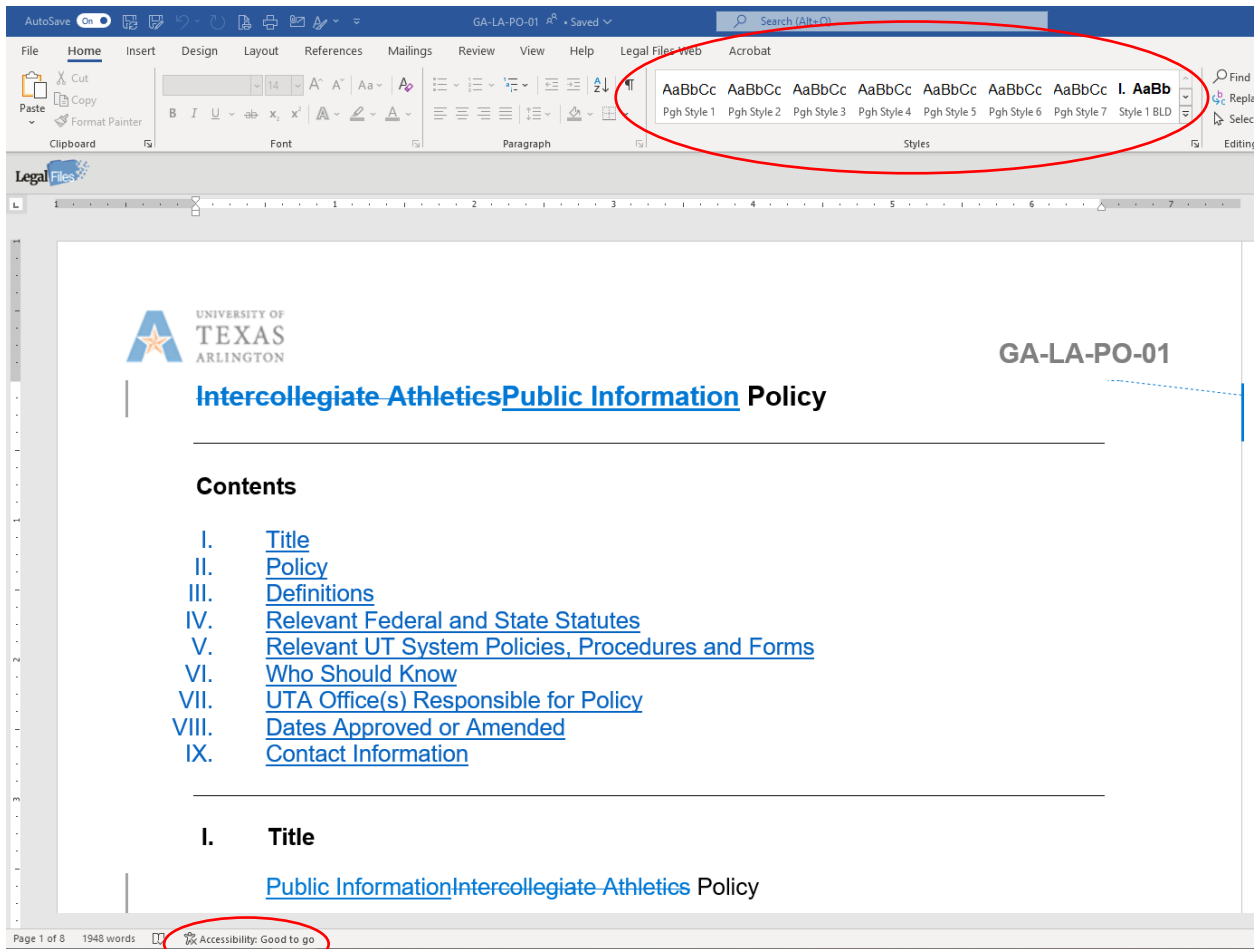
Click on the document you want to edit.



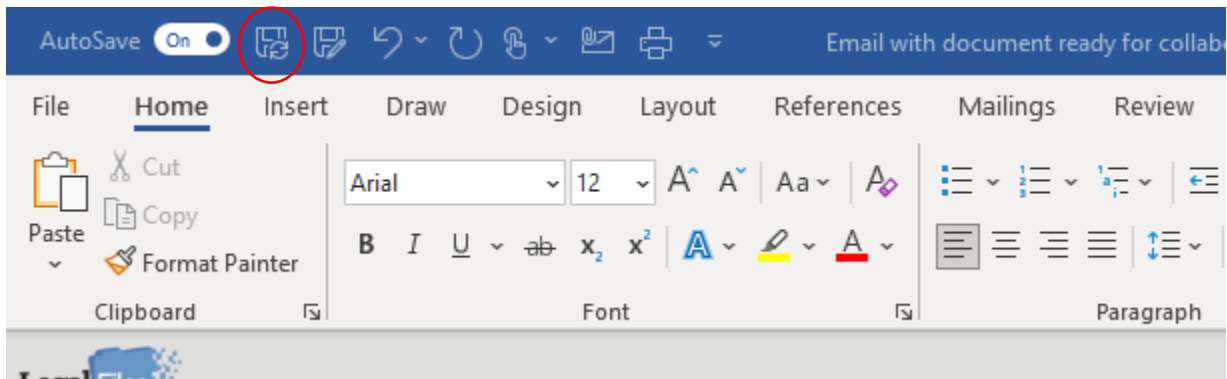
The document will open in the online Word version. Click on “Editing” and choose “Open in Desktop App”.



You will open a draft of an ADA accessible policy. You **MUST** use styles when editing the document.



AutoSave is automatically turned on. However, you can click on the “Save” button to ensure the document edits are saved.



We will work from **ONE** live document. **Multiple versions of documents that are uploaded to the folder will be deleted.**

When your group has completed the collaboration and the document is ready for the approval process, please send an email to [jennifer.kimball@uta.edu](mailto:jennifer.kimball@uta.edu).