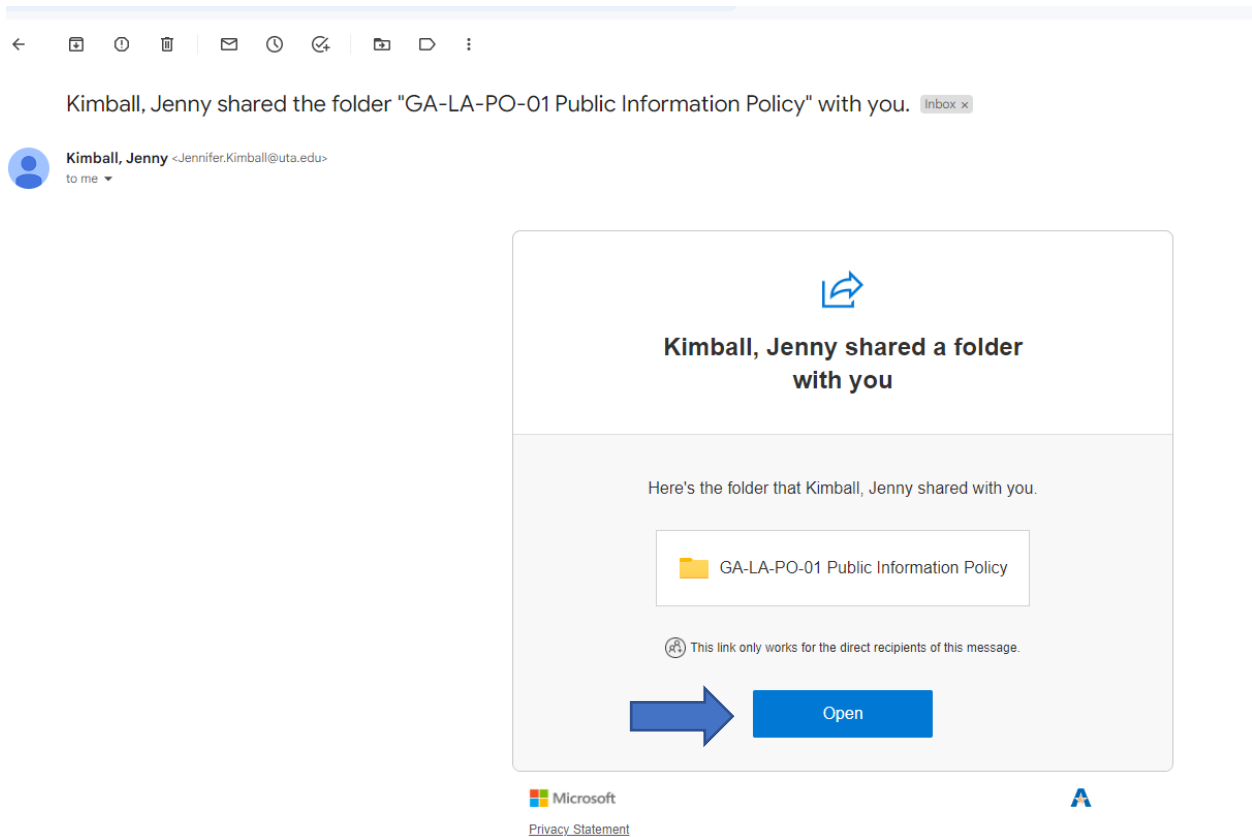


UTA Office of Legal Affairs

SharePoint Collaboration Instructions

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


Follow the link in the email.




The screenshot shows an email interface with a toolbar at the top containing icons for back, forward, delete, refresh, and other actions. The main content of the email is a notification from Kimball, Jenny, stating that she has shared a folder named "GA-LA-PO-01 Public Information Policy" with the recipient. Below the notification, there is a large blue arrow pointing to a blue button labeled "Open". At the bottom of the email, there is a Microsoft logo and a link to the Privacy Statement.


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


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



Kimball, Jenny shared a folder with you


Here's the folder that Kimball, Jenny shared with you.

 GA-LA-PO-01 Public Information Policy

 This link only works for the direct recipients of this message.








 [Open](#)

 Microsoft
[Privacy Statement](#)



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 ▾

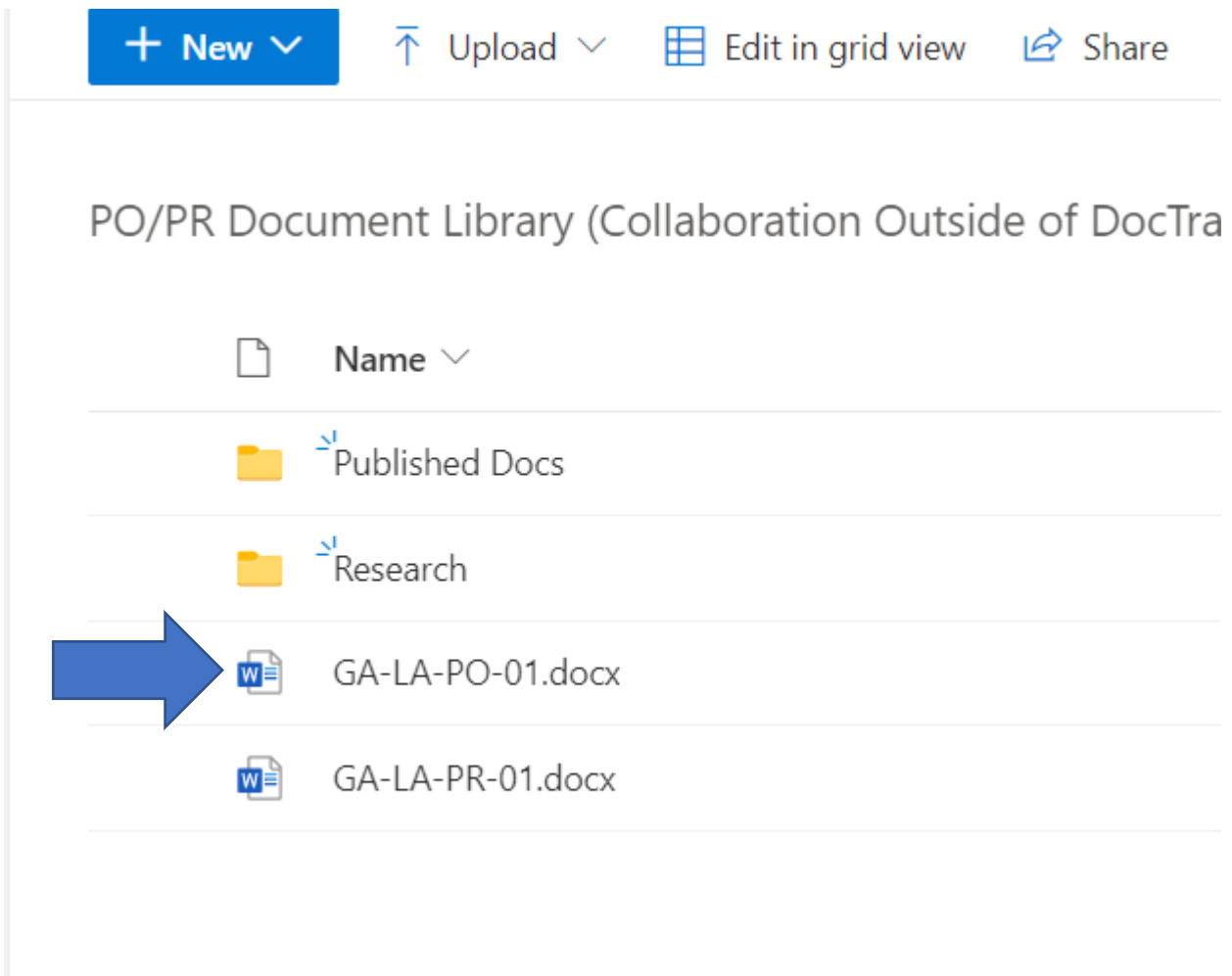
➔ 📁 Published Docs

➔ 📁 Research

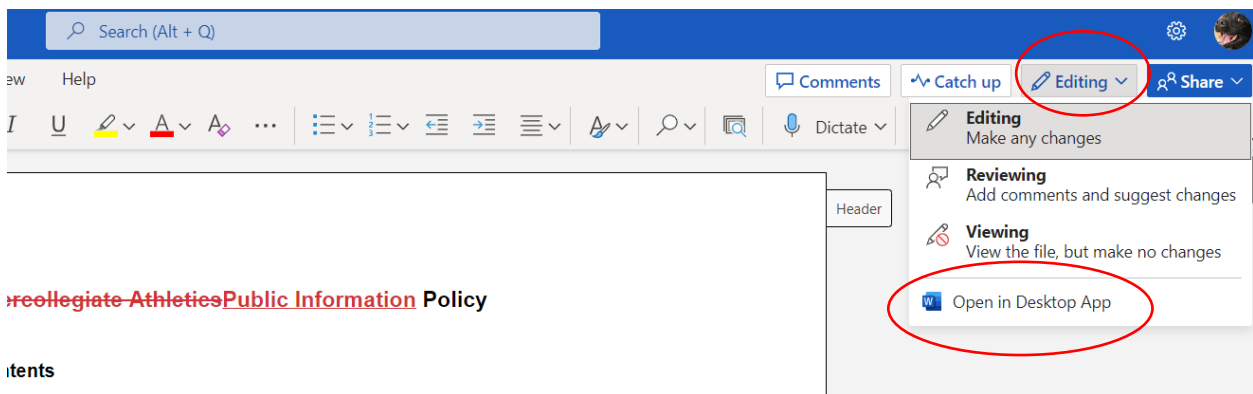
📄 GA-LA-PO-01.docx

📄 GA-LA-PR-01.docx

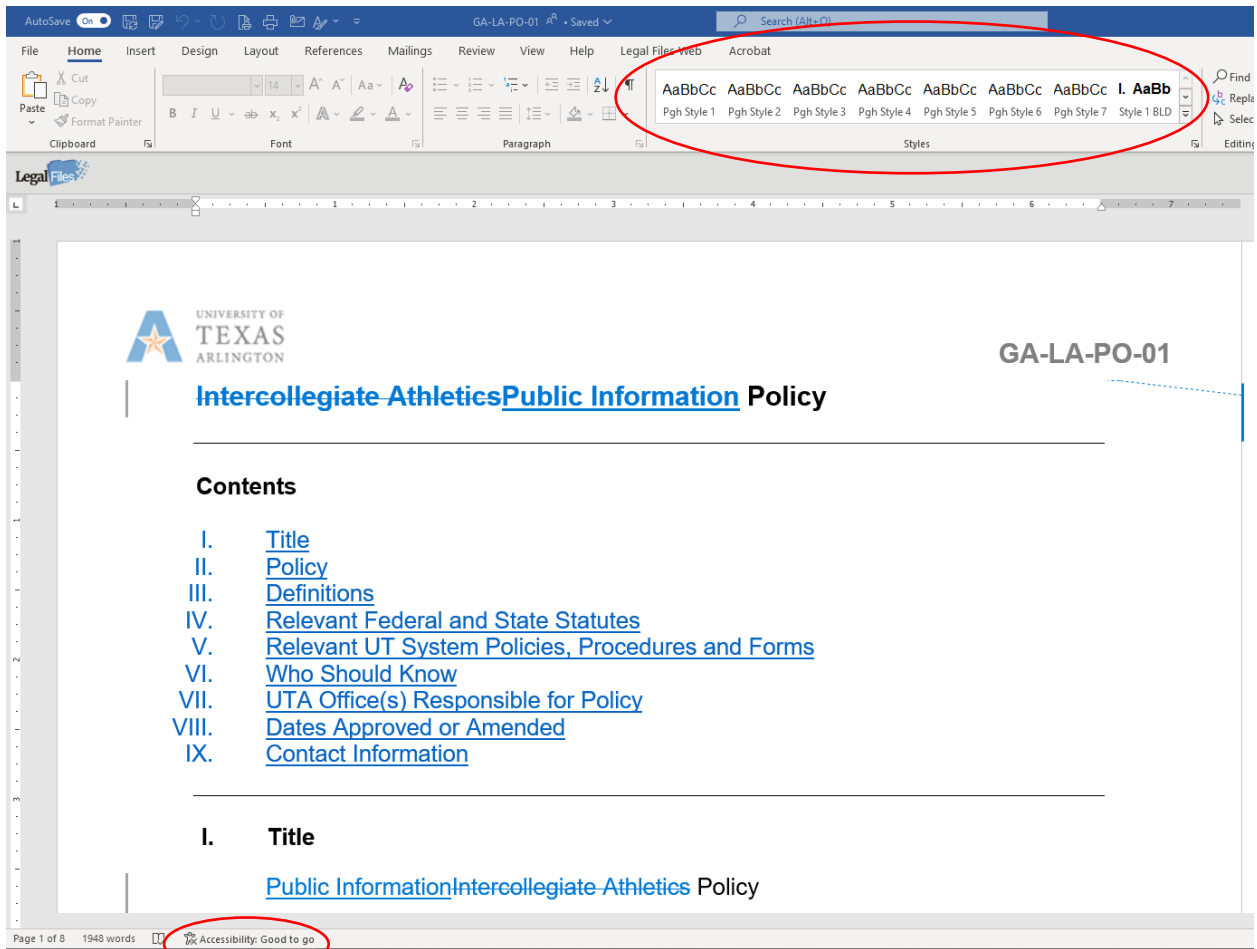
Click on the document you want to edit.



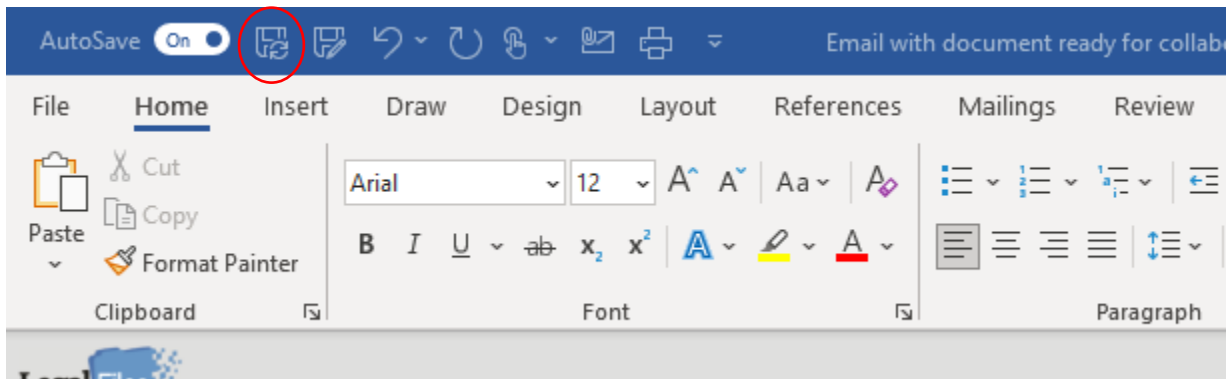
The document will open in the online Word version. Click on “Editing” and choose “Open in Desktop App”.



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.