

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.



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)

	\square	Name \checkmark	Modified $^{\smallsetminus}$
		CO-CS Policies & Procedures	6 days ago
\Rightarrow		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 \sim	$\overline{\uparrow}$ Upload \vee	Edit in grid view	🖻 Share
PO/PR Docun	nent Library (C	ollaboration Outsic	le of DocTra
D N	lame \vee		
► ² P	ublished Docs		
	esearch		
	A-LA-PO-01.docx		
W	A-LA-PR-01.docx		

Click on the document you want to edit.

+ New \sim	$\overline{\uparrow}$ Upload \smallsetminus	Edit in grid view	🖻 Share
PO/PR Docur	nent Library (C	ollaboration Outsic	de of DocTra
	Name \vee		
F F	Published Docs		
F	Research		
	GA-LA-PO-01.docx		
	GA-LA-PR-01.docx		

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

✓ Search (Alt + Q)						
ew Help		Comm	ents 🔸 Cat	tch up 🖉 Editing 🗸 🕺 🖉 Share 🗸		
$I \underline{\cup} \underline{\swarrow} \sim \underline{A} \sim A_{\Diamond} \cdots \underline{\coloneqq} \sim$		Ag∼ , O∼	ate 🗸 🖉	Editing Make any changes		
	Header					
				Viewing View the file, but make no changes		
rcollegiate AthleticsPublic Information	mation Policy			Open in Desktop App		
Itents						

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

Aut	oSave On O		5	1 U	- 4 22 A/	÷	GA-L/	ຊ-PO-01 ዶ ^Q	• Saved	~		𝒫 Sear	ch (Alt+O)	_	_				
File	Home	Insert	Desig	gn Lay	out Reference	s Mailings	Review	View	Help	Legal	Files Web	Acrobat							
Paste	X Cut Copy ≪ Format	Painter	B I	- ⊻ - ab	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Aa~ A o @ ~ <u>A</u> ~	≡ - ≡ - ≡ = = :	¥≣ • ≣ ≣ ≎≣ •	<u>⇒</u> ≡ <mark>A</mark> <u>⊘</u> , ~		AaBbCc Pgh Style 1	AaBbCc Pgh Style 2	AaBbCc Pgh Style 3	AaBbCc Pgh Style 4	AaBbCc Pgh Style 5	AaBbCc Pgh Style 6	AaBbCc Pgh Style 7	I. AaBb Style 1 BLD	← Find ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
_	Clipboard	r ₅			Font	F34		Paragraph		5	<u> </u>			Stj	les				Fa Editing
Lega	Files																		
L	i · · ·	1.1.1	• 8		1 .		• • 2 •	· · ·		3 · ·	1.1.1	4 .	e e 1 e	· · 5 ·		6	· · · &	• • • 7	
-																			
:																			
1		_																	
			Ť	EXA	AS														
			A	RLINGT	ON											GA	-LA-P	O-01	
			H	nter	collegia	te Ath	letics	Publ	lic lı	nfor	matio	n Po	licv						
		I											,						
-			_																
			C	onte	nts														
-																			
					Title														
1				•	Policy														
				•	Relevant	<u>is</u> Eodora	and 9	Stato	Stati	itos									
			V		Relevant	UT Sv	stem P	olicies	s. Pr	oced	ures a	nd For	ms						
. 2			VI		Who Sho	ould Kno	DW W												
			VII		UTA Offi	ce(s) Re	espons	sible fo	or Po	olicy									
-			VIII		Dates Ap	proved	or Am	endeo	b										
			IX		Contact	Information	tion												
m			_																
					Title														
				•	nue														
					Public In	formatio	on Inter	colleg	iate	Athle	tics P	olicy							
:			_		_		_	J											
Page 1	of 8 1948 v	words 🖸	1 A	ccessibility:	Good to go														

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

AutoSave On •	₽ 9 ° U	£ ~ ≌	₽ ×	Email wit	h document re	ady for collab
File Home Insert	Draw	Design	Layout	References	Mailings	Review
Paste S Format Painter	Arial B I U	 ✓ 12 ✓ ab X₂ 	 ✓ A[*] A[*] x² ▲ [*] 	Aa~ A _o 		'ॡ • €≡ ≡ \$≣ •
Clipboard 🛛		For	it	٦		Paragraph
Lorol Floo						

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 <u>jennifer.kimball@uta.edu</u>.