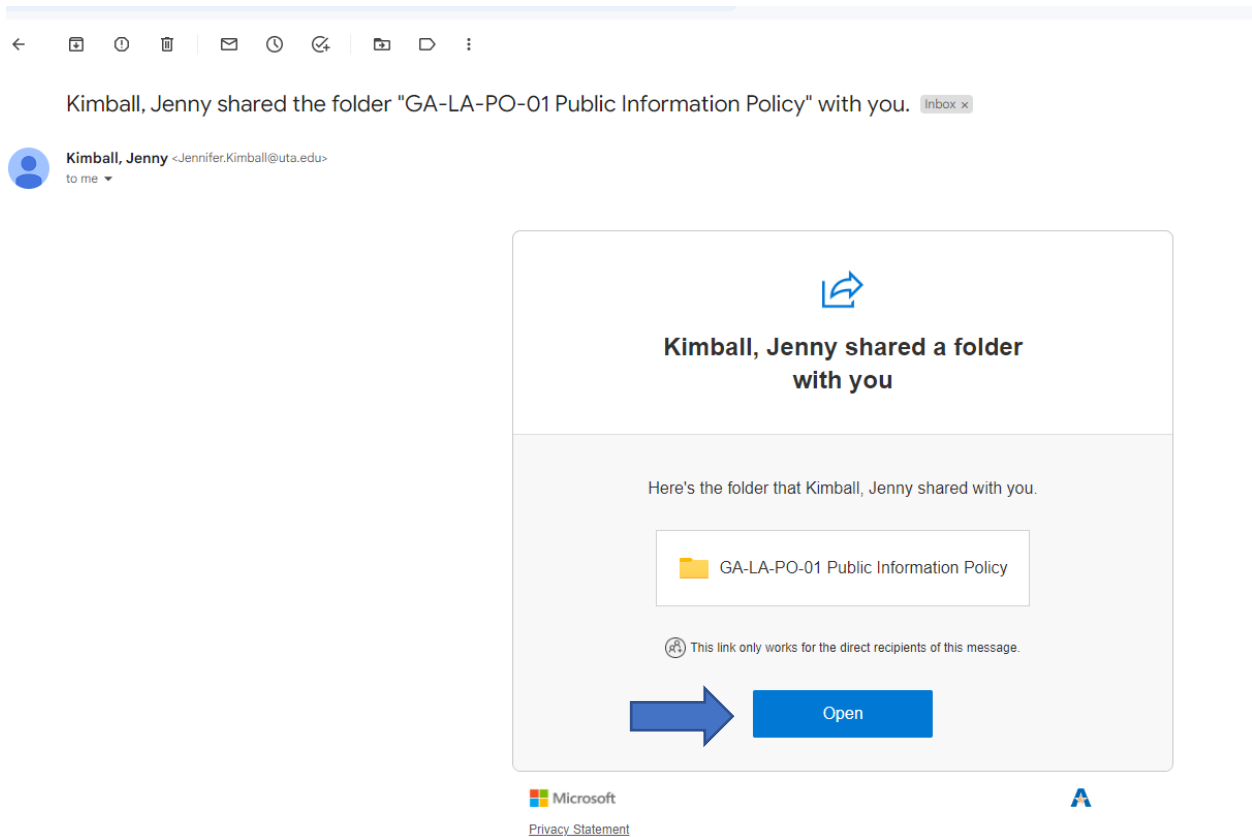# UTA Office of Legal Affairs

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.

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.

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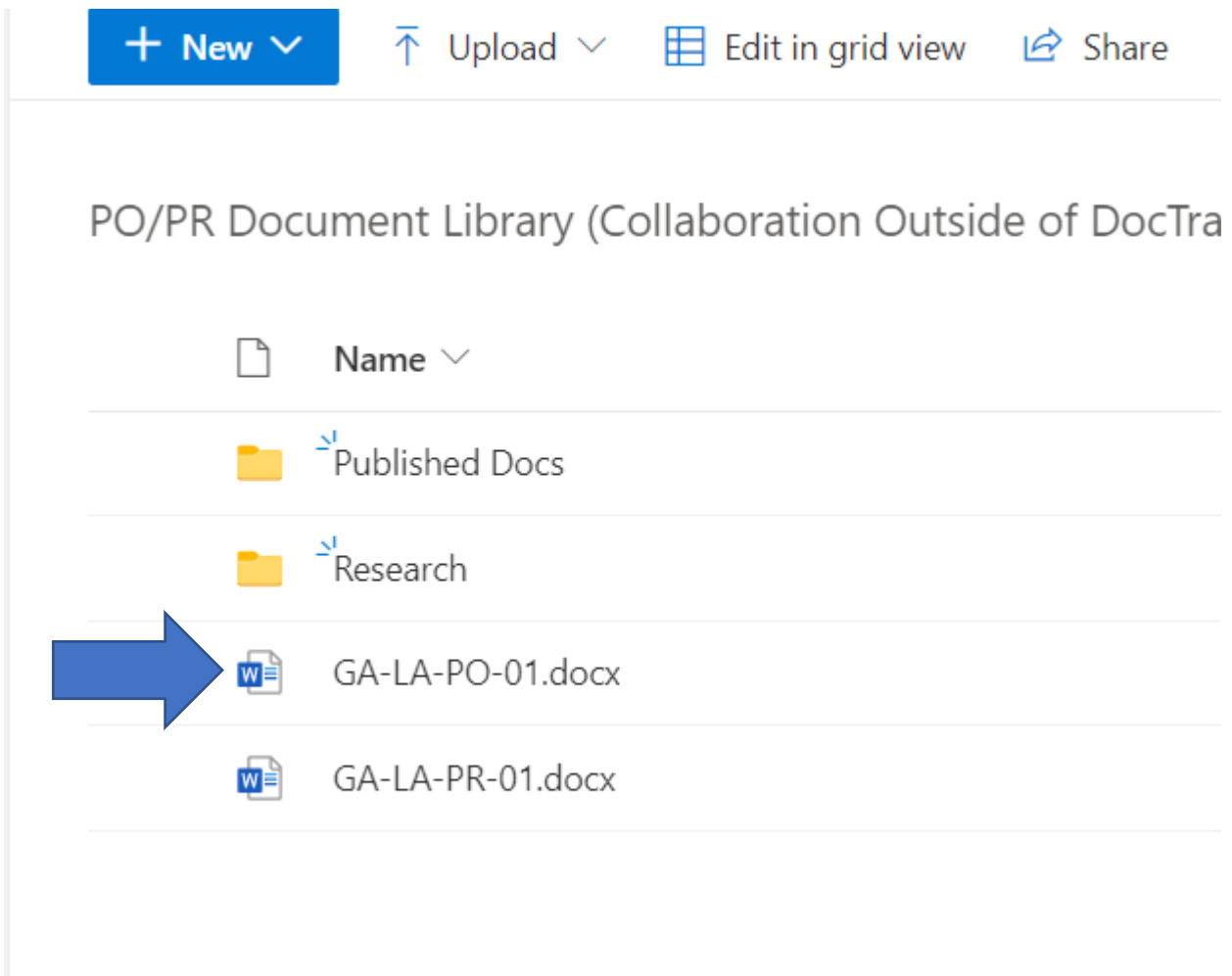
The document will open in the online Word version. Click on "Editing" and choose "Open in Desktop App".

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

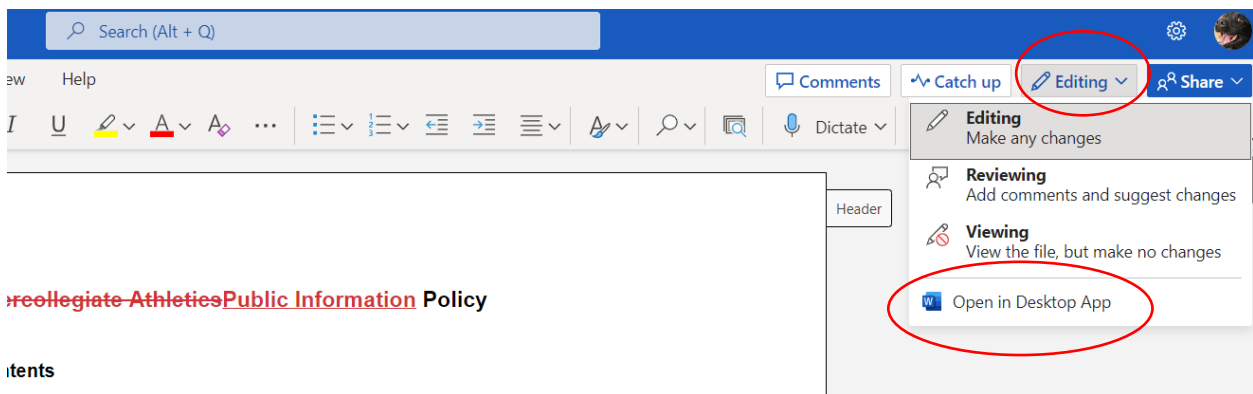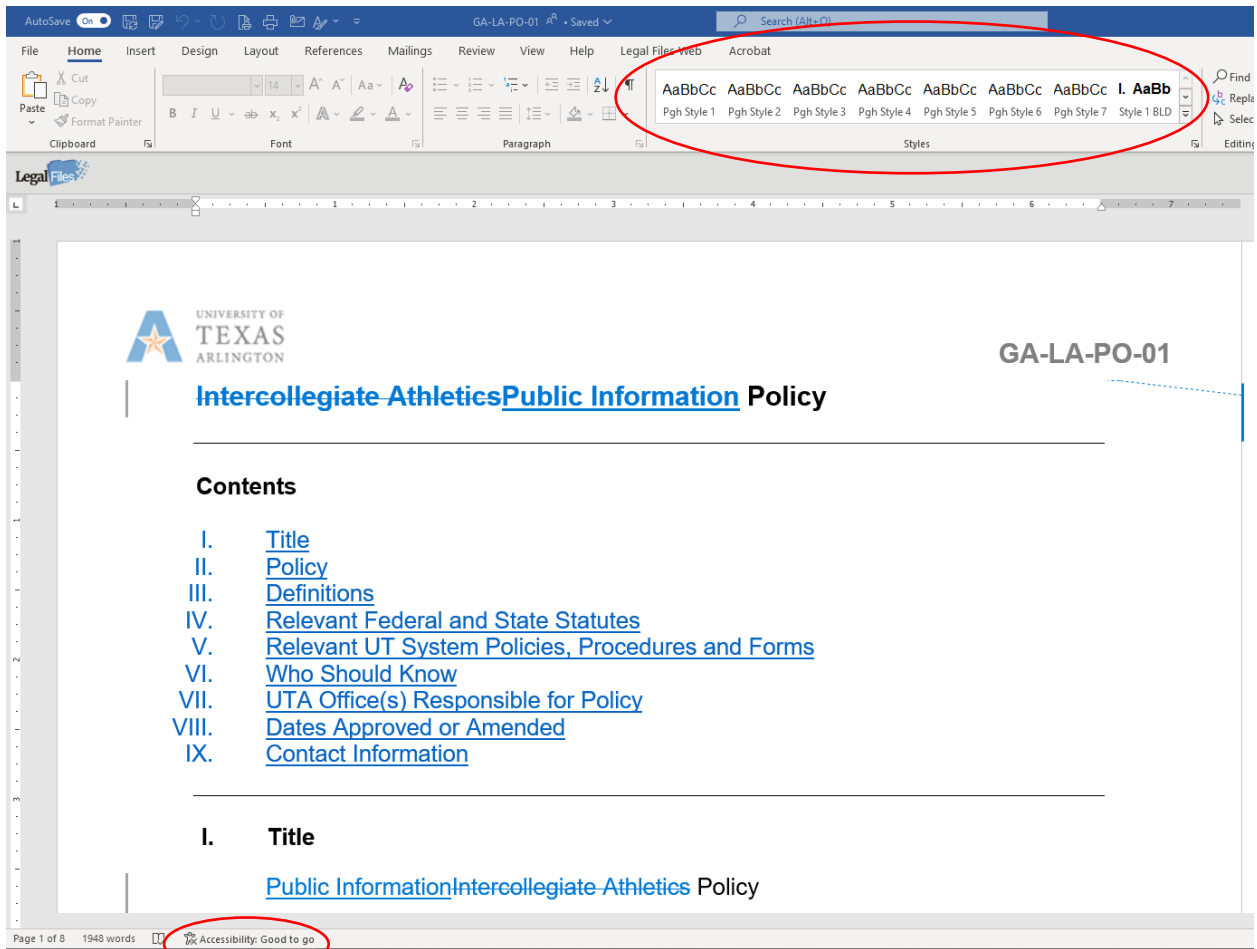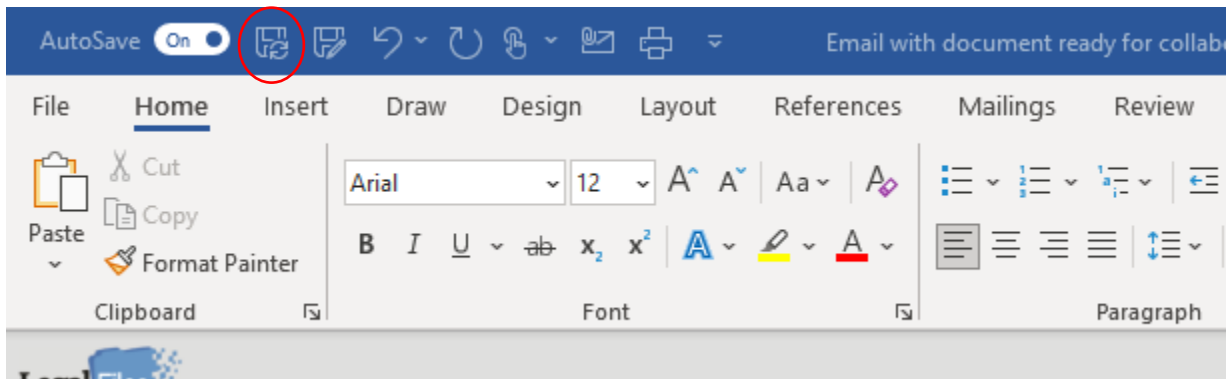AutoSave is automatically turned on. However, you can click on the "Save" button to ensure the document edits are saved.

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.