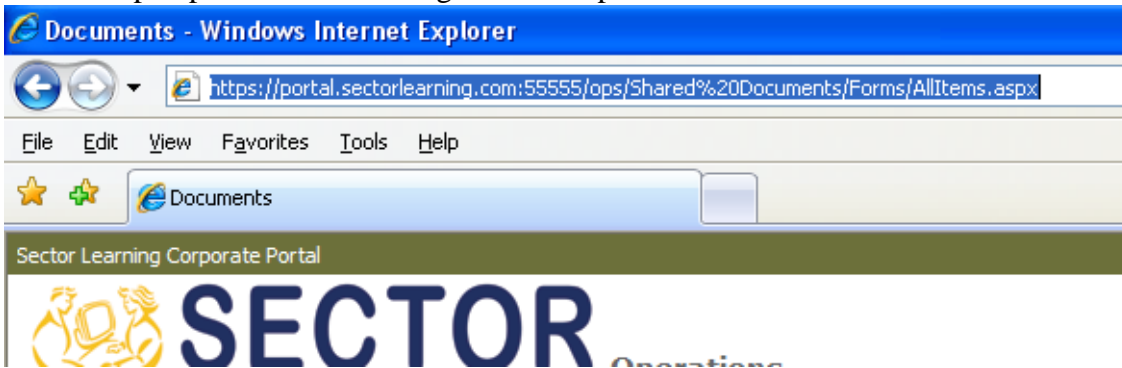


## How to access a SharePoint Document Library with Windows Explorer.

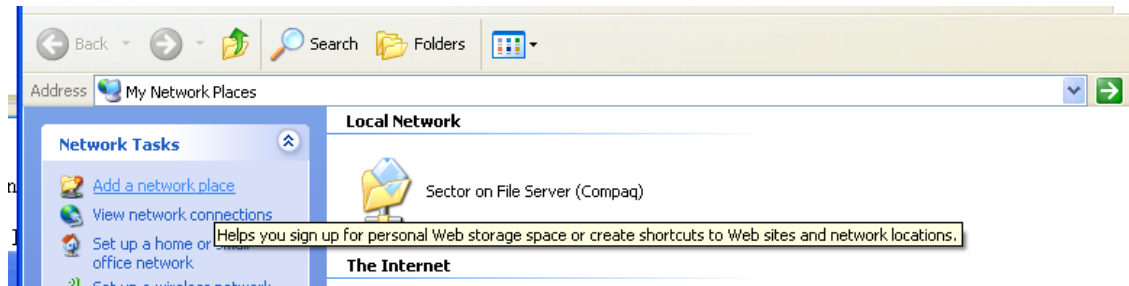
(This procedure is for XP ; Vista is very similar).

Whereas we love SharePoint, and Document Libraries in particular, sometimes manipulating files can be a bother. This process creates a “shortcut” to your Document Library that is available anywhere in Windows, such as Save As in Word and Excel.

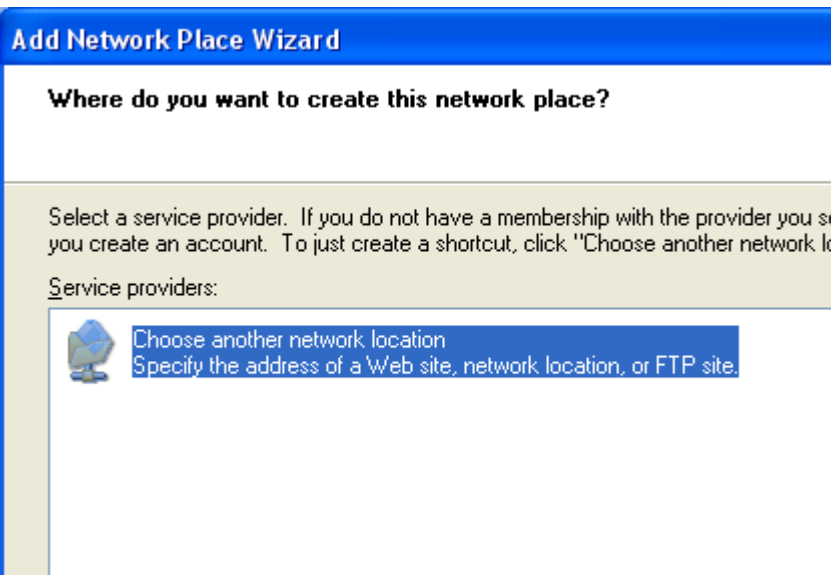
1. In Internet Explorer, open the SharePoint document library that you want to create a shortcut to.
  - a. Navigate to the Document Library in SharePoint.
  - b. Use ACTIONS/Open With Windows Explorer.
2. Copy the URL. E.g.  
<https://portal.sectorlearning.com:555/ops/Shared%20Documents/Forms/AllItems.aspx>



3. Click the Start button and select “My Network Places”
4. Click “Add Network Place” on the left-hand side.



5. Click [Next]
6. Make sure “Choose another network location...” is highlighted, and click [Next]



7. Paste (Ctrl+V) the URL you copied in Step 2 into the “Internet or network address” field.
8. **Important – Edit the URL:**
  - a. Use backspace key to delete the last part of the URL, up to and including “/Forms”. (So the URL should look something like: <http://portal.sectorlearning.com/ops/Shared%20Documents>)
  - b. If there are any spaces in the URL, they will show up as “%20”. Edit the URL to replace any %20 with a single space. (So now the URL becomes: <http://portal.sectorlearning.com/ops/Shared Documents>)



9. Click [Next]. You may be prompted to login to the SharePoint site. Enter your username and password and check the box to “Remember my password”.
10. You will be prompted to “Type a name for this network place:”. Accept the default or provide a name that makes sense to you, then click [Next].

11. Click [Finish]. The new Network Place open and you are looking at the Document Library! Now you can manipulate files and folders, rename, drag and drop, and copy entire directories to back-up or move.
12. Whenever you want to access this document library in Windows, you can just open My Network Places and double click the name (set in step 10 above). Depending on your configuration, you may be prompted to login or not, but rest assured that SharePoint is managing security for you!