

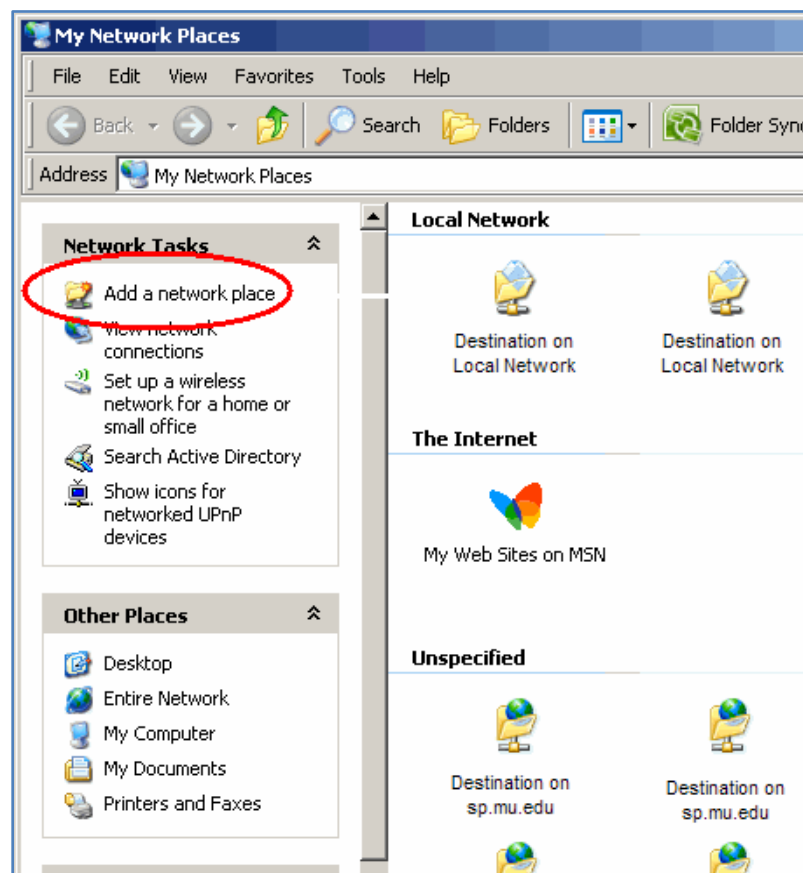
EASY ACCESS TO SHAREPOINT DOCUMENTS WHEN USING MS XP OPERATING SYSTEM

Navigating to often-used SharePoint sites to open or edit documents can be a long process. This documentation shows you how to access these documents from within MS Office documents when using the MS XP Operating System.

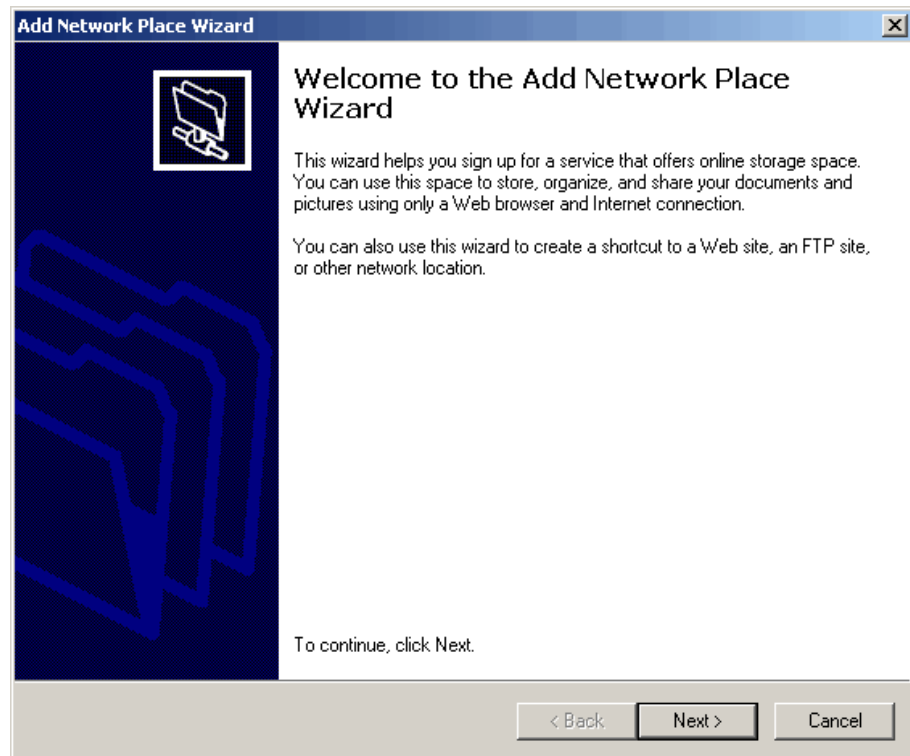
ADD A SHAREPOINT SITE TO MY NETWORK PLACES

Add a SharePoint site to My Network places, and it will be easy to access SharePoint documents from within MS Office applications or other software.

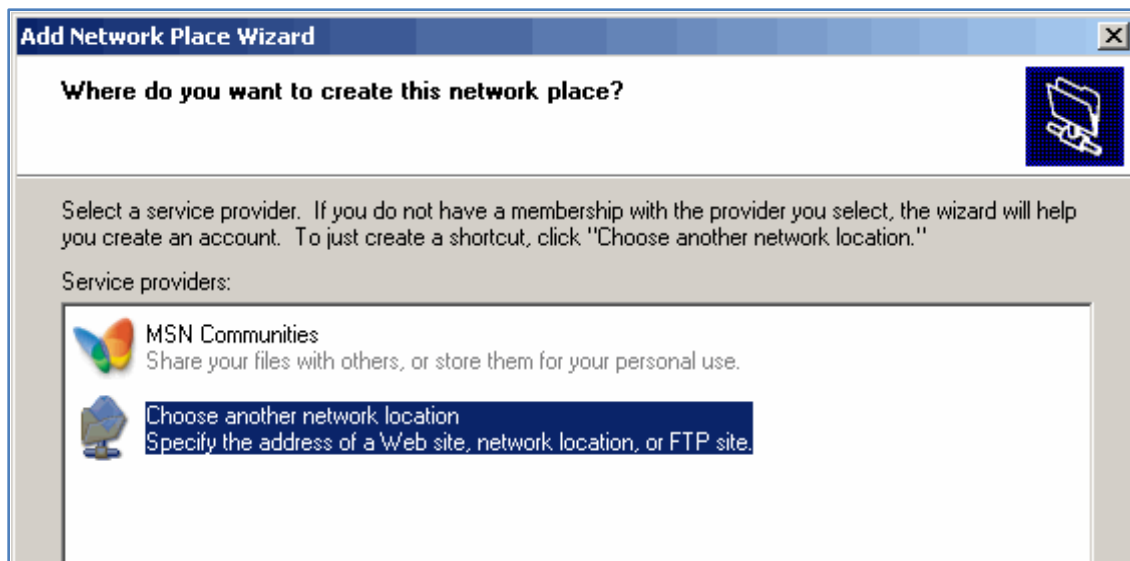
1. Click **Start > My Network Places**.
Click **Add a network place**.



2. The **Add Network Place Wizard** will open.
Click **Next**.

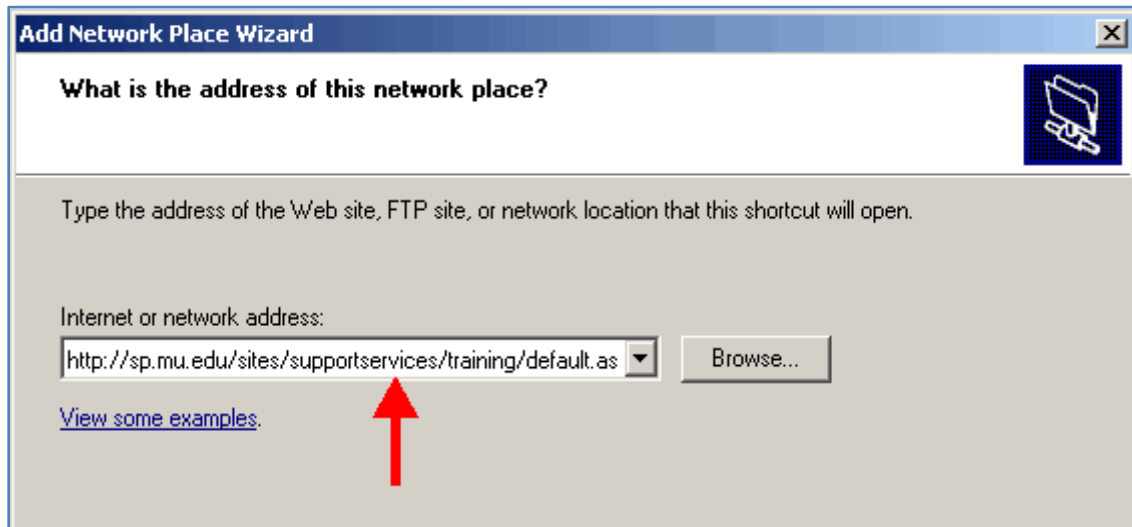


3. Select **Choose another network location or FTP site**.
Click **Next**.

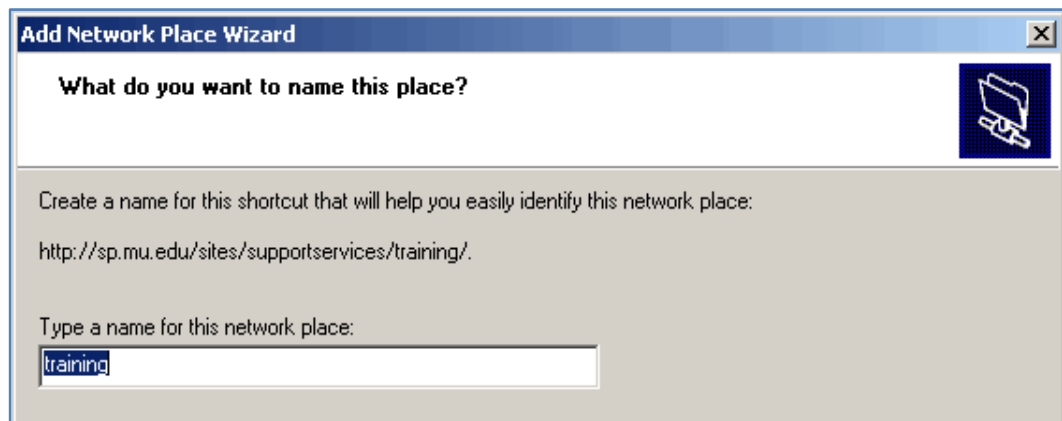


4. Click **Start > Internet Explorer** and navigate to the SharePoint site that you want to add.
Click in the address bar to select the address, then right-click and select **Copy**.

5. Click **Add Network Place** on the Taskbar to return to the **Network Places Wizard**.
Right click in the **Internet or network address:** text box and click **Paste**.
After you have pasted this address, delete "default.aspx" from the end of the address.
Click **Next**.



6. Type in a name of your choice for this network place and click **Next**. The example entered in the image below is "training".



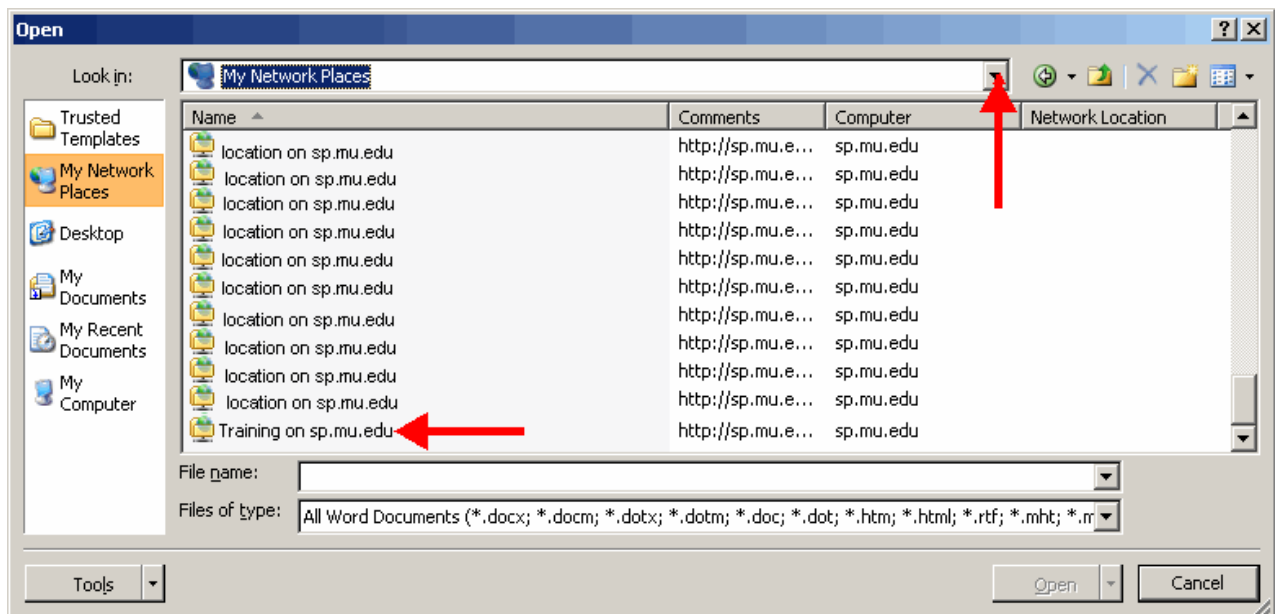
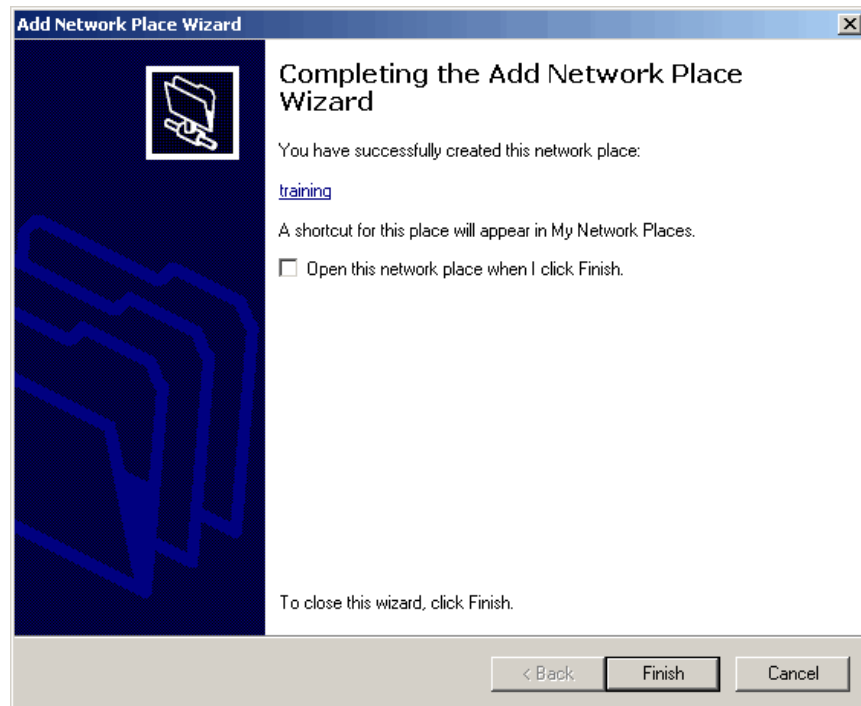
- When the window shown below opens, click **Finish**.

You can now open a SharePoint file from within a Microsoft Office application, like Microsoft Word or Microsoft Excel.

- Open Microsoft Word, click the **Office Button** > **Open**.

When the window below opens, click the down arrow on the **Look in:** box and select **My Network Places**.

You can choose the folder containing the document you want to open, by double clicking it, and then select the document you want to open and click **Open**.



- You can click on the Start > My Network Places, and right-click a folder to rename it.