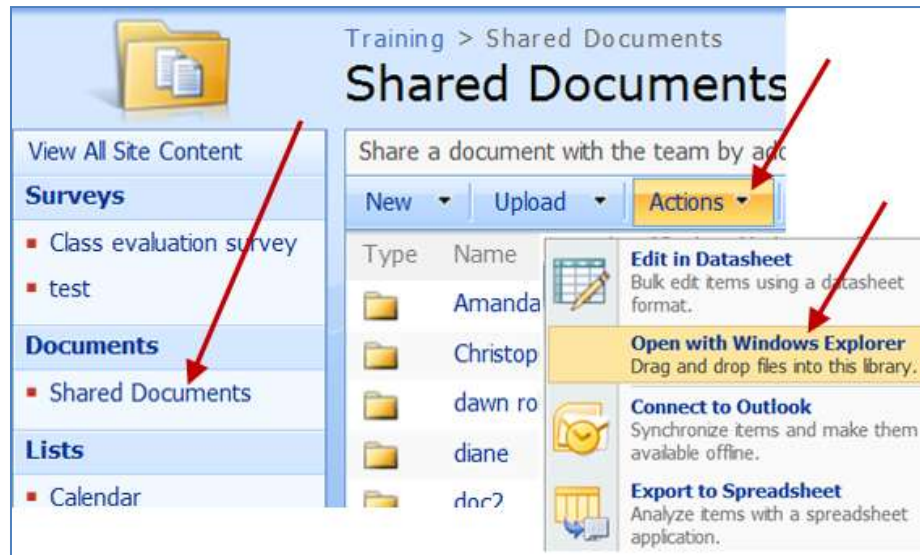


Move Files into SharePoint

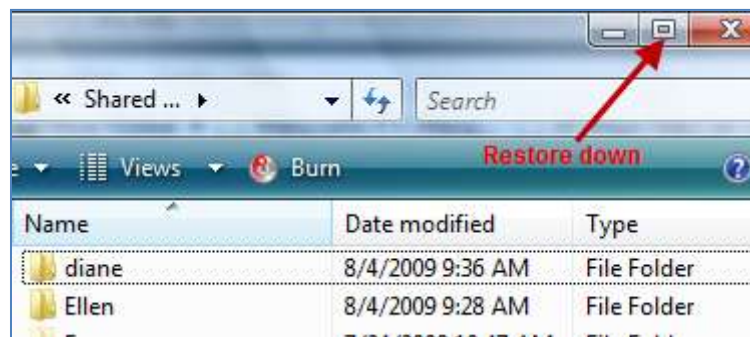
1. Open the SharePoint Document Library in Explorer View:
 - Open Internet Explorer. Navigate to your SharePoint site.
 - Click on **Shared Documents** in the navigation pane.
 - Click **Actions > Open with Windows Explorer**.



- A new window will open up showing the files and folders in Explorer view.

Name	Date modified	Type	Size
diane	8/4/2009 9:36 AM	File Folder	
Ellen	8/4/2009 9:28 AM	File Folder	
Forms	7/24/2009 10:47 AM	File Folder	
Kathy's Folder	8/11/2009 1:42 PM	File Folder	
Kris	8/11/2009 1:50 PM	File Folder	
mike	8/11/2009 9:39 AM	File Folder	
Test Document	7/27/2009 10:47 AM	Microsoft Office ...	16 KB

- Resize this window by clicking on the **Restore Down** button.



2. Navigate to the folder you want to move into SharePoint.
3. Resize this window by clicking on the Restore Down button.
4. Place the two windows side by side.
5. Drag and drop files or folders into the SharePoint document library. The original will stay in place and a copy will be moved to Shared Documents.