Managing files/folders in SharePoint 2010

This document has been created to demonstrate how to manage files and folders within VVC’s SharePoint system.

NOTE: This tutorial is designed for users of the Internet Explorer web browser running on Microsoft Windows.

1. The first thing we need to do is modify a LAN setting in Internet Explorer. Modifying this setting will dramatically increase the speed of “Open with Explorer” view of Shared Document libraries in SharePoint, which is how we can easily create folders, and drag-and-drop files as needed.
   a. Start Internet Explorer.
   b. Click Tools (for IE 8 and 9, this is the ‘gear’ icon at top right), and then click Internet Options.

An alternative way to get to Internet Options is through the Control Panel.

i. Open the Start Menu and click Control Panel.

ii. If your Control Panel is in Category View, click Network and Internet.
1. Click **Internet Options**.

iii. If your Control Panel is in *Large icons* or *Small icons* view, click **Internet Options**.

![Internet Options window]

- c. Click the **Connections** tab, and then click **LAN Settings**.

![LAN Settings window]

d. De-select **Automatically detect settings**.

![LAN Settings window with Automatically detect settings deselected]

e. Click **OK** on the pop-up window and click **OK** on the **Internet Options** window.
2. Login to your SharePoint site and click on **Shared Documents**.

3. At the top of the page, click **Library** (under ‘Library Tools’).

4. Click **Open with Explorer** in the ribbon menu (which may look like just a small icon, depending on your browser’s window width).

5. SharePoint will require you to **login again** to view the files/folders in a window.

6. Your Shared Documents library is displayed in a window.

You can now create new folders and drag-and-drop files within the window, or from any other window to manage and organize your SharePoint Shared Documents library online!