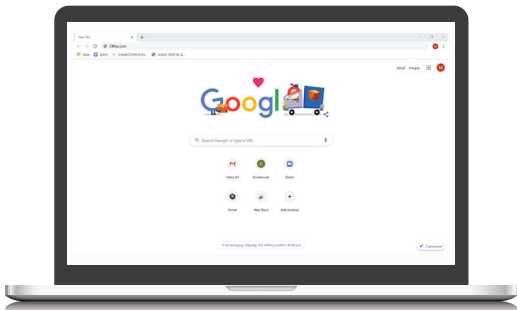


# How to Create a Sharepoint Library

The steps below will show you how to create a platform to collaborate and share in Office 365 online.

If you are unable to connect after following these steps, please contact the  
**Technology Help Desk (248) 823-5092 or [helpdesk@troy.k12.mi.us](mailto:helpdesk@troy.k12.mi.us) - Monday-Friday 7am-3pm.**

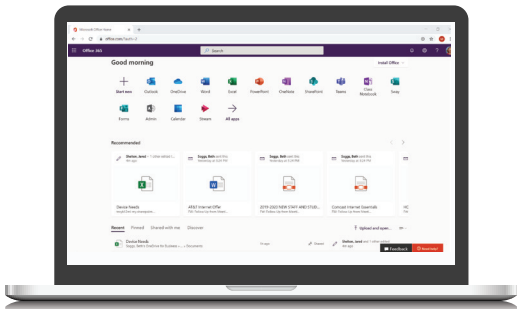
*If you do not know how to access OneDrive online,  
please review the "HOW TO ACCESS EMAIL (OR ONEDRIVE) ONLINE" tutorial page*



## Step 1


iPad Compatible Instructions

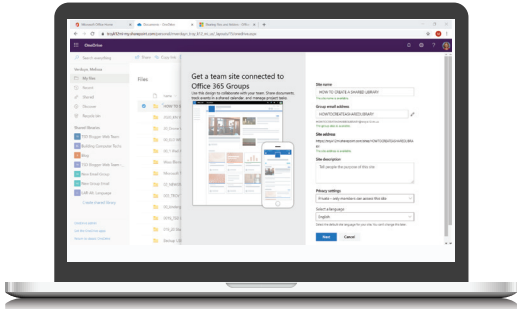
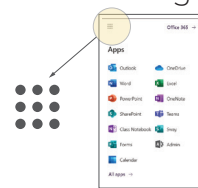
- Open your browser - Google, Firefox, Safari, Edge, etc...
- Type **office.com** in the address bar
- Click **Enter**
- Login with your district email and password
- If you have 2-factor enabled - enter the code



## Step 2

iPad Compatible Instructions

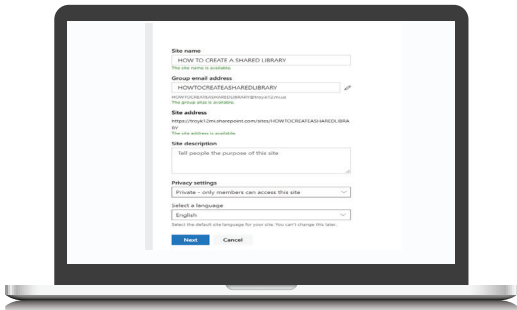
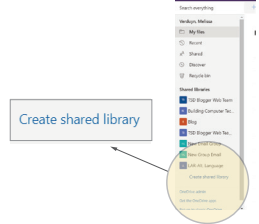
- Click  from the application landing page
- OneDrive can also be accessed in the "Waffle". if you are already logged into Office 365



## Step 3

iPad Compatible Instructions

- Click [Create shared library](#)



## Step 4

iPad Compatible Instructions

- Create your Shared Group

Site name

The site name is available.

Group email address

The group alias is available.

Privacy settings

Public - open to anyone with the link

Site address

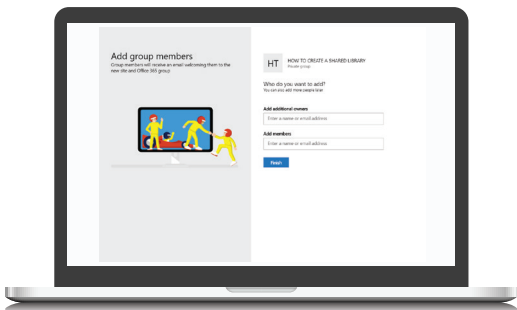
The site address is available.

Site description

Select a language

Select the default site language for your site. You can change this later.

[Next](#) [Cancel](#)

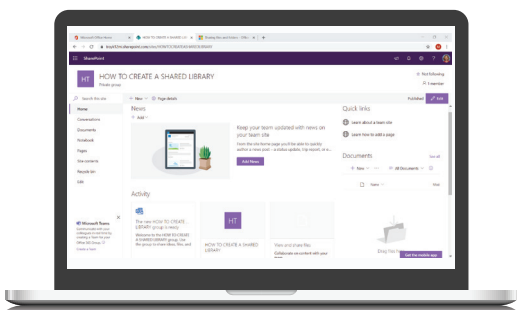
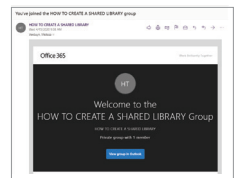


## Step 5

iPad Compatible Instructions

- Add members to your new **Shared Group**
- Members will receive a Welcome email with a link to the shared dashboard

- Click [Finish](#)



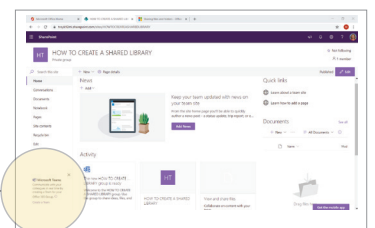
## Step 6

iPad Compatible Instructions

- The Shared Library **Dashboard** allows a team to share important documents in one location
- Need more than a file sharing location?

**Create a Team** for your new Group

**Microsoft Teams**  
Communicate with your colleagues in real time by creating a Team for your Office 365 Group.  
[Create a Team](#)



- Follow the steps in the **HOW TO CREATE AN OFFICE 365 TEAM TO COLLABORATE BEYOND FILE SHARING** tutorial