South Carolina Department of Transportation

Office 365 – SharePoint Cloud Storage Manual

SCDOT FTP

1. Visit https://scdot.sharepoint.com/sites/ScdotFTP/ScdotConsultants/
   a. Enter your **SCDOT email address** in the text box labeled **Email or Phone**.
   b. Enter your **NTS password** in the text box labeled **Password**.
   c. Then click the blue **Sign In** button.

2. SCDOT Consultants
   a. To manage data stored on vendor SCDOT Consultants sub sites, click the red **Site Contents** link in the left navigation or content portion of the page.

3. After login, your browser window may look like this image below with the letters **SC** in a blue square. If you see the letters **SC** in a blue square, click on **Return to classic SharePoint**. **Return to classic SharePoint** can be found in the lower left hand corner of the web page. Click **Return to classic SharePoint** to return your browser window back to the classic SharePoint view.
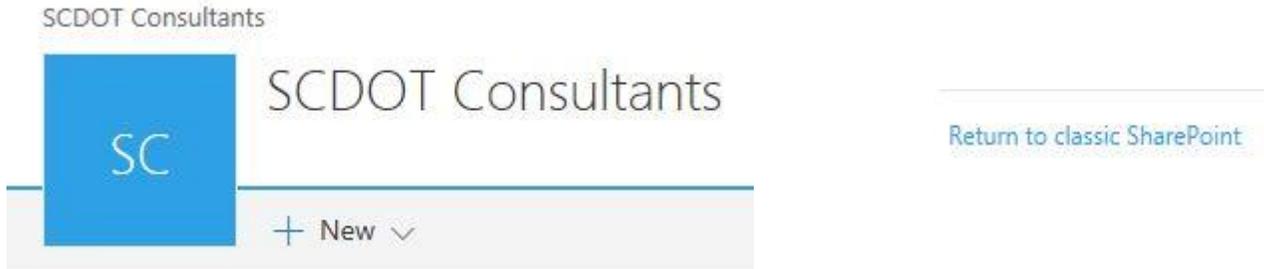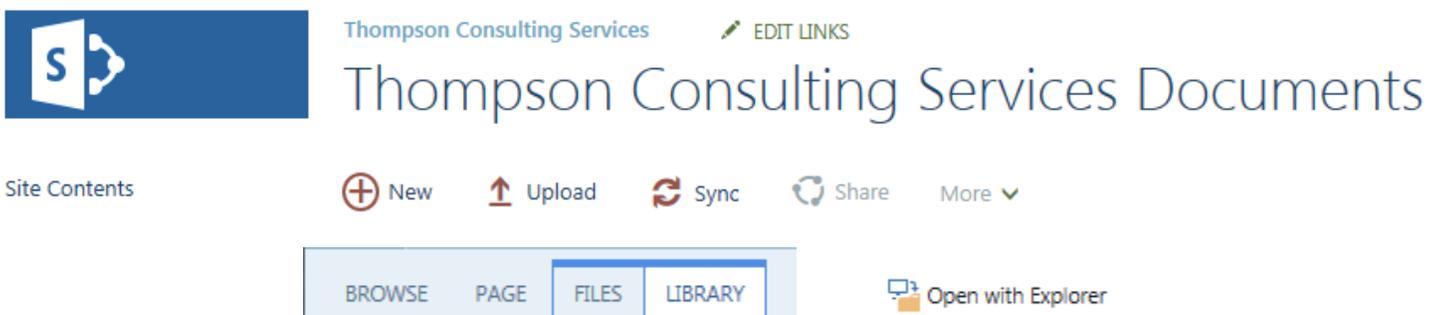
SCDOT Consultants

4. SCDOT Consultants Site Contents
   a. All vendor folders from the old SCDOT FTP server will become **Sub Sites** in SharePoint Cloud Storage during this migration.
   b. As vendors are added, the list of **Sub Sites** will grow and be listed in A – Z order in SharePoint Cloud Storage.
   c. To manage a **Sub Site**, click on a **Sub Site**. For example, **Thompson Consulting Services**.

Subsites

SC Dept. of Health & Environmental Control - OCRM	Modified 3 days ago
Stantec	Modified 10 hours ago
Thompson Consulting Services	Modified 3 days ago
US ACE	Modified 10 hours ago

5. Uploading/Downloading files to a **Sub Site** (ie: **Thompson Consulting Services**.)
   a. Files can be uploaded using several different methods. We recommend using drag and drop.
   b. Other methods include using the **Upload** feature and **Open with Explorer**.

Thompson Consulting Services   ✏ EDIT LINKS

Thompson Consulting Services Documents

Site Contents   ⊕ New   ⬆ Upload   ♺ Sync   ◌ Share   More ⌄

BROWSE   PAGE   FILES   LIBRARY   🖳 Open with Explorer

6. Organizing data using folders.
   a. Once a **Sub Site** is opened, a tool bar similar to the one below appears.
   b. To create a folder, click the **Files** button in the upper left portion of the page. Click the yellow **New Folder** option.
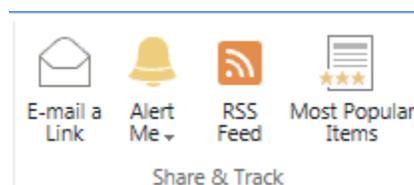   c. **Create a folder** dialog box will appear. Enter a folder name and click the blue **Create** button.
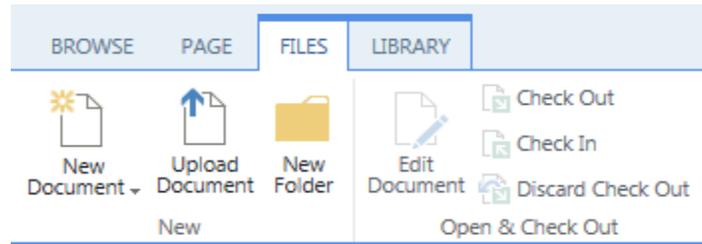
7. Setting up **Alerts** to be notified of activity.
   a. Visit https://scdot.sharepoint.com/sites/ScdotFTP/ScdotConsultants/ and login using your SCDOT email address and NTS user account password.
   b. Find the subsite that you wish to have an alert set and click on the link to open it.
   c. Click in the **yellow highlighted** area below to show the tabs **Files** and **Library**.
   d. Click on the **Library** tab, and a menu ribbon will appear.
   e. The middle section of that ribbon is called **Share & Track**. Click **Alert Me**.
   f. **Alert Me** offers two options, click **Set alert on this library**.
   g. When the **New Alert** message window appears there are many options to select to customize when an alert is sent. The default options will let you know when anything changes. Once you make your selection, click **OK** to accept, or click **Cancel** to not set the alert.

	Set alert on this library
	Manage My Alerts

SHPT Cloud Demo Documents - New Alert

✕

| | | OK | Cancel |

Alert Title

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

SHPT Cloud Demo Documents

Send Alerts To

You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Eargle, Wayne x

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

◉ E-mail   EargleBW@scdot.org

◯ Text Message (SMS)

☐ Send URL in text message (SMS)

Change Type

Specify the type of changes that you want to be alerted to.

Only send me alerts when:

◉ All changes

◯ New items are added

◯ Existing items are modified

◯ Items are deleted

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

◉ Anything changes

◯ Someone else changes a document

◯ Someone else changes a document created by me

◯ Someone else changes a document last modified by me

8. Sharing individual files and folders.
   a. After a **File** is uploaded or **Folder** is created, it can be shared with one or more users with a valid Microsoft email account. Some examples of valid Microsoft email accounts are @microsoft.com, @msn.com, @hotmail.com, @outlook.com, @live.com or an Office 365 account. **All SCDOT NTS users are Office 365 ready**.
   b. From **Site Contents**, navigate the **Sub Sites** and click the vendor folder containing the file or folder to be shared.
   c. Hold the pointer over either an individual file or folder. Three dots will appear at the bottom of the highlighted window. Click those three dots and the three dots at the bottom of the second window/menu to display the **Share** option. Click the **Share** option.
   d. The **Share** option – enter one or more email addresses in the top text box. The bottom text box offers space for an optional message.
   e. It is recommended that the option **Can edit** be replaced with the option **Can view**. Changing the option to **Can view**, will prevent the file or folder from inadvertently being deleted by the person being sent the sharing invitation.

Thompson Consulting Services Documents

⊕ New   ⬆ Upload   ⟳ Share

✓	🗋	Name		Modified	Modified By

📁 90-91s ⋯

📁 Bridge Site Pictures ⋯

📁 FEMA Approved ⋯

✓ 📁 For SCDOT Review ⋯

📁 Project Worksheets ⋯

📁 Submitted To FEMA ⋯

Drag files here to

For SCDOT Review ✕

Changed by you on 5/11/2016 12:21 PM

Shared with ☐ Woods, Emily K.,
☐ Teeter, Jimmy, ☐ SCDOTPhotos01, and
11 more

https://scdot.sharepoint.com/sites/Scdot ▣

OPEN   SHARE   ⋯

Share

Rename

Delete

Properties

Advanced ▶

Share 'For SCDOT Review' and its contents ✕

    Shared with ☐ Woods, Emily K., ☐ Teeter, Jimmy, ☐ SCDOTPhotos01, and 11 more

Invite people	
Get a link	
Shared with	

Can edit ▾ [Can view ▾]

Include a personal message with this invitation (Optional).

☑ Share everything in this folder, even items with unique permissions.

SHOW OPTIONS

Share **Cancel**

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9. You need permission to access this site.
   a. When sharing a folder or picture/file, the user only will have access to that folder or picture/file. If the user clicks the ***back*** button in their browser window, they should receive the following message.

You need permission to access this site.

Sorry, your request has been declined.

If you want to send the site owner additional information, you can write a message here.

Send

SCDOT02 Wayne
SCDOT02Wayne@hotmail.com
27 days ago

10. Reminder – Data upload to the SCDOT Microsoft SharePoint Cloud Storage environment is not backed up. No web application or other SharePoint site should be dependent on The SCDOT Microsoft SharePoint Cloud Storage environment for data.

11. If additional assistance is needed, submit a Help Desk ticket and ask for it to be assigned to Wayne Eargle.