



SHAREPOINT

Saving Documents From Your “M” drive for use anywhere

*“Oh no!!!! I don’t have time to finish this document at school and I need for first thing in the morning and I can’t find a disk to save it on.
Yikes – what do I do now?????”*

The Middletown School Department now has SHAREPOINT. Through SHAREPOINT you can upload your files and work on them anywhere there is internet access. Just follow the easy directions below!

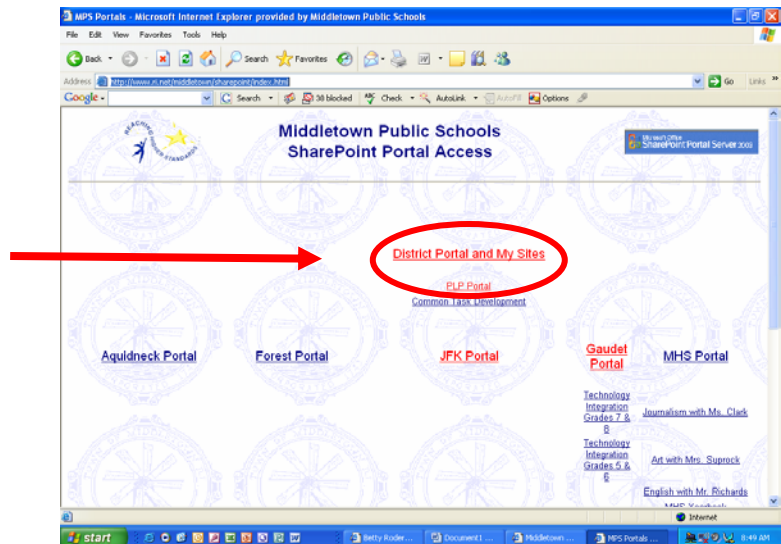
Click the SHAREPOINT button at the top of the MPS website.

<http://www.ri.net/middletown/>

OR by typing in the following address:

<http://www.ri.net/middletown/sharepoint/index.html>

Click on the **District Portals and My Sites** (it’s in red in the center of the page)

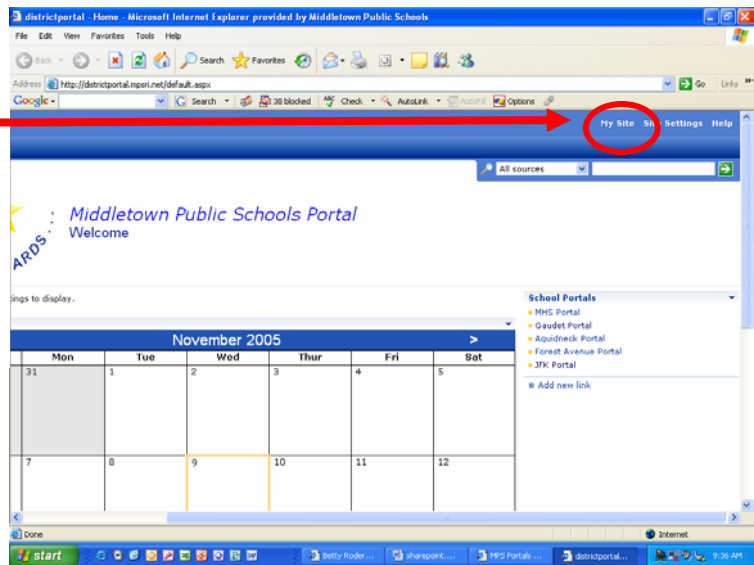


Type in your **username@mpsri.net** (you **MUST** type in the mpsri.net!!!!) and your **password** and click **OK**

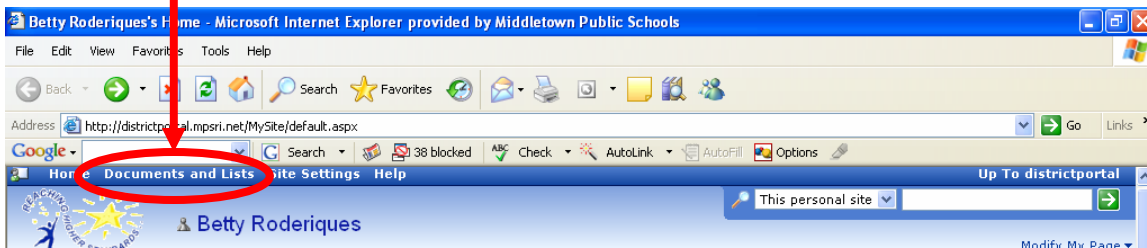


You may need to scroll over (using the bottom scroll bar) until you see **MY SITES** in the upper right corner of window.

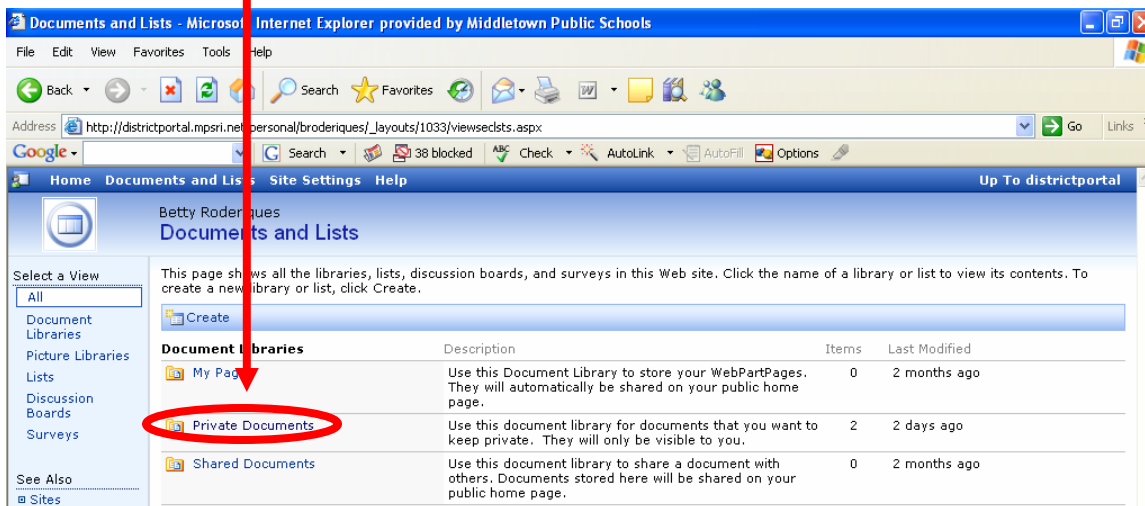
Click on **MY SITES**. You may have to type in your username@mpsri.net and password again.



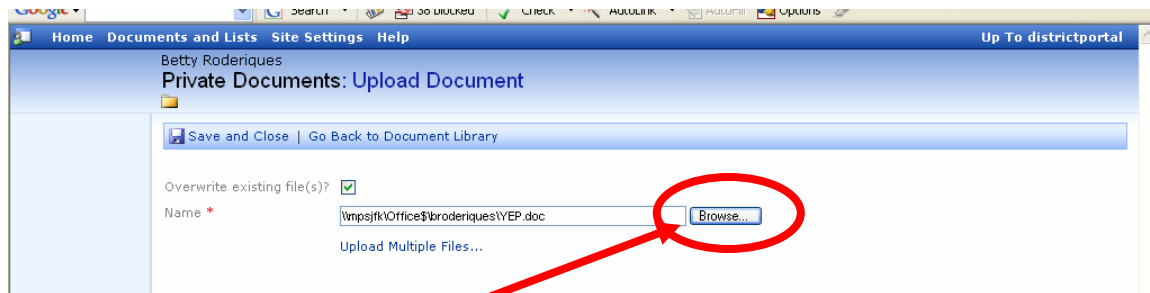
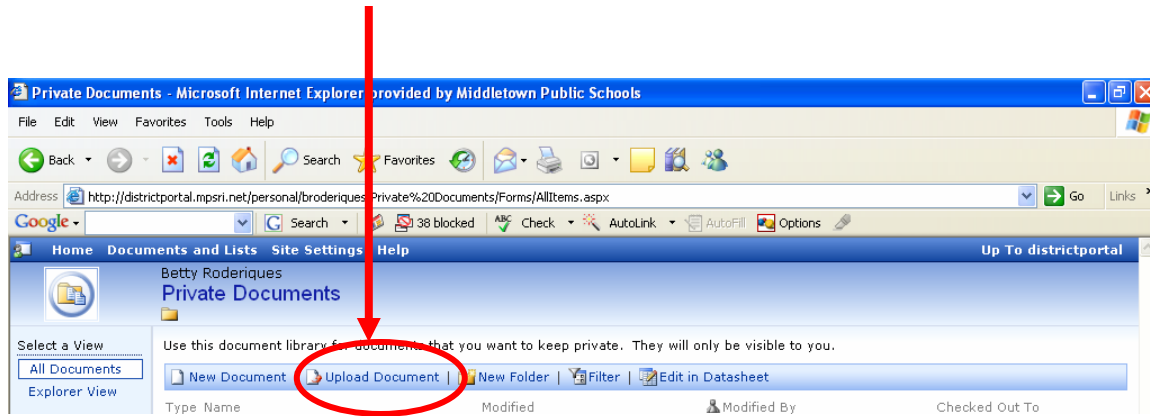
Click on **DOCUMENTS AND LISTS**



Click on **PRIVATE DOCUMENTS** – use this if you don't want anyone else to view it.

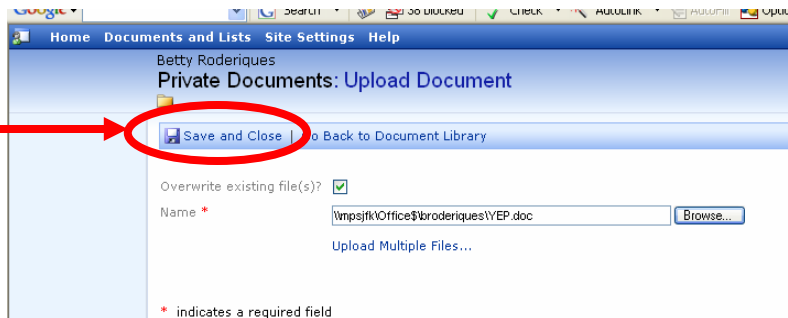


Click the **UPLOAD DOCUMENT** button



Uploading a document is like attaching a file in e-mail. Click on the **BROWSE** button and look for your document. Highlight the document and click on the **OPEN** button on the Browse window.

Click **SAVE AND CLOSE**



Your document will now be in your **PRIVATE DOCUMENTS LIBRARY**. You will be able to make revisions on it and save it from anywhere you have internet access (even on that beach in Hawaii!!)