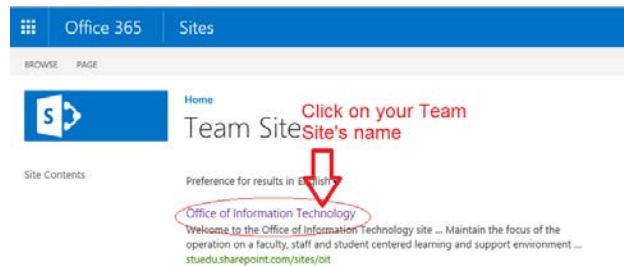




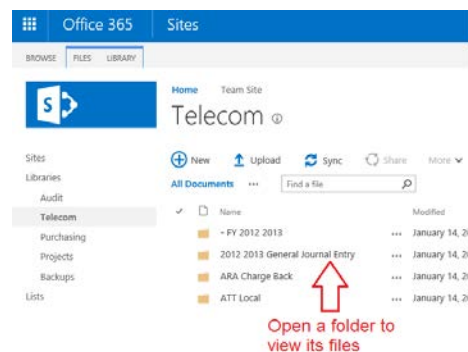
## Accessing a Team Site Document

**For Team Site (SharePoint) documents use Internet Explorer for best results.**

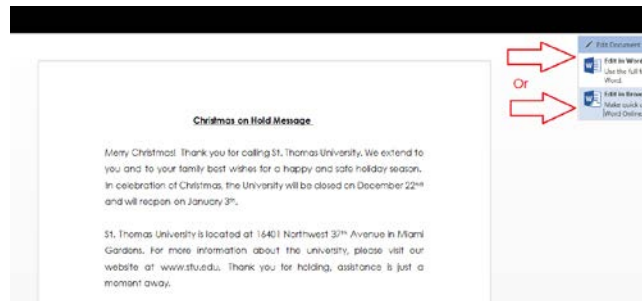
1. Open <https://stuedu.sharepoint.com/sites> and login with your STU username and password.
2. Under Team Sites, click on your site's name.




3. All folders you have permission to access within your site will appear on the left of the page.
4. Under All Documents, open a folder then click on a document to open and view it.



5. If you have permission to modify this document and need to edit it, click the drop down arrow at **Edit Document** then choose either **Edit in Microsoft Word** or **Edit in Browser**. The latter allows you to make quick changes to the document.



6. Any changes you make to the document are saved almost immediately so there is no need to use the Save  button.