

Task: Connect Office to a SharePoint Site or Workspace

Purpose: A big plus for using SharePoint is its tight integration with Microsoft Office. In “Create a Document Workspace in Office,” we demonstrated how to create a document workspace from within Office. In this task, we will step through the procedure for linking Office to a workspace that has already been created so you can quickly access it using the Open dialog box.

Steps:

1. Open an application in Microsoft Office. It can be Word, Excel, or PowerPoint.
2. Click the **Office** jewel in the upper-left hand corner and select **Open** from the menu. The Open dialog box will open.

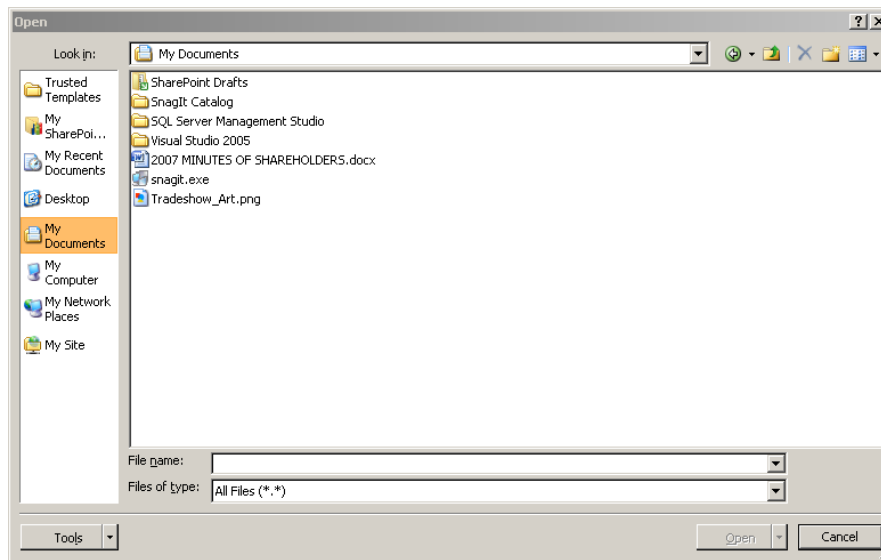


Figure 1: The Open Dialog Box

3. Type the URL for your SharePoint server in the File name field and press **Enter**. The Site Content page for the SharePoint site will appear.

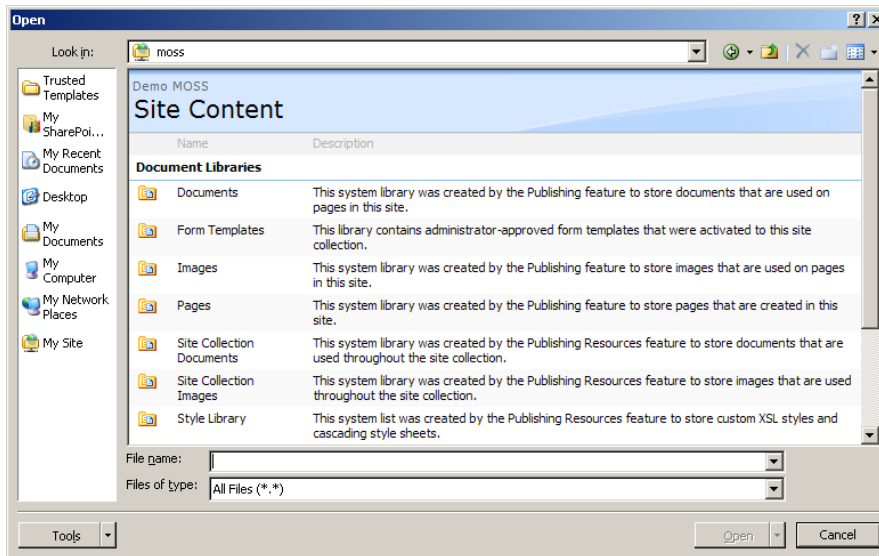


Figure 2: Viewing the Site Content for the SharePoint Site

4. Double click on the appropriate site, document workspace, or document library folder to navigate into the correct site or library.
5. In the **My Places** column, right click an empty portion of the column. The context menu will appear.

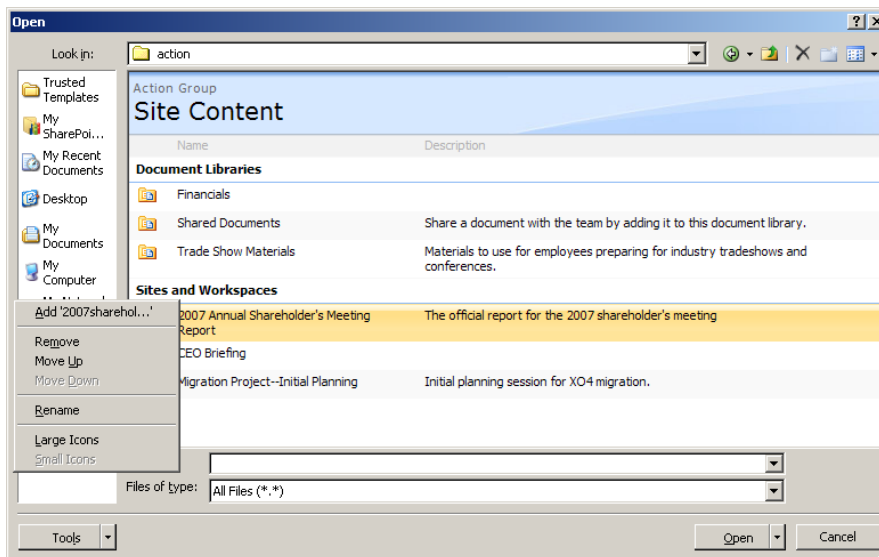


Figure 3: Add the Workspace to Your Look In Column

6. Click the **Add...** option. A link to the document workspace will be created in the Look In column.

NOTE: Once the icon is added in the **My Places** column, it will appear as a shortcut to the document workspace every time you open any Office application on that computer. You can also rename this icon to whatever title you want, thus making the shortcut more intuitive for you to follow later. To do this just right click on the new item you've added and select rename.

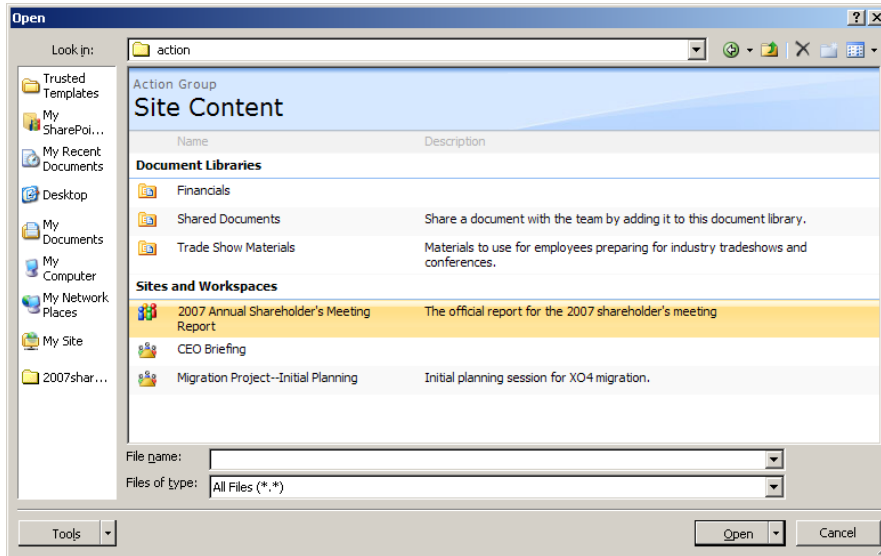


Figure 4: The New Link to the Document Workspace