How to Access a New Document Library that You Created and Other Document Activities
By Scott Badger

Contents
How to Access a New Document Library that You Created and Other Document Activities ...................... 1
   How to Turn on Revision ............................................................................................................................ 4
   Rename a Document Library and Add the Library to the Quick Launch ............................................ 7
   How to Delete a Document Library .......................................................................................................... 9
   How to Restore a Deleted Document Library or Other Items from the Recycle Bin .......................... 11
   How to Move Links in the Quick Launch ................................................................................................. 12
      Moving the Link .................................................................................................................................... 14
   Add a URL Link to the Quick Launch ....................................................................................................... 14

1. Click OneDrive.

2. Click the Setting button.
3. Select Site Contents.

4. Click the new document library.
5. You are now in the document library.
6. Here you will be able to add new folders and files.

7. Enter in the name of the new document library.
8. In the Site Contents area, you will see the new document library.

How to Turn on Revision

1. Click the Library tab.

2. Click the Library Settings button.
3. Click Versioning settings.
4. You will now be on the Versioning Setting page. Select the options that best fit your needs. We recommend that you set the “Keep the following number of major versions” to 5.

5. Click Ok.
Rename a Document Library and Add the Library to the Quick Launch

1. Click the Library tab.

2. Click the Library Settings button.

3. Click List name, description and navigation.
4. You can change the name and description.
5. Turn on Yes so that the document library is added to the Quick Launch which is located on the left hand menu of your OneDrive.
6. Click Yes.
7. Your document library has been added to the Quick Launch.

How to Delete a Document Library

1. Click the Library tab.
2. Click the Library Settings button.

Permissions and Management

- Delete this document library
- Save document library as template
- Permissions for this document library
- Manage files which have no checked in version
- Enterprise Metadata and Keywords Settings

3. Click Delete this document library.

- Delete this document library
- Save document library as template
- Permissions for this document library

4. Click Ok.
How to Restore a Deleted Document Library or Other Items from the Recycle Bin

1. Click OneDrive.

2. Click the Setting button.

3. Select Site Contents.

4. Click RECYCLE BIN.
5. Select the item (in this example, the document library was selected) that you want to restore.
6. Click Restore Selection.

7. Click Ok.
8. The document library or item has been restored to its original location.

**How to Move Links in the Quick Launch**

1. Click OneDrive.
2. Click the Setting button.
3. Select Site Contents.

4. Click EDIT LINKS.
Moving the Link

1. Click + Link.

2. Drag the link to another location. (Note: The highest that the link can go is below Apps.)

3. Click Save.

Add a URL Link to the Quick Launch

1. Click + Link.
2. Enter in the name and Address.
3. Click Ok.

4. The URL link has been added to the bottom of the Quick Launch.
5. Click Save.