Office Commands

Follow these quick steps. If a command is grayed out on the ribbon, you may not have the permissions to use it.

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| Connect to Office | Connect to Outlook – Contacts List |
| 1. Navigate to library. 2. **LIBRARY** tab > **Connect to Office** > **Add to SharePoint Sites**. | 1. Navigate to contacts list. 2. **LIST** tab > **Connect to Outlook** > **Allow** > **Yes**. |
| Connect to Outlook – Discussion Board | Connect to Outlook - Library |
| 1. Navigate to discussion board. 2. **LIST** tab > **Connect to Outlook** > **Allow** > **Yes**. | 1. Navigate to library. 2. **LIBRARY** tab > **Connect to Outlook** > **Allow** > **Yes**. |
| Connect to Outlook – Overlay SharePoint Calendar | Edit Document Properties in Office |
| 1. Navigate to calendar. 2. **CALENDAR** tab > **Connect to Outlook** > **Allow** > **Yes**. | 1. Open Office application. 2. **File** tab > **Info** > **Show All Properties** – or – **File** tab > **Info** > **Properties** > **Show Document Panel**. 3. Edit properties. 4. **Save**. |
| Export to Excel | Export (Excel) Table to SharePoint List |
| 1. Navigate to list or library. 2. **LIST** or **LIBRARY** tab > **Export to Excel** > **Open** or **Save**. | 1. Navigate to spreadsheet in Excel. 2. Click inside table > **Table Tools/Design** tab > **Export** > **Export Table to SharePoint List**. 3. Enter address of SharePoint site > Define name and description > **Next** > **Finish**. 4. Click link to SharePoint list. 5. In SharePoint, **Stop editing this list** to save list. |
| Import Spreadsheet | Open and Check Out a File in Office |
| 1. Navigate to SharePoint site. 2. **Settings** gear > **Add an app** > **Import Spreadsheet**. 3. Define name and description > **Browse** > Select spreadsheet > **Import**. 4. In Excel, select **Range Type** and **Select Range** > **Import**. | 1. Open Office application. 2. **File** > **Open** > **SharePoint Sites**. 3. Open library > Open file > **Check Out**. |