Connect a Library to Outlook

Document libraries can be displayed within Outlook so you can access the files without opening SharePoint. You can easily switch between multiple libraries using the Outlook navigation options.

Note: If the **Connect to Outlook** option is grayed out, *call or email the Help Desk to request assistance from Web Services.*

## Contents

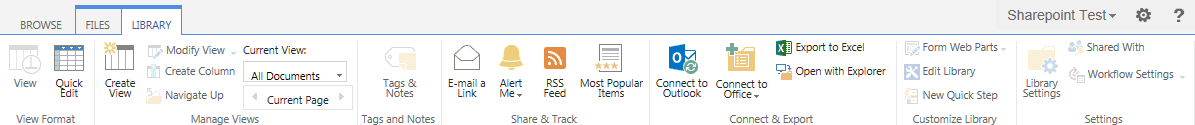
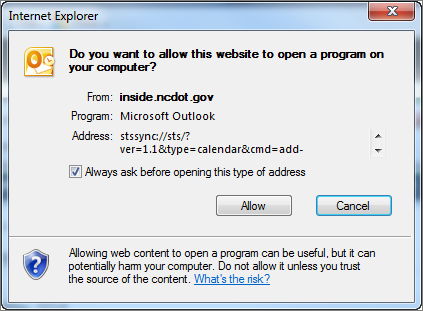
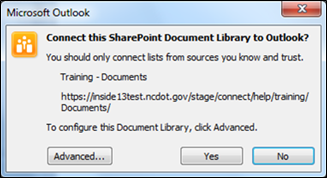
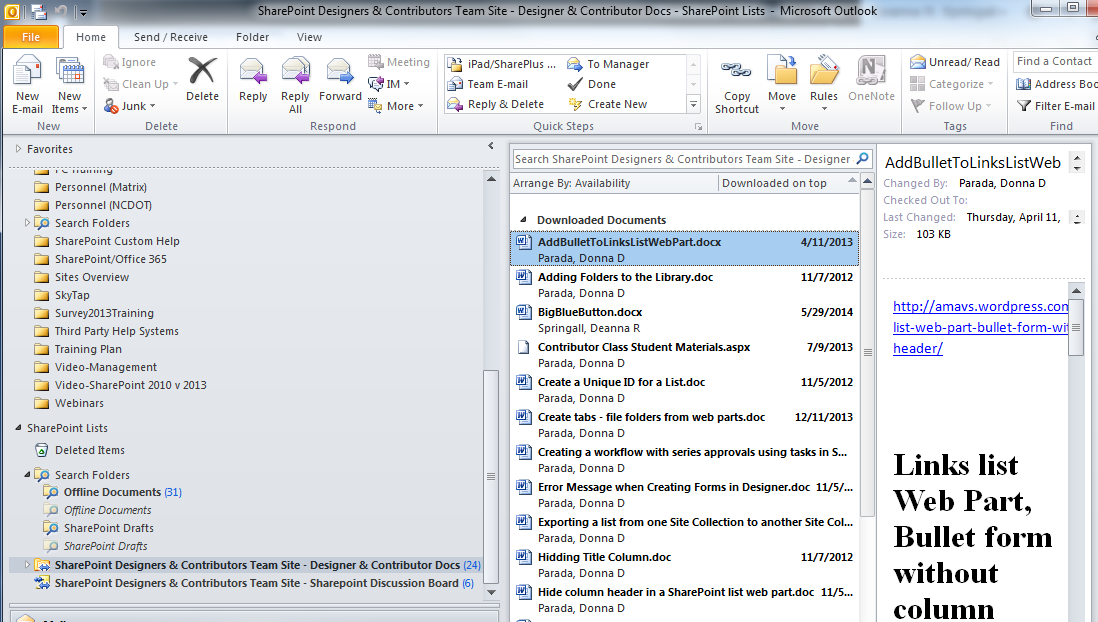
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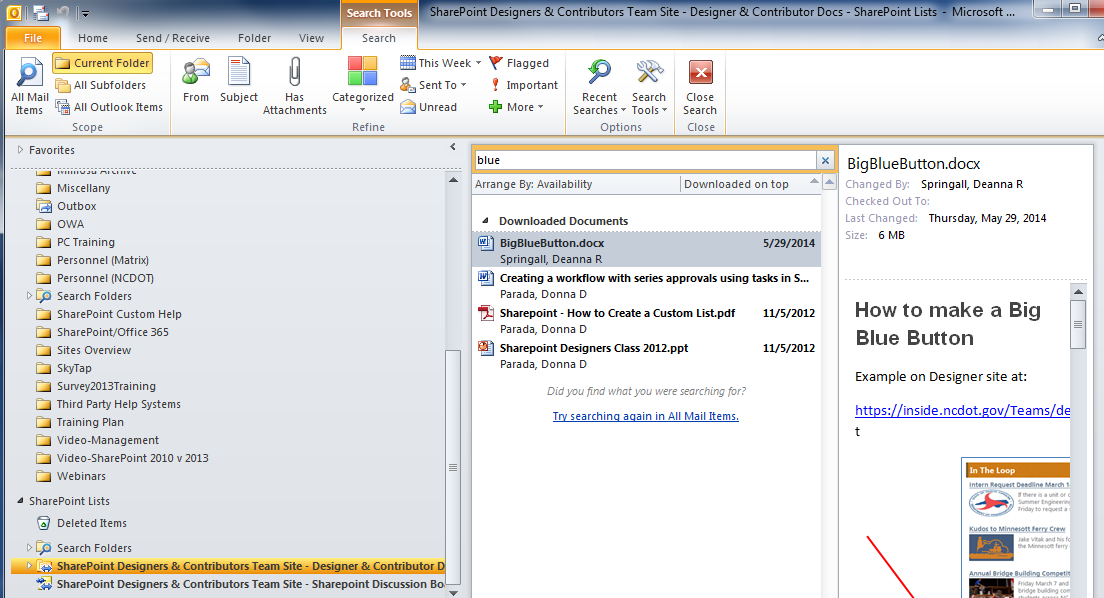
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## Connect the Library to Outlook

1. Navigate to the SharePoint document library.
2. On the ribbon, click the **LIBRARY** tab. In the **Connect & Export** group, click **Connect to Outlook**.  
   
3. Click **Allow** to open the program.  
   
4. If prompted, click **Yes** to connect the library to Outlook.  
   
5. If prompted, log in.
6. Open Outlook. All files in the library are downloaded to Outlook.
7. Expand **SharePoint Lists** to see the name of the library. The total number of files in the library is in parentheses. Click the library name to see all downloaded files.  
   

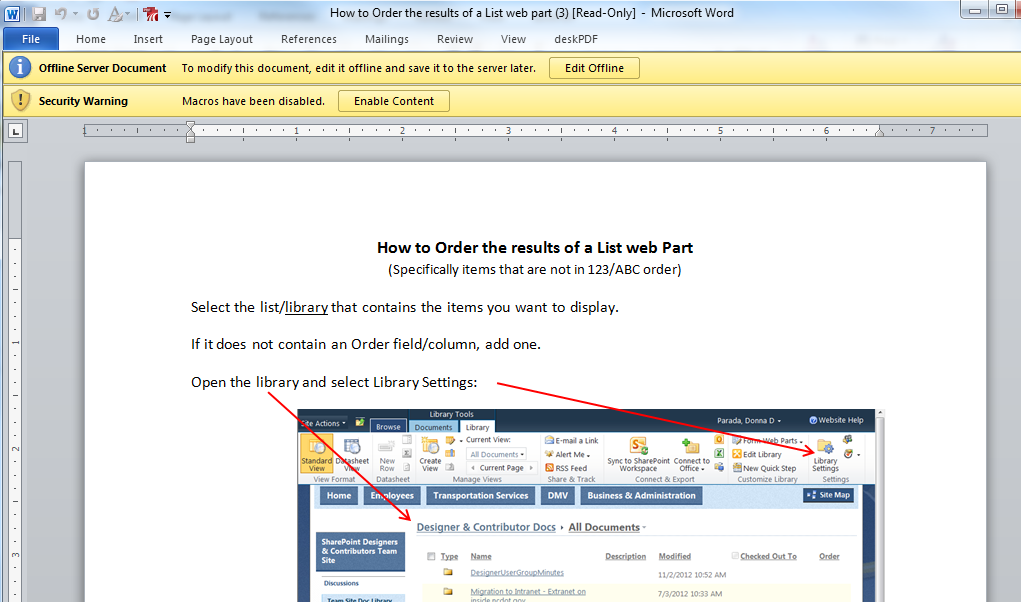
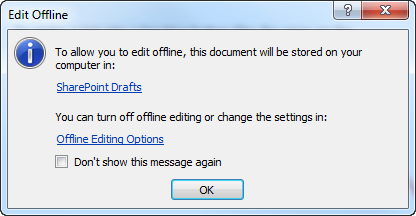
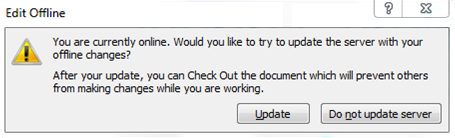
## Find a File

1. Open Outlook.
2. Expand **SharePoint Lists** in the navigation pane. Click the name of the library to display a list of its files.
3. Enter the search query in the search box and press **Enter**. Files with that text in their title or body are listed.  
   

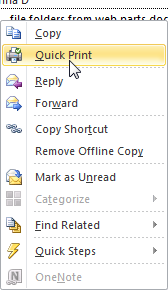
Click the library name if you need to refresh the list.

## Edit a File

Note: Only Contributors and Designers can edit files in the library; files cannot be added or removed.

1. Open Outlook.
2. Expand **SharePoint Lists** in the navigation pane. Click the name of the library to display a list of its files. Double-click the file to open it in its Office application.
3. Click **Edit Offline**.  
   
4. Click **OK** to confirm the editing.  
   
5. Make any necessary changes, and click **Save**.
6. When prompted, click **Update**.  
   

## Print a File

1. Open Outlook.
2. Expand **SharePoint Lists** in the navigation pane, and click the name of the library that contains the file to print.
3. Right-click the file name, and click **Quick Print** from the menu.   
   
4. Click **Open** to trust and print the file.  
   