

# MCShare Quick Reference

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*Version 1.0*

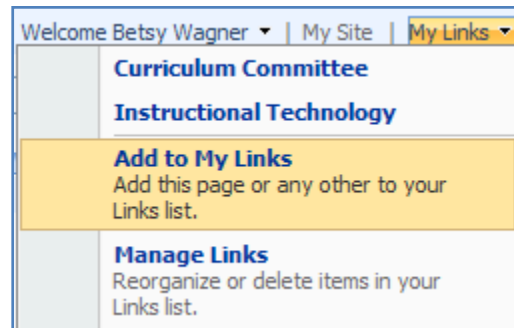
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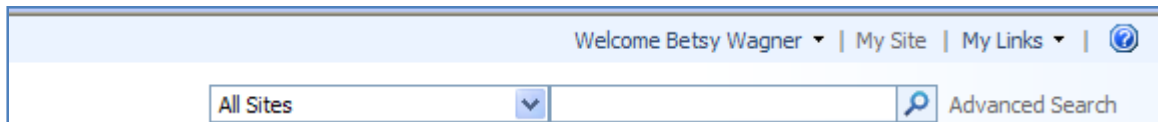
## Quick Tips

- ❖ Whenever possible, use **Internet Explorer** as your browser when accessing MCSHare. Although the files are accessible via other browsers, functionality is limited when working with files. [For full details see this article.](#)
- ❖ Always **Check In** files when you are done working with them. This will allow other users to see the most recent version, or make additional changes if they have write access.

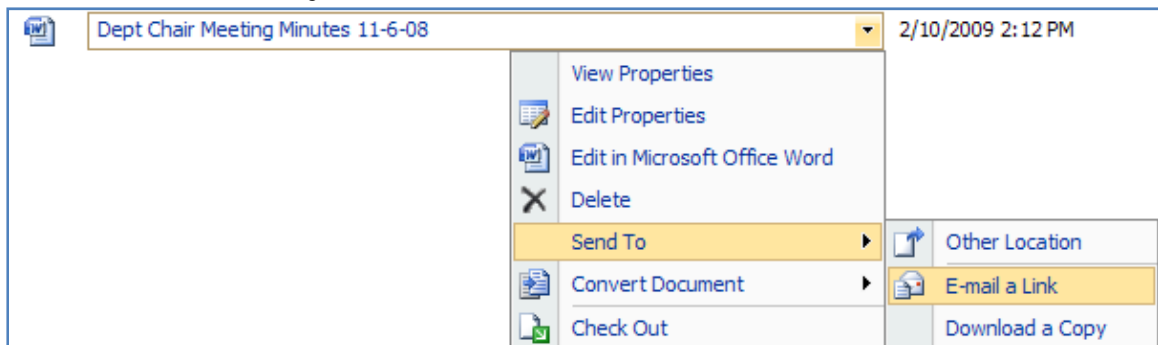
- ❖ When you locate folders that you access often in MCSHare, you can bookmark them by using the **My Links** feature located in the upper right corner of the screen. Choose Add to My Links, and give each location a descriptive name. This will save you time, as you will not have to navigate through the Site Hierarchy each time you wish to access that folder.



- ❖ If you are unsure of where a file exists within MCSHare, you can use the **Search** features located in the upper right corner of the screen.



- ❖ You can direct people to a file in MCSHare by hovering your mouse over the file name, and choosing **Send To > E-mail a Link**. This will open a new message in Outlook which includes the link to the file. Address your message as normal, and send the message. The recipients will be prompted to enter their MCSHare login information when they click the link.



## FAQs

### 1. What is MCShare?

MCShare is the file sharing server for Moorpark College employees, built on the Microsoft Office SharePoint Server 2007 technology.

### 2. Why are we moving files from the M Drive to MCShare?

The M Drive is a network drive that can only be accessed from on campus. Therefore, limitations exist as to which employees can access the M Drive and where they can access it from. MCShare is a web-based service that can be accessed from anywhere with an internet connection by any employee of Moorpark College. MCShare also has better collaborative features, such as file check-in/check-out and version history that allow more effective file management.

### 3. Which files should be available on MCShare?

Any non-confidential file that should be accessible to Moorpark College employees can be placed on MCShare.

### 4. Who can access the files on MCShare?

#### Read-Only

By default, every Moorpark College employee has read-only access to all files posted on MCShare. Read-only means that users can view the files and download copies of the files, but they cannot edit the files or post new files.

#### Write

Write access will be established for users who require the ability to edit, upload, and remove files within specific directories. Write access will also be granted to users as necessary.

### 5. How do I access MCShare?

#### On Campus

1. Open a web browser, type <http://mcshare> in the address bar, and press Enter.
2. If prompted, enter your **User Name** and **Password** (*Note: if your workstation has been put on Active Directory, you are using Internet Explorer as your web browser, and you are accessing MCShare from your own campus workstation, you should not be prompted to login*).
  - a. Your **User Name** is [username@ad](#) (where *username* is the first part of your district email address, e.g. *jdoe*)
  - b. Your password will be ONE of the following:

- The password you use to sign on to your campus workstation if it has been put on Active Directory (i.e. if the logon for your workstation is *username@ad*).
  - The password you use to access Outlook Web Access or MyVCCCD (Luminis)
  - If you do NOT have a workstation on Active Directory and have NOT logged on to Outlook Web Access or MyVCCCD (Luminis) your default password is *passXXXX* (where XXXX is the last 4 digits of your social security number).
3. Upon successful login, you should see a page that says "Welcome to the Moorpark College SharePoint Server." Click the **Document Center** link to start working with files.

### Off Campus or Via Wireless

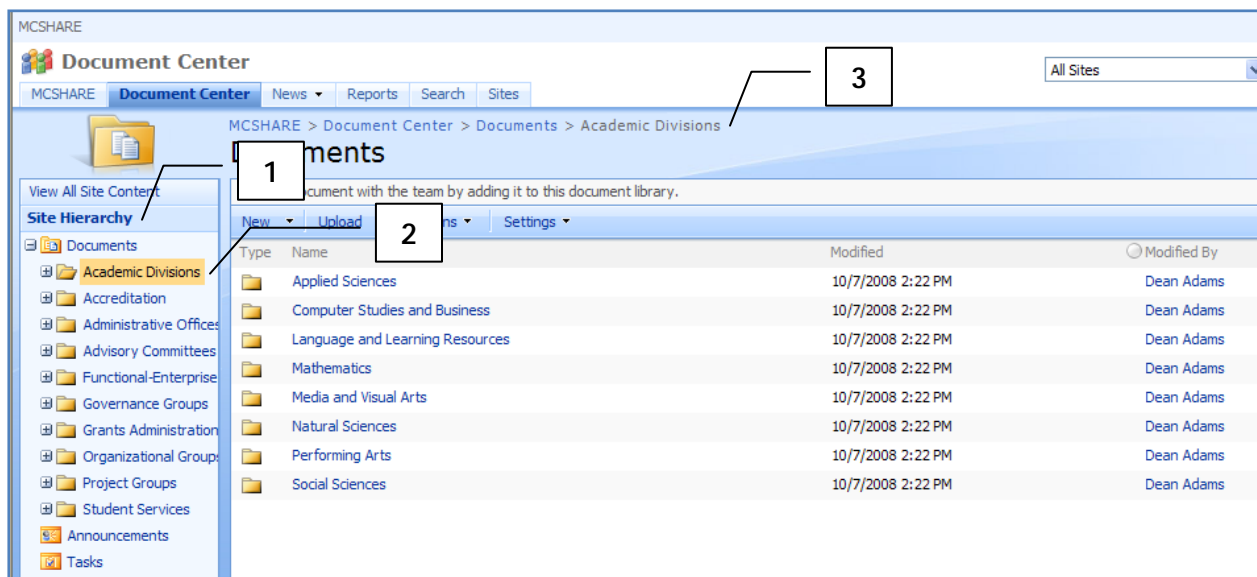
1. Open a web browser, type <http://mcshare.moorparkcollege.edu> in the address bar, and press Enter.
2. When prompted, enter your **User Name** and **Password**.
  - a. Your **User Name** is [username@ad.vcccd.edu](mailto:username@ad.vcccd.edu) (where *username* is the first part of your district email address, e.g. *jdoe*)
  - b. Your password will be ONE of the following:
    - The password you use to sign on to your campus workstation if it has been put on Active Directory (i.e. if the logon for your workstation is *username@ad*).
    - The password you use to access Outlook Web Access or MyVCCCD (Luminis)
    - If you do NOT have a workstation on Active Directory and have NOT logged on to Outlook Web Access or MyVCCCD (Luminis) your default password is *passXXXX* (where XXXX is the last 4 digits of your social security number).
3. Upon successful login, you should see a page that says "Welcome to the Moorpark College SharePoint Server." Click the **Document Center** link to start working with files.

## Working with Files in MCShare

**IMPORTANT:** You must have write access to a directory to add new folders, upload documents, and checkout and edit files.

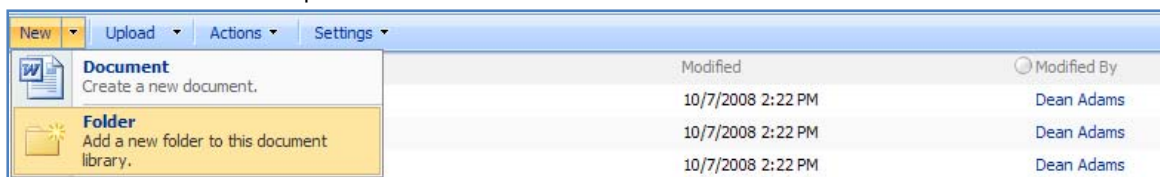
### File Navigation

1. On the left side of the Document Center tab is a section called Site Hierarchy. The folders in the **Site Hierarchy** can be expanded by clicking the plus (+) sign.
2. Clicking on the name of a folder will display its sub-folder and/or file contents in the main Documents window.
3. The bread crumb trail above the Documents window will display the user's location within the site.



### Adding a New Folder

1. By using one of the File Navigation methods described above, go to the location where you would like to create a new folder.
2. Click on the **New** drop-down menu and select **Folder**.

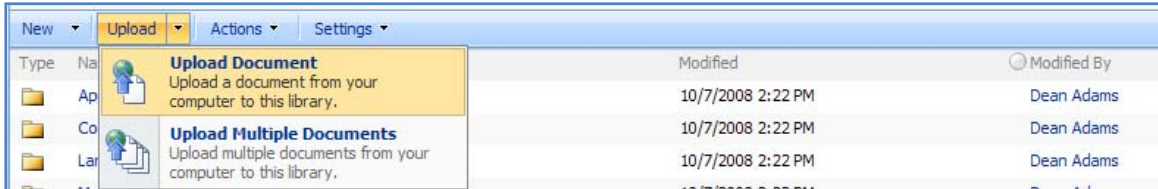


3. Type a name for the folder in the field provided, and click **OK**.

## Uploading Documents

### Single Document

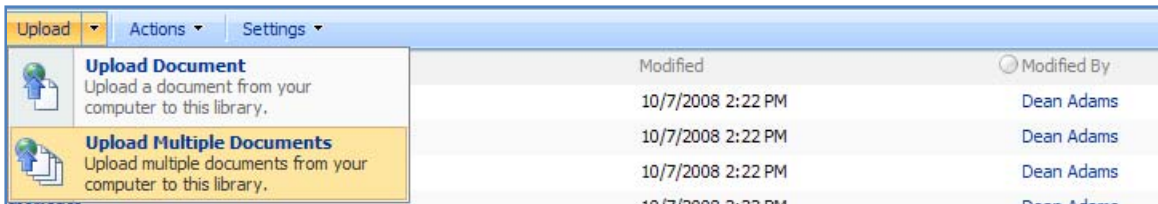
1. By using one of the File Navigation methods described above, go to the location where you would like to upload a document.
2. Click on the **Upload** drop-down menu and select **Upload Document**.



3. Click the **Browse** button to locate and select a file from your computer (e.g. the M Drive location).
4. Add any necessary **Version Comments**.
5. Click **OK**.
6. The file should now be accessible from MCShare in the specified location.


### Multiple Documents

1. By using one of the File Navigation methods described above, go to the location where you would like to upload a document.
2. Click on the **Upload** drop-down menu and select **Upload Multiple Documents**.
3. Use the navigation on the left of the **Upload Document** screen to locate the files you wish to upload.



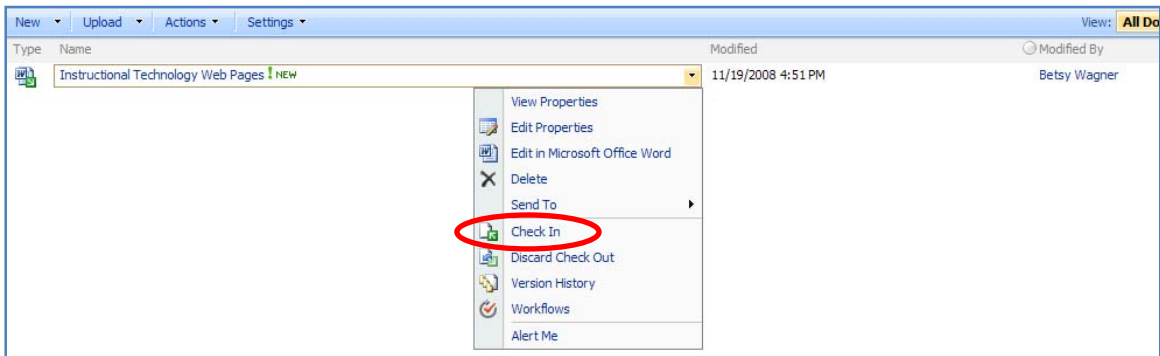
4. Check the boxes next to all files that you wish to upload.
5. Click **OK**.
6. The files should now be accessible from MCShare in the specified location.

## Checking In New Files

When new files are uploaded to MCShare, they are Checked Out by default, and will not be visible to other employees until you check them in. This is indicated by a green arrow  on the file type icon. To check a file in so it can be accessible to others:

1. Hover your mouse over the file that you wish to check-in until a drop-down menu becomes available.

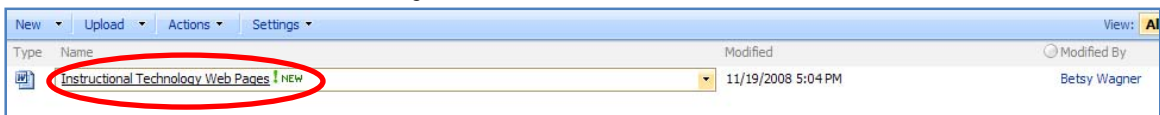
2. Click the drop-down arrow to display the file editing options.



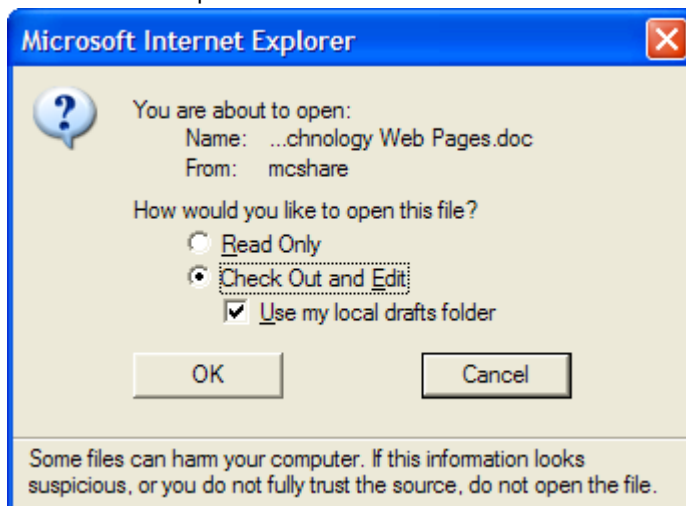
3. Select **Check In** from the menu.
4. Specify the document **Check In** options (the defaults are fine).
5. Click **OK**. The green arrow should no longer be visible on the file type icon. (Note: If the green arrow still appears, refresh your browser by pressing the F5 key).

## Checking Out & Editing Files

1. Click on the name of the file you would like to check out.

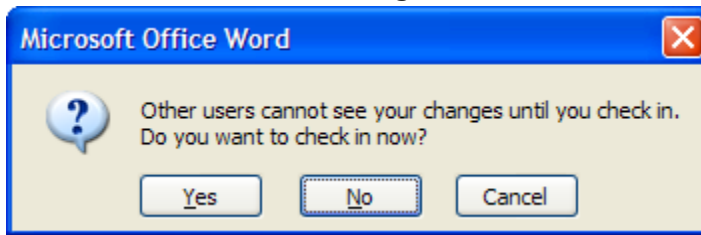


2. Choose the option to **Check Out and Edit** and click **OK**.

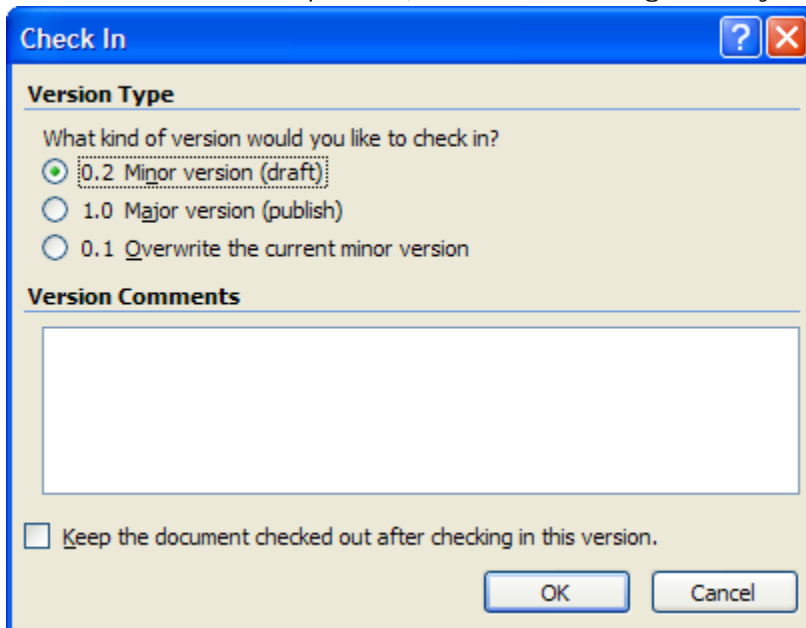


3. The file will be opened in its default application (e.g. a .docx file would be opened in Word 2007).
4. Make any necessary changes to the file, save, and close the file.

5. You will receive the following alert:



6. Click **Yes**. (Note: Other users will not be able to see your changes or edit the file if it remains checked out).
7. Select the Check In options (the defaults are generally fine) and click **OK**.



## Getting Help with MCShare

### General How-To Questions

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Dean Adams      x1510      [dadams@vcccd.edu](mailto:dadams@vcccd.edu)

### Read-Only/Write Access Questions

Dean Adams      x1510      [dadams@vcccd.edu](mailto:dadams@vcccd.edu)

### Online Help & Tutorials

- [SharePoint Server 2007 Training Courses](#)