

Browser address bar: <http://portal.michbar.org/committees/Pages/default.aspx>

Page Title: My Committees

SBM STATE BAR OF MICHIGAN

Welcome Nancy Brown

Navigation: michbar.org | Member Area | Portal Home | **Committees** | Announcements | Calendar | Documents

CONNECT COLLABORATE

SBM / Committees

My Committees

Landing page for users listing all committee membership.

How to Upload and Access Committee Documents

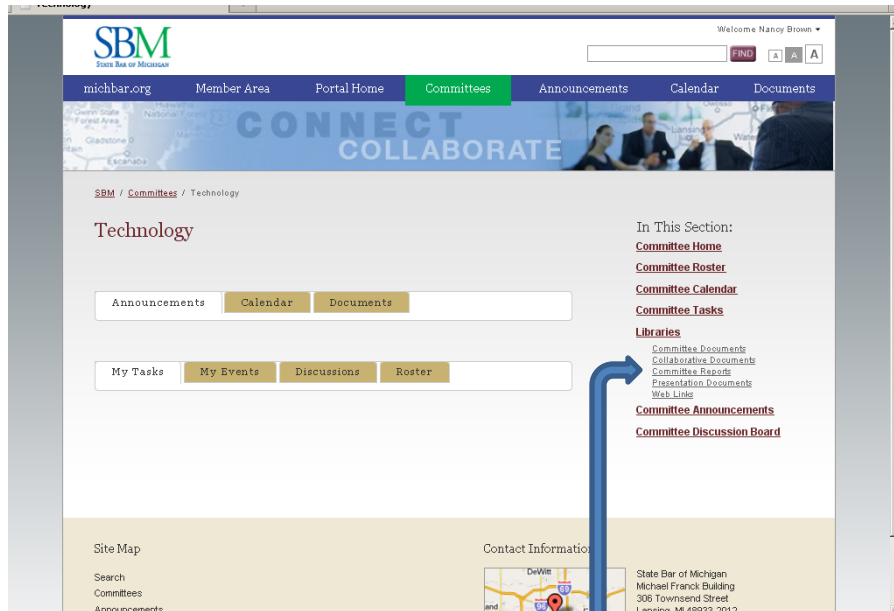
Announcements | **Calendar** | Documents

My Tasks | **My Events** | Discussions

In This Section:

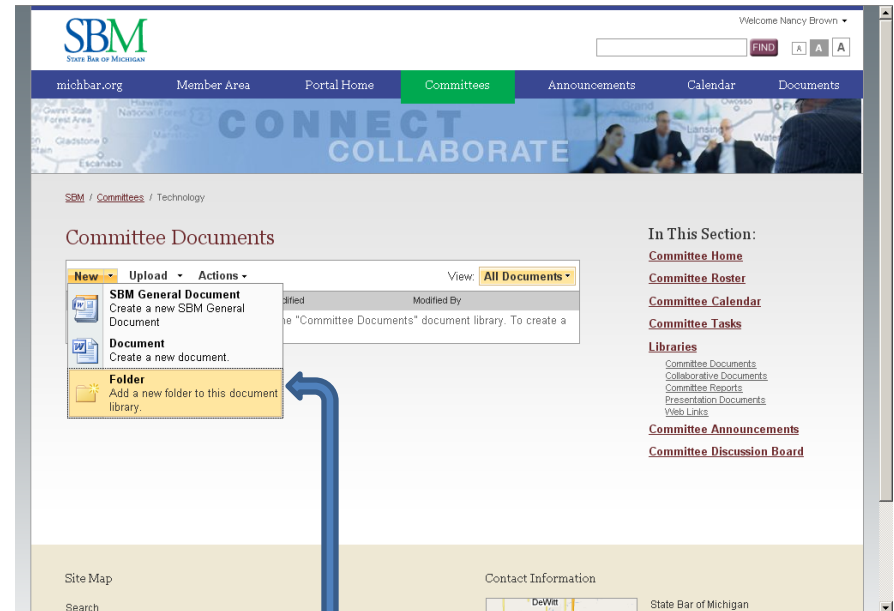
- Judicial Crossroads Task Force: Court Structure and Resources**
 - [Committee Home](#)
 - [Committee Roster](#)
- Annual Meeting**
 - [Committee Home](#)
 - [Committee Roster](#)
- Awards**
 - [Committee Home](#)
 - [Committee Roster](#)
- Bar Leadership Liaison Advisory**
 - [Committee Home](#)
 - [Committee Roster](#)
- Law and the Media**
 - [Committee Home](#)
 - [Committee Roster](#)
- Law Related Education and Public Outreach**
 - [Committee Home](#)
 - [Committee Roster](#)
- Membership Services**
 - [Committee Home](#)
 - [Committee Roster](#)
- Publications and Website**

1



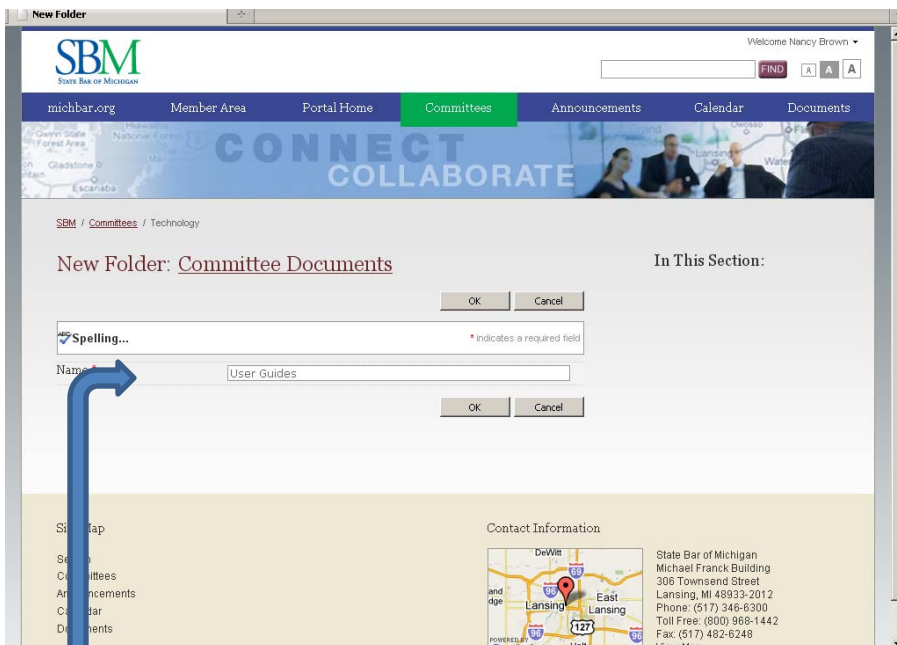
Under “Libraries” in the right-hand column, select “Committee Documents”

2



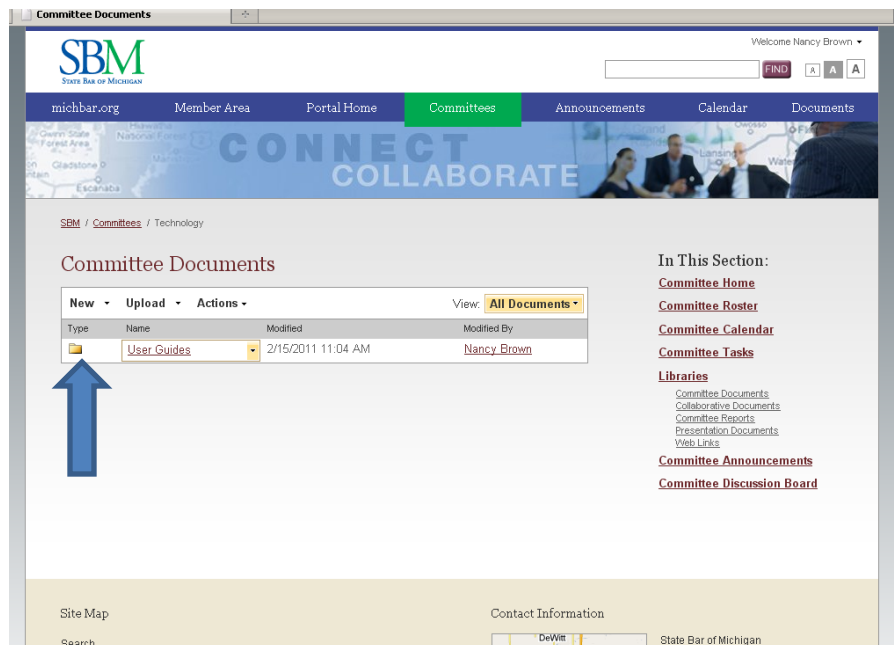
Select the arrow next to “New” and select “Folder” from the drop-down list

3



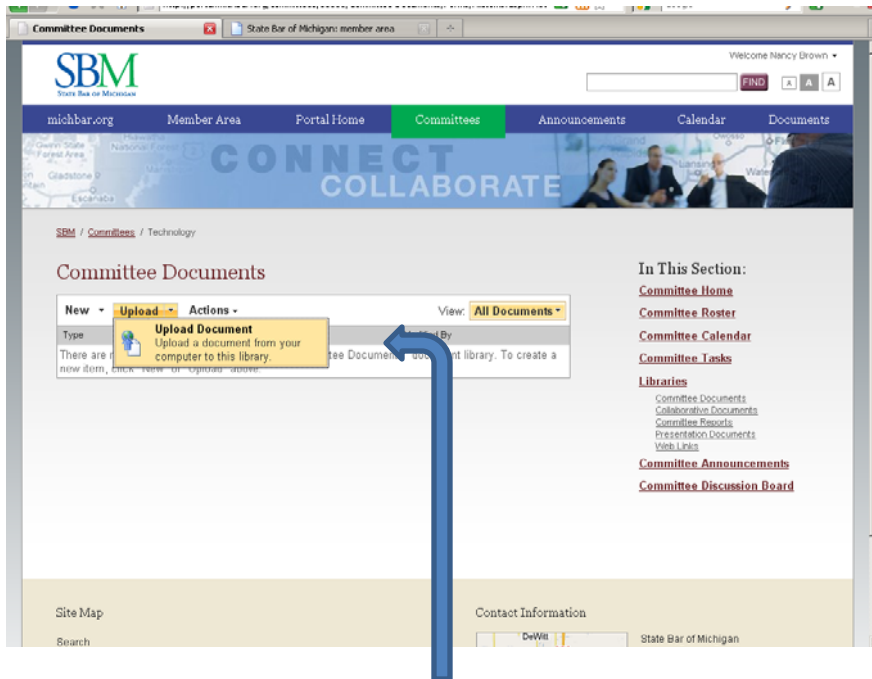
Type in a folder name and click “OK”

4



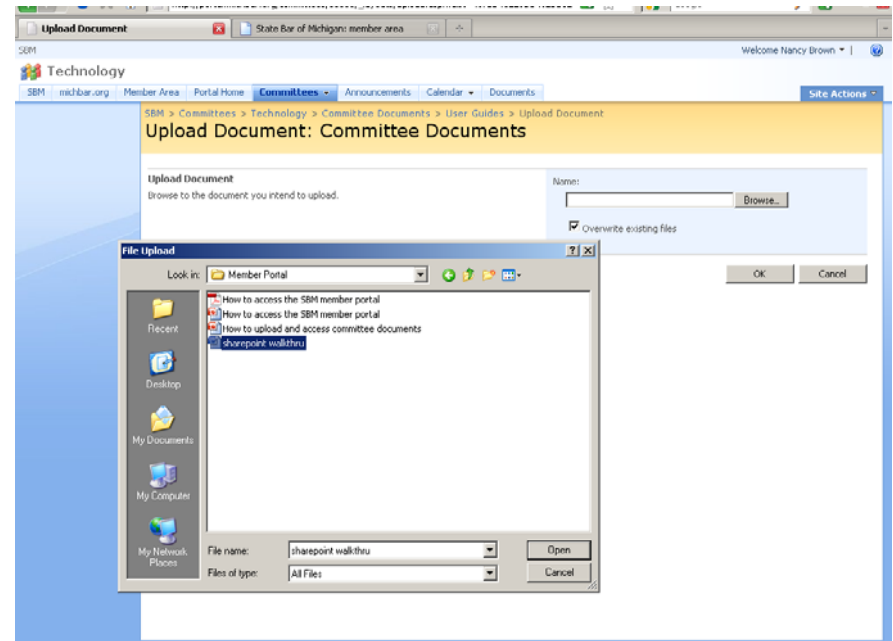
Select the folder to add a new document

5



To upload a document from your computer, select the arrow next to “upload” and select “upload document”

6



Select the “Browse” button, and when your computer files open, select the file you want to upload, select “Save” and then click on “OK”

7

Committee Documents: sharepoint walkthru

The document was uploaded successfully. Use this form to update the properties of the document.

Content Type: SBM General Document

Name: Sharepoint Walkthrough.docx

Title:

SBM Document Types: General

Created at 2/15/2011 11:14 AM by Nancy Brown
Last modified at 2/15/2011 11:14 AM by Nancy Brown

OK Cancel

Update the document properties by filling in the form and select “ok”

8

Committee Documents

New Upload Actions View: All Documents

Type	Name	Modified	Modified By
	Sharepoint Walkthrough	2/15/2011 11:19 AM	Nancy Brown

In This Section:

- [Committee Home](#)
- [Committee Roster](#)
- [Committee Calendar](#)
- [Committee Tasks](#)
- [Libraries](#)
 - [Committee Documents](#)
 - [Collaborative Documents](#)
 - [Committee Records](#)
 - [Presentation Documents](#)
 - [Web Links](#)
- [Committee Announcements](#)
- [Committee Discussion Board](#)

The document can now be accessed by all committee members