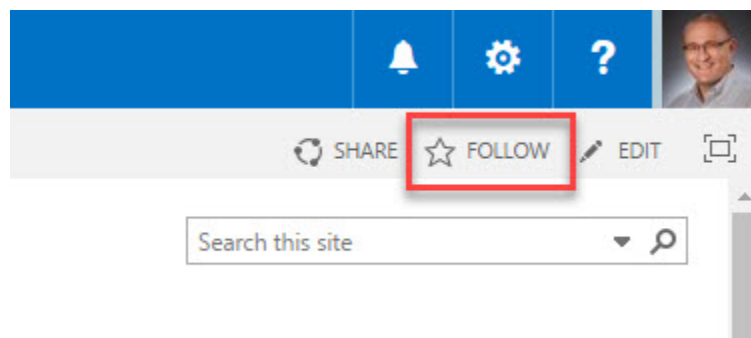


Following Sites

Following SharePoint sites makes it easy for you to access your most important work and to stay abreast of newsfeed activity. There's no need to search for files to check their update status because you automatically receive notifications in your newsfeed whenever updates occur.

How to Follow a site

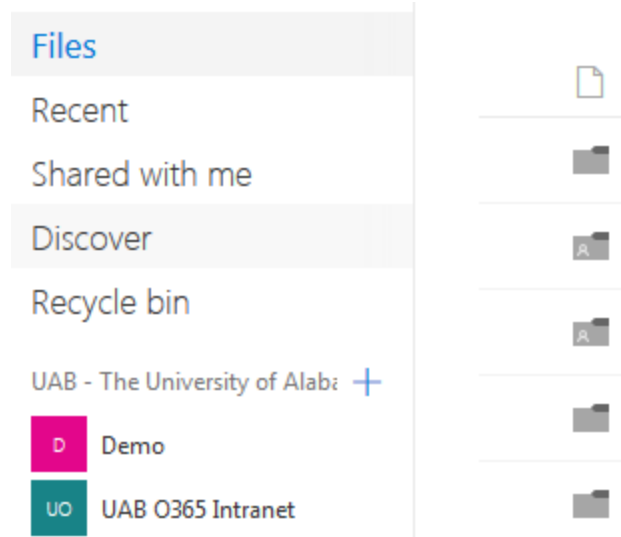
1. If you are the person who created the site – it automatically makes you follow it – so no need to do anything extra
2. If you were not the person who created a site, but want to follow it, just click the **Follow** button in upper right-hand corner of the site, just under your photo.



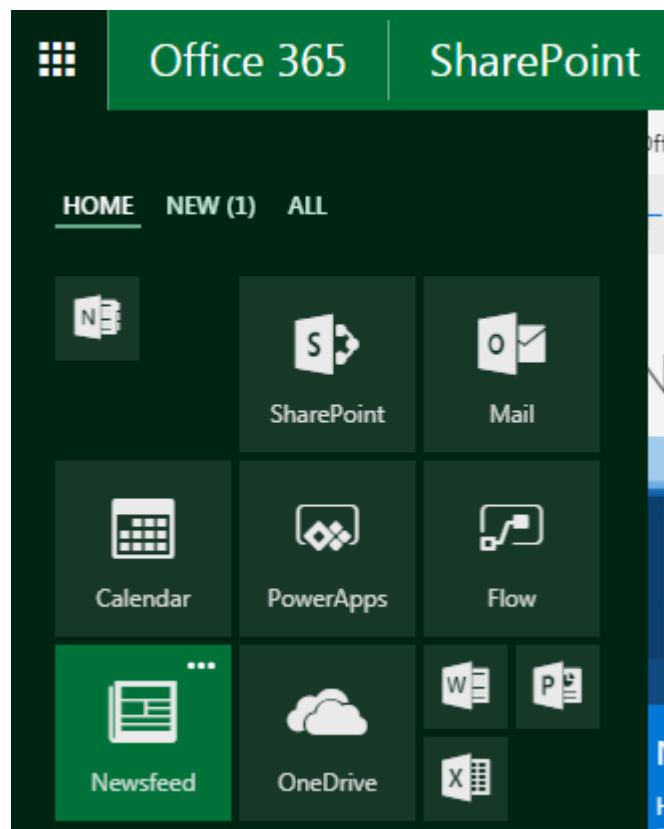
Accessing Followed Content

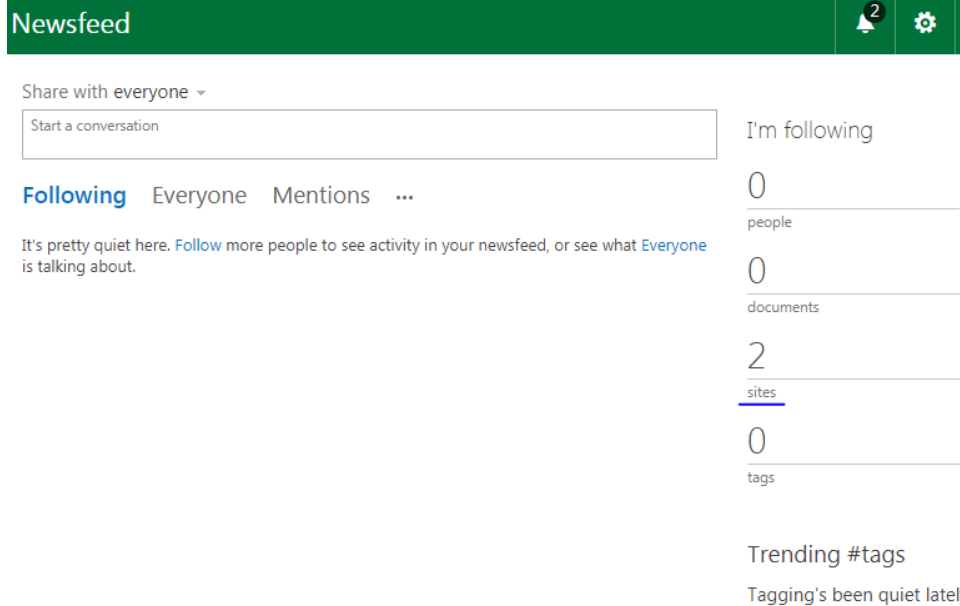
Once followed, you can access you content easily from several locations:

1. Personal OneDrive: Followed sites will be available just below your personal drive folders.



2. Newsfeed: From the Office 365 tiles, select Newsfeed. It may be located somewhere else among your tiles, as they can be repositioned to suit your preferences.





Clicking on the number of followed sites will take you to your SharePoint Dashboard. For more information on how to use the dashboard, please review the SharePoint Dashboard KB article.

Note: While you can also follow documents, this feature is only available in classic mode. There is little value in following a single document, but should you choose to, this is how to do so:

