Searching for Documents

Throughout SharePoint you will be presented with a **Search** box. These search boxes assist you by finding exactly what you are looking for. There are multiple ways of doing this.

- Site Search
- Dashboard

Sign in to [https://portal.office.com](https://portal.office.com) to access Department Content on SharePoint. Use your **UAB email** address when asked for a username. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password. Make sure that you select the **Stay signed in** option.

Select SharePoint from the top Menu.

Via Site Search

If you are looking for a specific document, you would do the following:

1. Click inside the Search box located at the top of your site page
2. Type in the site name you are needed to access. For example: *drag and drop*

You are redirected to the search results page and it looks similar to the example below.
To help assist in what you are looking for, all you need to do is simply hover/mouse over the different results. When doing this, a popup will appear to the right of the results giving you a preview of the content.
Via Dashboard Search

If you are currently logged in to your SharePoint Dashboard site, you can search for documents using the Search box located at the top left of the site page. To search for a specific document, you would do the following:

1. Click inside the Search box located at the top of your site page

2. Type in the document name you are needed to access. For example: **drag and drop**
3. Click on the result to open