

# 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

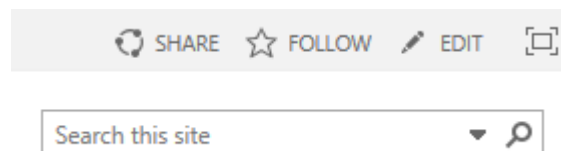
Sign in to <https://portal.office.com> to access Department Content on SharePoint. Use your **UAB email** address when asked for a username. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password. Make sure that you select the **Stay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

# Search

Results found in Demo ▾

Preference for results in English ▾

 **Drag and drop** example  
[uab365.sharepoint.com/sites/.../Shared Documents/Drag and Drop.docx](http://uab365.sharepoint.com/sites/.../Shared Documents/Drag and Drop.docx)

**Demo**  
**Drag and Drop**  
[uab365.sharepoint.com/sites/spdev/demo](http://uab365.sharepoint.com/sites/spdev/demo)

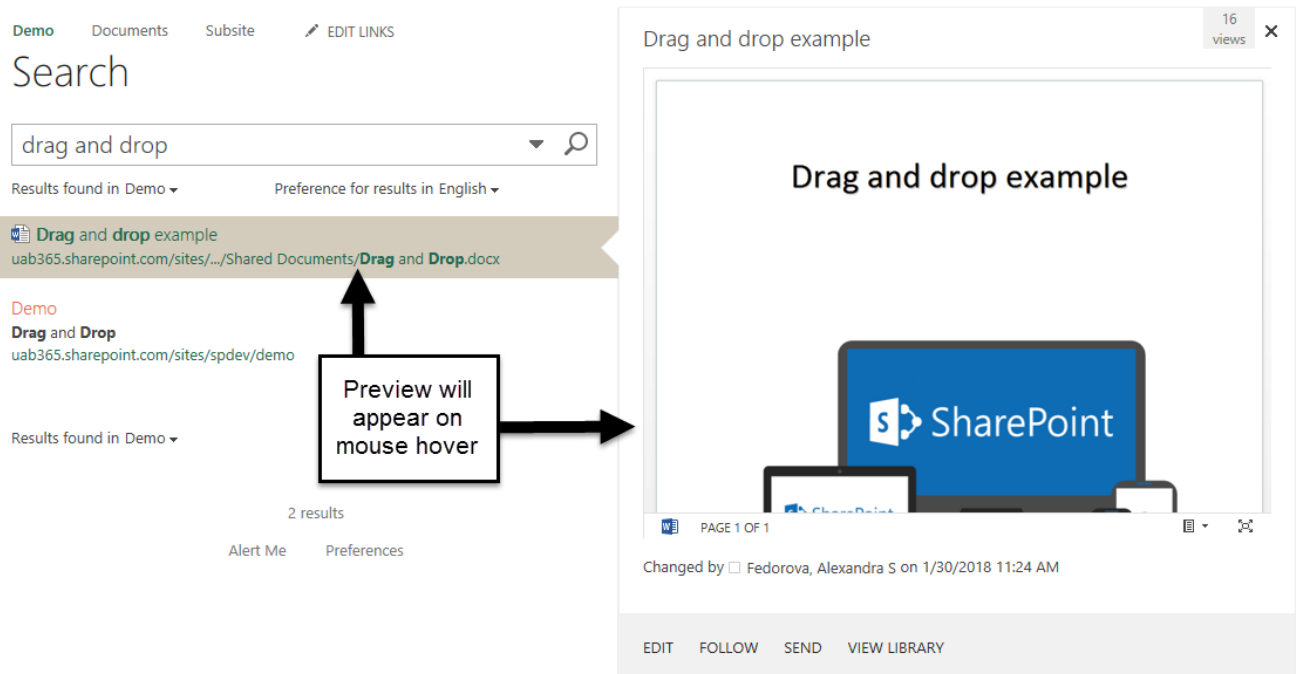
Results found in Demo ▾

All results that match  
the search term(s)  
will appear here

2 results

[Alert Me](#) [Preferences](#)

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**

Office 365 | SharePoint

← drag and drop All result types





### Sites

**D** Demo  
Team site | updated by Kirkpatrick, Eric on 5/15/2017

---

### Files

[see all](#)

-  **Drag and drop example**  
on Demo | updated by Fedorova, Alexandra S 23 hours ago
-  **Drag and drop example**  
on Kirkpatrick, Eric | updated by Kirkpatrick, Eric on 5/15/2017
-  **Tk::DragDrop::Common - private class used by Drag&Drop**  
class provides methods to automate the the loading and declaring of **Drop** and **Site** types  
on Enterprise Infrastructure Services | updated by ITIS-SkysyncADM0 on 1/4/2012
-  **Tk::DragDrop::SunConst - Constants for Sun's Drag&Drop protocol**  
symbolic name subs for the numeric constants that make up Sun's **Drag&Drop** protocol... They are in this module with Exporter as...  
on Enterprise Infrastructure Services | updated by ITIS-SkysyncADM0 on 1/4/2012

3. Click on the result to open