Electronic P&T Instructions: How to delete a document

Please use Internet Explorer browser to access the College Promotion and Tenure SharePoint site.

1. Go to website, gseagles.sharepoint.com- You will be redirected to a Microsoft webpage where you are asked to pick an account. Make sure you choose your current Georgia Southern email address.
2. Once you pick your account you will be redirected to a Georgia Southern login screen. Use your MyGeorgiaSouthern username and password.
3. Choose the Georgia Southern icon named Academics
4. On the left hand side, choose Waters College of Health Professions.
5. On the left hand side, under Documents, choose Promotion & Tenure.

6. Right click the folder that corresponds with your department/school.

7. Right click the folder with your name.

8. Right click the folder (Personal Data, Scholarship, Service or Teaching Effectiveness) that your document was uploaded in.
9. To delete a document in your folder, hover your mouse to the left of the document name and place a check mark to the left on the document name.
10. Once checked, click the arrow beside the word More to view the drop down menu. Choose delete.

11. A message will display asking if you are sure you want to send the item(s) to the site Recycle Bin. Click OK to delete the document.