

## FOLLOW A DOCUMENT OR WEBSITE IN YOUR ORGANIZATION

Follow a document to see notifications in your newsfeed when someone updates the document or shares it with others, and to keep the document handy in a followed documents list. Follow a site to keep it accessible in a list of followed sites and to see site feed activity in your own newsfeed.

Note that the capabilities described here depend on whether your organization has set up and customized personal sites and profiles.

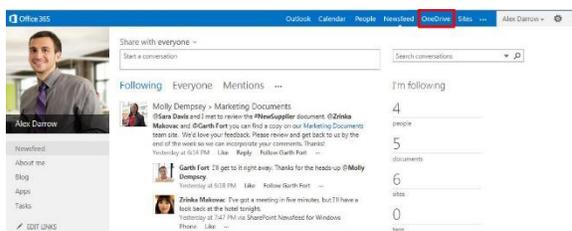
### FOLLOW A DOCUMENT

Before you can follow a document, you need permission to access it. You're granted this permission when another person shares the document with you. Typically, you can follow documents in a Shared with Everyone folder.

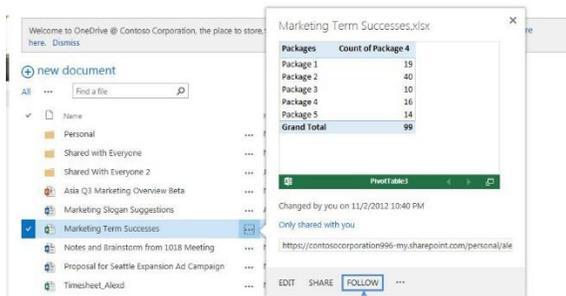
To follow a document:

1. Browse to a document library on a SharePoint or Office 365 team site.

To browse to your personal library, click **OneDrive** in the header.



2. Click the library or folder that contains the document or other file you want to follow.
3. Click the ellipses (...) next to the document.
4. Click **Follow**.



### FIND A DOCUMENT THAT YOU FOLLOW

1. Click **OneDrive** in the header from a SharePoint or Office 365 site.
2. Click **Followed Documents** in the Quick launch on the left.



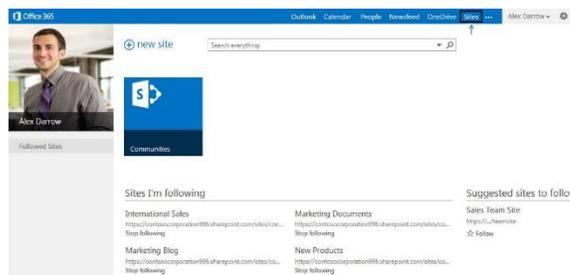
Or, click **Newsfeed** in the header and then click the number for **documents** under **I'm following**. Your followed documents appear under **Docs I'm following**.

### FOLLOW A WEBSITE

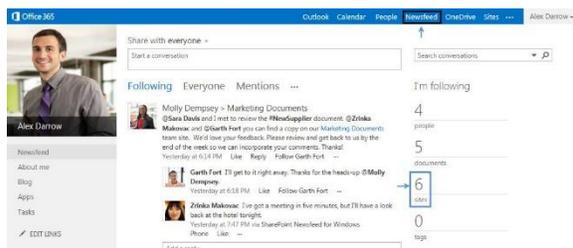
1. Go to a SharePoint site that you want to follow.
2. Click **Follow** in the top right of the page.
3. If the site has a newsfeed, to stay up to date with site news, look for updates from the site feed in your own newsfeed.

### FIND A WEB SITE THAT YOU FOLLOW

- Click **Sites** in the header.



Or, click **Newsfeed** in the header and then click the number for **sites** under **I'm following**.



Your followed sites appear under **Sites I'm following**.

**SEE ALSO:**

- Follow documents to track them  
<http://office.microsoft.com/en-us/office365-sharepoint-online-small-business-help/follow-documents-to-track-them-HA102785928.aspx>
- Follow sites that interest you  
<http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/follow-sites-that-interest-you-HA102785930.aspx?CTT=1>
- Video: Follow documents  
<http://office.microsoft.com/en-us/redirect/VA102897380.aspx>
- Video: Follow a SharePoint site  
<http://office.microsoft.com/en-us/redirect/VA102897383.aspx>