WHAT IS SHAREPOINT?
SharePoint introduces new ways to share your work and work with others, store documents, organize your projects and teams and discover people and information. It is web-based and accessible anywhere. It is a secure site requiring your OU NetID.

Getting Started

**Page Tab** – Opens a command ribbon with contextual tools that allow you to edit your current page and other settings

**Office 365 button** – Opens a pop-up of apps which include Word, Excel, PowerPoint, and other Office products
**Settings** – Opens a drop-down of other Settings, allows the editing and creation of pages and apps, gives the option to change the look, etc.,

Quick Launch – An editable side bar of links/shortcuts to pages, document libraries, and other apps on the site

Recycle Bin – Can be used to restore items that have been deleted from the site. Each item has 30 days in the bin before it is permanently removed.

To get to the Recycle Bin, go to Site contents
**Site Contents** – Shows site Lists, Libraries, and other apps. Also shows current subsites and gives option to create new subsites.

**Change the Look** – The look of the site can be changed from the **Settings** gear in the top right. You can change your color scheme, font, background graphic, and more.
**SharePoint Permissions** – All items on SharePoint can have their own permissions or inherit permissions from their parent site. You may have to request access to certain items from your **Site Admin**.

**Document Library** – A collection of files that can be shared with other users.

Add a Document – To upload or add a new document, click one of the options above **All Documents** or go to the **Files Tab**, click browse to choose the file to be added.

Add Multiple Documents – After clicking browse, when choosing files, hold CTRL while clicking to select multiple files.

**Document Preview** – Clicking the ellipses (...) on a document in a library will bring up a preview of the document and will give several options.
Drop Down Menu on Documents – Clicking the second ellipses on the document preview next to Follow will open a drop down menu.

Check Documents In & Out – From the drop down on document options, clicking Advanced will show more options. Clicking Check Out will allow only you to make changes to the document while it is checked out. After a document is checked out, go to Advanced again to Check it in.

Document will have this green arrow while it is checked out.
Calendar – Events can be added to a site Calendar. Site Calendars can also be connected to Outlook, which allows the calendars to be viewed in Outlook.

New Subsite – Go to Site Contents > new subsite
Choose a Title, URL name, and site template
Choose permissions and navigation inheritance, then click create
Pages – For showing content, for example, the Home Page. To add a page, go to the Settings gear in the top right corner.

After clicking Add a page, you will be prompted to name the new page.

Click Create after naming.

The new page will be created, but will be blank until a list, library, or other item is added to it.

Lists – Many of the site apps are actually lists. Calendars, Tasks, etc. Create a List by going to Site Contents > Add an App. Apps you can add will appear, choose Custom List or Tasks. Name the list, then you can view it by clicking the new list on the Quick Launch or from Site Contents.
**Columns** – Characteristics you want to know about your document or file, ex. First and Last name, Phone Number, etc.

**Title** is a common default Column. To add more Columns to a List or Library, go to **List** or **Library Tab**. Then **List/Library Settings > Create Column > Name** and choose information > **OK**.

First Name has been added to the Columns in the picture above

**Views** – Used to filter which information is shown in Lists, Libraries, etc. **Default View** shows everything. When creating a **Column**, you can choose if that Column is shown in the Default View. Columns can be reordered or sorted in a View.

To edit the current **View** on a List or Library, go to the **List/Library Tab** on the ribbon > **Modify View > Reorder**, change sorting, or edit the View > **OK**.