



Microsoft® Office 365

# SharePoint



SharePoint is a web-based collaboration tool that allows groups of colleagues to manage and edit a wide range of shared content (such as documents, lists and calendars) in secure team sites. Sites can be created either for temporary, short-term projects, or as permanent locations for shared content. With Office 365, you can upload or create and save new documents to Team Sites using both the client version of Microsoft Word, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an Internet connection, which is helpful when you don't have access to the client version of Office.

Site navigation links.

The Settings menu, with links to add an app, display all site contents, change site themes, and other tools.

A document library. See [Document Libraries](#), page 2.

## When Should I use SharePoint?

When you are looking for a centralized hub for file sharing and storage.  
 When you want to formally communicate and discuss projects with team members.  
 When you want to track task progress related to a project and documents.  
 When you want a quick newsfeed on a project's progress.

## Why Should I use SharePoint?

So you can ensure team members are working on the most up-to-date documents.  
 So you can build a fully-customizable landing page for a project or team.  
 So you can keep relevant project-related files organized and accessible.

## Which Office Apps Work with SharePoint?



**Problem:** Team members are located at various offices, making communication and decision making difficult.



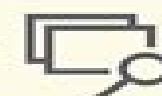
**Solution:** Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.



**Problem:** File versions quickly get mixed up, as multiple people share files back and forth.

**Solution:** Use Teams SharePoint and to provide real time collaboration and version control.

**Problem:** Projects require nuanced apps, lists, and timelines in order to keep track of progress.



**Solution:** Use SharePoint apps to customize your project's landing page or team site.

## TABLE OF CONTENTS

- 2 Sites, Adding Content, & Libraries**
  - Changing Site Appearance
  - Adding Content to a Site
  - Working with Web Parts
  - Document Libraries
  - Working with Documents
- 3 Versions, Alerts, & Community Sites**
  - Version History
  - Setting Alerts
  - Community Sites

- 4 Lists, Tasks, & Collaboration**
  - Adding Community Features to an Existing Site
  - Creating & Managing lists
  - Creating & Viewing Tasks

- 5 Sharing, Project Sites & Workflows**
  - Sharing & Collaboration in Sites
  - Creating a Project Site
  - Setting Up a Site Mailbox
  - Workflows

- 6 Calendar & MS Office Integration**
  - Working with Calendars
  - Displaying Additional Calendars
  - Saving Files from Office
  - Opening Documents with Office
  - Saving Documents from Office

# Sharepoint Short Manual

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## **Table of Contents Sharepoint Short Manual**

1. Understanding the eBook Sharepoint Short Manual
  - The Rise of Digital Reading Sharepoint Short Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Sharepoint Short Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sharepoint Short Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sharepoint Short Manual
  - Personalized Recommendations
  - Sharepoint Short Manual User Reviews and Ratings
  - Sharepoint Short Manual and Bestseller Lists
5. Accessing Sharepoint Short Manual Free and Paid eBooks
  - Sharepoint Short Manual Public Domain eBooks
  - Sharepoint Short Manual eBook Subscription Services
  - Sharepoint Short Manual Budget-Friendly Options
6. Navigating Sharepoint Short Manual eBook Formats

- ePub, PDF, MOBI, and More
- Sharepoint Short Manual Compatibility with Devices
- Sharepoint Short Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sharepoint Short Manual
  - Highlighting and Note-Taking Sharepoint Short Manual
  - Interactive Elements Sharepoint Short Manual
- 8. Staying Engaged with Sharepoint Short Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sharepoint Short Manual
- 9. Balancing eBooks and Physical Books Sharepoint Short Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sharepoint Short Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sharepoint Short Manual
  - Setting Reading Goals Sharepoint Short Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sharepoint Short Manual
  - Fact-Checking eBook Content of Sharepoint Short Manual
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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