Office SharePoint® 2013 Introduction



Accessing a SharePoint Site

- Type the site address in your browser. Page + finters.
- If prompted, type your 15th liket and PASSIMORD SCHOOL DK.

Signifing Ourt

- 1. Khok on your same in the top right, then DON DOT.
- 2. Close all open browner wireless.

Navigating SharePoint

- To go to the home page of a site (Clock) HOME or shoose \$450000. The or year lags. Our the Top-Links are a sed Quick Learth are 1
- he po to cultilities, pages, libraries, and other appeal
- Some site-common is organized into libraries (for documents, with pages, stidler, etc.). To go to eliterary. (Chick) one of the Top Links, they a Quest Launch area. lies of choose SEE CONTENTS, there a library.
- move up one folder from the surrent context. descent BOWW, then a breadquests link D, or d'encoue URBANT, them
- To open or directional a life, (Click) on it in the main CONTRACT ASSESSED.
- To see a recent light linearyletic, (Click) a link in the Quick Learnth area \$3 under the heading 86CENF.
- To see all documents, in the Quick Launch area [1].
- If Time Water is assisted, you can see a himself of the entire site in the Quick Caunch area [1]. If not HONG GO , then choose lift SETTINGS.
 - 2. Under LDOK AND FEEL ROLOUTREE VIEW.
 - (Check) ChiABLE THEE VIEW. (Check) DK.

Said States

Favorit sites are sites with one or more subsites. Subsites often inherit uses and proup permissions, from the passive site. To manipula to a subsite from the top computer, 10 old a frontal in Fig. Link. 10 in the Quick Launch seco 13 or choose SEE CONTENTS 13 then under the SUBSCHS booking (Click) a subsite.

Expanding the Main Content Area

To hide the Colck Laundh area ID and Top Links ID to expand the some for a larger main content area, (Link) I is the restures (Chickel)

Creating a New List Item

A feet is a group of service items such as calendar events, tooks, or announcements. To course a new items 1. Navigate to the desired list.

- 2. (Clean) * TWO that shoul in the contact area.
 On theses the Tillah or Ca. (http://di Bibbon tab, then NEW ITEMASVENT
- 3. Ell out the liver details. ICE-bill SAVE.

Editing a List Items

- 1. (Circle) result to the item, or [Right Circle] the item.
- To edit, (Click) (2nff /FEM), make changes, then (Choid SAVE).

To defens, (Click) D0LETE (TEM, then DK.

To adds dolete multiple borns at ance

- 2. To left, choose FIENT, IDNT FIEM: ___ make changes, there (Click) Saturb

To delete, choose STEMS, Dr. toron tree, then DECREASE COL.

Assigning a Task

Million constitute or willting a hasis:

- 1. In the ASSIGNED TO finish type in all or part of the name of the person you are seriously the tail to.
- 2. (Clob) a suggested name or press of mero.
- for more agricons such as persentage complete. a description, priority or task status, (Clk.N.) Selection Notes (1996)
- A. (Chief SAME.)

Viewing Your Update Stream*

Cert applicates sen sistes. Gian, and people on your Heneshood. On the global nevigation har III BONING INCOMPRESSO

Following a Site*

feetboard store are displaced on the EES Little store. and updates are displayed at the lileuished.

- 1. Novegute to the site you want to follow.
- 2. (Charle)

To access followed sites, (Click) 5783: [1], then choose some under the besiding SITES I'M POULDWING.

Following a Document/File*

- 1. Select the discurrent/file by (Circling) is the AT ART Therese warming that I'd.
- 2. Choose Film, Follow:

Following a Person"

follow the activities of a colleague to see when fivey teg contest, change their work motor, accomplish a March, aread from:

- 1. Sounds for a person Ed.
- 2: In the search results, [Hower] over their profile. Dr. - (Chiese POLILIDA)

Or, (ChO) a person's name in a list or library, then BOH-ING PONJIONN.

To post a new message:

- 1. Open your News/bed by (Dicking) NEWS/NED III.
- 2. To change who to share with, (Clinic) the group. most to SWARE WITH and choose a group.
- 3. Type a message into the field below.
- 4. To add an image, (Click) 400 , then 690,00003 to find an image. Choose image, then (Click) GHIN, GPUSAD.
- St. (Chord) POST.

To respond to a Neuroland poet.

- H. SCHOOL BESTLY.
- Type missings and/or attach image, then ICA(s) POST.

Using & Mentions'

To include someone in a message: Type "O" that the first letters of their state, then thiston a supposted contact. To see the posts/activities of a person mentioned: RONAL Wilmannell.

To follow a person reentlimed: On a post that includes the last [Clock] POLICKY (Ejnamel, or [Clock] --) then POLICIAN discovery on SChool a tag then to receive

Using # Tags*

To tag a manage with a theme or category: type "#" them a knowledgie, 49/8). So topy can be used in a post. To see all posts tapped with a keyword (Cirl)

To follow a tag: On a pool that includes the tag. SCHOOL MOLEON FILINGS or SCHOOL ... Then MOLEON #(North Ot, NOVAK) a tary, there in a

Liking a Newsfeed Update*

Liking a Newsford Update draws you appreciate the March or Correlations.

- II. ECHAN MENOMEND IN
- 2. At the bottom of the post, ICHAC ERE.
- So see your liked pools, [Clok] then UKES.

Tagging, and Adding Notes to Documents and Pasies

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- 1. Select a discurrent or navigate to a page.
- 2. Chinese FLSS or URRUSH, TASS & NOTES.
- It. To add a tag: (Click) the TAGS rati. Start tening a tag: Select from the SUGGESTSNS list, finish typing. or (Club) CREATE NEW, Add wore large Filterized, then Hilland Sand.

To pold notice (Cick) the NOTE 90/680 tals, type at notice than (Click) POST, When done, (Click) is:

Sharing Files with People

You can share like in Sharefront with people inside and ourside your organization.

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Or to share a single item, [Click] ..., or [Right Clck] Wheel's o'bosomer 12500,850.

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