



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.



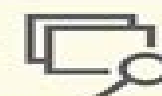
Solution: Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.



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.

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Sharepoint 20quick Reference Guide

Tony Smith



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contacts and events It s the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User s Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You ll learn how to create sites that your organization can use to work together or independently from an end user s point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You ll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy book The SharePoint User s Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User s Guide will show them how **SharePoint For Dummies**

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Microsoft Sharepoint User Guide Mark O Herbert, 2024-06-25 Have you ever felt overwhelmed trying to manage and collaborate on projects wishing for a seamless way to keep everyone on the same page? Imagine the frustration of missed deadlines and disorganized workflows simply because you didn't have the right tools at your disposal. Whether you're a team leader, IT professional, or project manager, the Microsoft SharePoint User Guide is your ultimate resource for mastering this powerful platform and transforming your team's productivity. This comprehensive guide will take you from SharePoint novice to expert, ensuring you can leverage its full potential to enhance collaboration, streamline processes, and boost efficiency.

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