

SharePoint 2016 Introduction



Adding Pages to Expand Content

1. From the main site [Click] then select **ADD A PAGE**.
2. Type a page name and [Click] **CREATE**.
3. Enter page text, using the **FORMAT TEXT** Ribbon tab controls to format it.
4. Insert non-text content by positioning the cursor then choosing an appropriate icon from the **INSERT** Ribbon tab.
5. From the **PAGE** Ribbon tab [Click] then choose **SAVE AND KEEP EDITING** routinely as you work.
6. [Click] when finished.

Editing Pages to Add or Modify Content

1. Navigate to the page then [Click] and choose **EDIT PAGE**.
2. [Click] when finished.

Deleting Pages

1. Navigate to the page, [Click] , choose **EDIT PAGE**.
2. From the **PAGE** Ribbon tab [Click] **OK, Delete Page** then [Click] **OK**.

Managing and Sharing Documents

OneDrive for Business vs. SharePoint

- SharePoint document libraries allow you to manage and share documents, spreadsheets, and presentations. Files stored in OneDrive are private except for those stored in the **SHARED WITH EVERYONE** folder.
- Use SharePoint to carefully control the editing of collaborative work. SharePoint also offers workflow control and the ability to follow a document.
- Store copies of OneDrive and SharePoint documents on your local computer for offline access. Use the OneDrive for Business app to keep online and offline documents synchronized. You easily can move files between SharePoint and OneDrive using this offline storage setup then resign to copy these changes online.

SharePoint Document Libraries

In the Quick Launch area [Click] a Document Library (e.g., **DOCUMENTS**). Also, [Click] the **SITE CONTENTS** Quick Link then [Click] a Document Library link.

To open in Windows Explorer, choose the **LIBRARY** Ribbon tab then [Click] **OPEN WITH EXPLORER** .

Sorting and Filtering a Library List

[Hover] over a column title, [Click] then choose a sort order and/or a filter. Select or deselect filters as required. [Click] **CLEAR FILTER** to remove all filters. A appears next to the name of a filtered column.

Uploading Documents

1. Navigate to a document library then [Click] **Upload**.
2. [Click] **BROWSE**, select a document from your computer, then [Click] **OPEN**, [Click] **OK**.

Opening Documents

[Click] the filename, enter a password if requested then [Click] **OK**. This will only work if the desktop Microsoft Office app (Word, Excel, etc.) is installed on your computer. You can also open the file from your desktop app:

1. [Click] **FILE**, **OPEN**.
2. [Click] **BROWSE**. For FILENAME, type the address of your SharePoint server (e.g., <http://intranet.abccompany.com>).
3. [Click] **OPEN**, find then [Double Click] the document. Enter a password if requested then [Click] **OK**.

Creating a New Document or Folder

- To create a new document, choose from the **FILES** Ribbon tab, enter password and [Click] **OK**. When finished [Click] **FILE**, **SAVE**, **BROWSE** then type the new FILENAME, select a site/library, [Click] **SAVE**.
- To create a subfolder, choose **NEW FOLDER** from the **FILES** Ribbon tab, type folder NAME and [Click] **CREATE**.
- [Drag] a file to move it into a subfolder.

Accessing a SharePoint Site

1. Type the site address in your browser. Press <Enter>.
2. If prompted, type your USER NAME and PASSWORD. [Click] **OK**.

Signing Out

1. [Click] on your name in the top right, then **SIGN OUT**.
2. Close all open browser windows.

Some SharePoint Terms Defined

Website - A collection of pages, lists, and libraries related to a specific team or project. Inherits settings from its parent site.

Page - Editable webpage containing one or more text boxes, web parts or SharePoint apps.

Library - File storage container with enhanced document control (check in/check out, major/minor versioning, etc.)

Using the App Launcher

[Click] the top left corner to access one of three apps:

NEWSFEED Save your team's discussion about current projects for later review. See what other team members are discussing.

ONEDRIVE Store, sync, and share private work documents.

SITES Access a list of SharePoint sites you are following.

Navigating SharePoint

- To go to the home page of a site [Click] **HOME** or choose **BROWSE** then [Click] or your logo.
- Use the **Links** area and **Quick Launch** area to go to subsites, pages, libraries (e.g., documents) and apps.
- To navigate to a folder [Click] its name or . To move up one folder from the current content, choose **BROWSE**, then a breadcrumb link or choose **LIBRARY**, then .
- [Click] the Ribbon tabs to access tasks specific to the displayed page. [Click] the **BROWSE** Ribbon tab to close the Ribbon.
- To see a recent list/library/etc. [Click] a link in the Quick Launch area under the heading **RECENT**.

Subsites

To navigate to a subsite from the top navigation, [Click] a shortcut in Top menu links or the Quick Launch area or choose **SITE CONTENTS** , then under the **SUBSITES** heading [Click] a subsite.

Expanding the Main Content Area

To display more of the main content area [Click] in the top right corner.

This hides both the Quick Launch and Top menu links . To return [Click] .

Adding Content

SharePoint is a repository of knowledge that can be shared. Subsites, document libraries and pages are key organizing tools for this content. Libraries and pages are grouped into subsites around projects or common themes. For example, a Human Resources subsite might house a policies and procedures document library, together with a page listing best practices.

Creating a Subsite

1. [Click] **SITE CONTENTS**, then **NEW SUBSITE** **new subsite**.
2. Fill in **TITLE, DESCRIPTION**, and **URL NAME**.
3. Choose a site template. Different templates automatically install different apps relevant to the template's purpose.
4. To create unique settings for who can read, contribute to, or manage the subsite, select **USE UNIQUE PERMISSIONS**. To use the current permissions, choose **USE SAME PERMISSIONS AS PARENT SITE**.
5. Choose **NAVIGATION** options and enable **NAVIGATION INHERITANCE** to show a link to navigate up to the parent site.
6. [Click] **CREATE**.
7. If you selected to **USE UNIQUE PERMISSIONS**, indicate who are **VISITORS** (read only), **MEMBERS** (can contribute), and **OWNERS** (have full control). For each, [Click] then choose names from the address book. [Click] **OK** to load the names.

Or, type names of users separated by a semi-colon ";". When done, [Click] **OK**. Names with no exact match have a red underline. [Click] the name for options.

Community Sites

A community site is focused on building discussions around a subject area to organize conversations and encourage participation. Activity such as posting topics, replying, and liking is rewarded with reputation points that can earn badges such as "Expert" and "Professional".

Making a Site a Community Site

1. [Click] , then choose **SITE SETTINGS**.
2. Under **SITE ACTIONS**, [Click] **MANAGE SITE FEATURES**.
3. For **COMMUNITY SITE FEATURE**, [Click] **ACTIVATE**.
- When posting on a Community Site discussion board, you can make your post a question. When creating the post, enable the **QUESTION** check box.
- To mark a reply as the best and display it first among responses: On the reply, [Click] , then **BEST REPLY**.
- To remove, [Click] , then **REMOVE BEST REPLY**.

Microsoft Sharepoint 2quick Reference Guide

Bill English



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