

Office SharePoint® 2013 Introduction

SharePoint is highly customizable. Some of the options and features on this card may not be available to you.

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.

Navigating SharePoint

- To go to the home page of a site [Click] HOME or choose BROWSE.  or your logo.
- Use the Top Links area  and Quick Launch area  to go to subsites, pages, libraries, and other apps.
- Some site content is organized into libraries (or documents, wiki pages, videos, etc.). To go to a library, [Click] one of the Top links  or a Quick Launch area link , or choose SITE CONTENTS, then a library.
- To navigate to a folder [Click] its name or . To move up one folder from the current content, choose BROWSE, then a breadcrumbs link , or choose LIBRARY, then .
- To open or download a file, [Click] on it in the main content area .
- To see a recent list/library/etc., [Click] a link in the Quick Launch area  under the heading RECENT.
- To see all documents, in the Quick Launch area , [Click] DOCUMENTS.
- If Tree View is enabled, you can see a hierarchy of the entire site in the Quick Launch area . If not:
 1. [Click] , then choose SITE SETTINGS.
 2. Under LOOK AND FEEL, [Click] TREE VIEW.
 3. [Check] ENABLE TREE VIEW. [Click] OK.

Subsites

Subsites are sites with one or more subsites. Subsites inherit user and group permissions from the parent site. To navigate to a subsite from the top navigation, [Click] a subsite in Top Links  or the Quick Launch area , or choose SITE CONTENTS , then under the SUBSITES heading [Click] a subsite.

Expanding the Main Content Area

To hide the Quick Launch area  and Top Links , expand the view for a larger main content area, [Click] . To return, [Click] .

Creating a New List Item

A list is a group of similar items such as calendar events, tasks, or announcements. To create a new item:

1. Navigate to the desired list.
2. [Click]  [New] in the content area. Or, choose the ITEMS or CALENDAR Ribbon tab, then NEW ITEM/NEW .
3. Fill out the item details. [Click] SAVE.

*Not available with SharePoint Foundation. Available with SharePoint Server only. For tagging and notes, the social features must be configured and activated. Microsoft and SharePoint are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Engaging in Newsfeed Conversations*

To post a new message:

1. Open your Newsfeed by [Clicking] NEWSFEED .
2. To change who to share with, [Click] the group next to SHARE WITH and choose a group.
3. Type a message into the field below.
4. To add an image, [Click] , then BROWSE to find an image. Choose image, then [Click] OPEN/UPLOAD.
5. [Click] POST.

To respond to a Newsfeed post:

1. [Click] REPLY.
2. Type message and/or attach image, then [Click] POST.

Using @ Mentions*

To include someone in a message: Type “@” then the first letters of their name, then choose a suggested contact. To see the posts/activities of a person mentioned: [Click] @name.

To follow a person mentioned: On a post that includes the tag, [Click] FOLLOW @name, or [Click]  then FOLLOW @name. Or, [Click] a tag, then .

Using # Tags*

To tag a message with a theme or category: type “#” then a keyword (e.g., #HR). Six tags can be used in a post. To see all posts tagged with a keyword: [Click] the #tag.

To follow a tag: On a post that includes the tag, [Click] FOLLOW #tag, or [Click]  then FOLLOW #tag. Or, [Click] a tag, then .

Liking a Newsfeed Update*

Liking a Newsfeed Update shows you appreciate the item or comment.

1. [Click] NEWSFEED .

At the bottom of the post, [Click] LIKE.

To see your liked posts, [Click] , then LIKES.

Tagging, and Adding Notes to Documents and Pages

Add tags and notes to documents and pages to remember, categorize, and leave comments for yourself and others.

1. Select a document or navigate to a page.
2. Choose FILES or LIBRARY, TAGS & NOTES .
3. To add a tag: [Click] the TAGS tab. Start typing a tag. Select from the SUGGESTED TAGS list, finish typing, or [Click] CREATE NEW. Add more tags if desired, then [Click] SAVE.

To add notes: [Click] the NOTE BOARD tab, type a note, then [Click] POST. When done, [Click] .

Sharing Files with People

You can share files in SharePoint with people inside and outside your organization.

1. Make a selection, then choose FILES, SHARE or [Click] .
- Or to share a single item, [Click]  or [Right Click] then choose SHARE.
2. Enter names and email addresses to share with. Include a personal message. Choose CAN VIEW or CAN EDIT. For more options [Click] SHOW.
3. [Click] SHARE.

Viewing Tags and Notes*

To view the tags and notes for a document or page:

1. Select a document or navigate to a page.
2. Choose FILES or LIBRARY, TAGS & NOTES .
3. To view all documents and pages tagged by a keyword, [Click] one of the SUGGESTED TAGS, then GO TO TAG PROFILE FOR...

To view your tags and notes: [Click] .

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Didier Musso

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