

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 sites.
- 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 **... (parent item)**.
- 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. [Click] **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 **dropdown** 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** to 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] (list item) in the content area. Or, choose the **ITEMS** or **CALENDAR** Ribbon tab, then **NEW ITEM**
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.
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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** .

2. 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** 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] .
2. 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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Microsoft Sharepoint 2013 Quick Reference Guide

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