

Sharepoint Quick Start Guide

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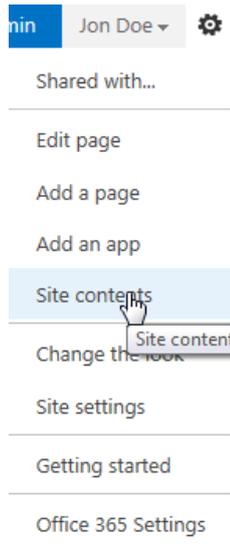
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Create and Manage Sharepoint Blog

You can create a SharePoint blog to quickly share ideas and information in an informal way.

How do I create a blog?

1. Open your SharePoint site.
2. On the **Settings**  menu, click **Site contents**.



3. Click **new subsite**.
4. Enter a title, description, and URL. Under **Select a template**, select **Blog**.
5. Click **OK**.

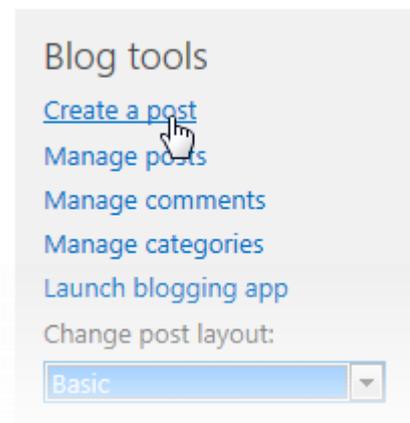
Select a template:



A site for a person or team to post ideas, observations, and expertise that site visitors can comment on.

Create a Post

1. On the home page of the SharePoint blog, under **Blog tools**, click **Create a post**.
2. Enter a title, and an optional description.
3. In the **Category** section, select as many categories as you want the post to be associated to, and click **Add**.
4. Enter a publish date.
5. Click **Publish**

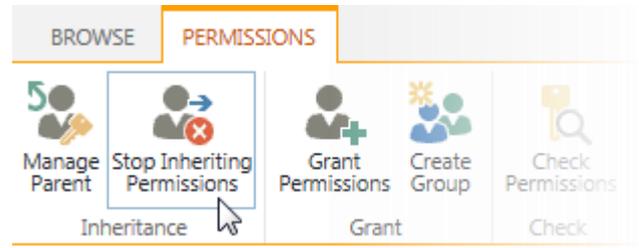


Add Categories

1. On the home page of the SharePoint blog, under **Blog tools**, click **Manage categories**.
2. Click **new item**.
3. Type a category name, and click **Save**.

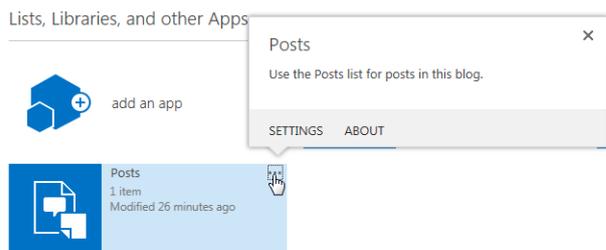
Break Inheritance from the Parent Site for a Blog

1. Open your SharePoint blog.
2. On the **Settings**  menu, click **Site settings**.
3. Under **Users and Permissions**, click **Site permissions**.
4. On the **Permissions** tab, click **Stop Inheriting Permissions**.
5. Click **OK**.



Create Unique Permissions for Lists and Libraries in a Blog

1. Open the SharePoint blog.
2. On the **Settings**  menu, click **Site contents**.
3. Click on the ellipsis next to **Posts** and then click **Settings**.



4. On the **Settings** page, click **Permissions for this list**.

Permissions and Management

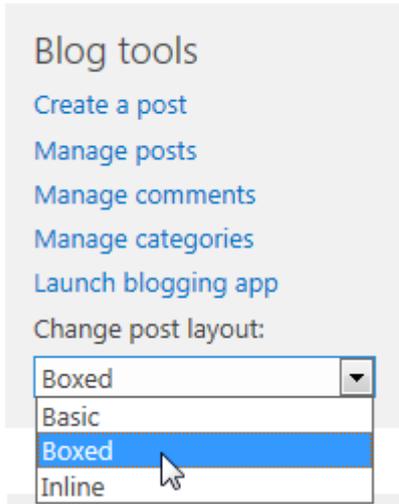
- ▣ **Permissions for this list**
- ▣ [Workflow Settings](#)
- ▣ [Information management policy settings](#)
- ▣ [Enterprise Metadata and Keywords Settings](#)
- ▣ [Generate file plan report](#)

5. On the **Permissions** tab, click **Stop Inheriting Permissions**.
6. Click **OK**.
7. You can now add users and groups, and give them specific permissions. To do that, click **Grant Permissions**, on the ribbon.
8. Enter a user or group name, or email address.
9. Click **Show Options**, and then select a permission level from the dropdown. Then click **Share**.



Change a Blog Post Layout

On the home page of your Sharepoint blog, under Blog Tools, select a post layout.

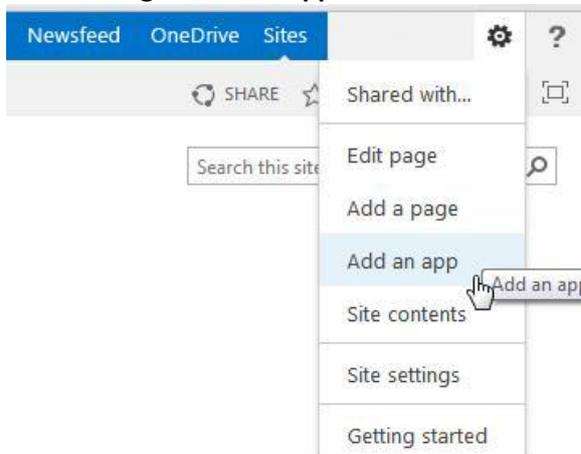


Create and Setup a List

A SharePoint list is a handy tool for sharing contacts, calendar appointments, tasks, or data with team members and site visitors, and provides the underlying structure for organizing information on your site. This course shows you how to create a list and set it up for your team to use.

Create a List

1. Click **Settings > Add an app.**

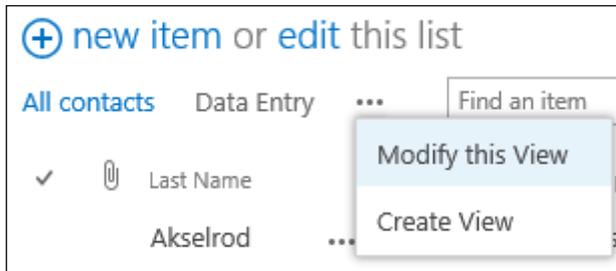


2. Search for the list app you want to use and then click the name of the app to create the list. For example, search for “contacts” and then click the **Contacts** app.
3. Type a name for the list in the **Name** box and then click **Create**.

Add an Existing Column to a View of the List

Use instant messaging (IM) to touch base with your contacts right away.

1. At the top of the list, click the ellipses (...), and then click **Modify this View**.



2. Select the check box for the column you want to add and then click **OK**.

Create a New Column

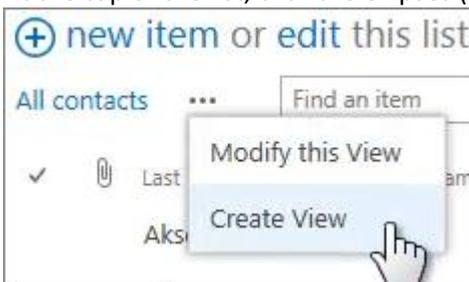
1. At the top of the list, click **edit**.



2. Click the plus sign (+), and then select the column type from the list that appears.
3. Give the column a name and set any other options as necessary.

Create a Public View

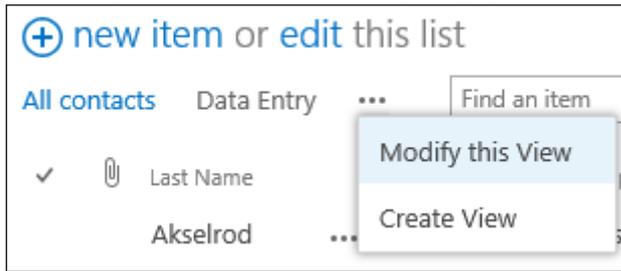
1. At the top of the list, click the ellipses (...), and then click **Create View**.



2. Choose a view type or start from an existing view.
3. On the Create View page, type a name for the view.
4. Select the **Create a Public View** check box.
5. Select the columns you want to appear, and use the position numbers to set the order of the columns.
6. Set the sorting, filter, and other options, and then click **Save**.

Edit a View

1. At the top of the list, click the ellipses (...) and then click **Modify this View**.

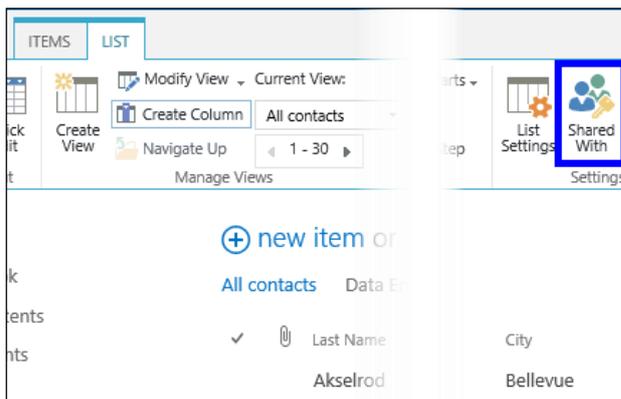


2. Select or clear the columns you want and use the position numbers to set the order of the columns.
3. Reset the sorting, filter, and other options, and then click **Save**.

Share a List

You can share a list only if you created the list or the site. If you didn't create the list or site, you can email a link to the list instead.

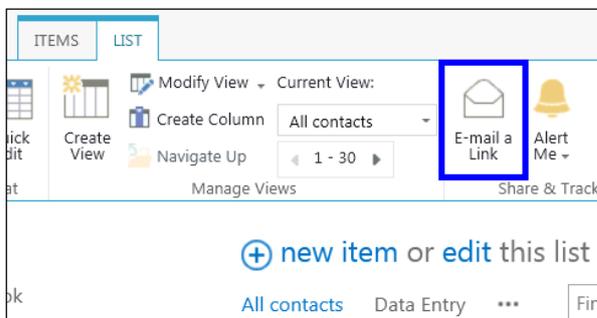
1. Click **List > Shared With**.



2. In the **Shared With** dialog box, click **INVITE PEOPLE**.
3. Type the names of the people you want to share the list with and then click **Share**.

Email a Link to a List

1. Click **List > E-mail a Link**.



2. Click **Allow** in the warning that pops up to allow your email program to open a new email message.
3. A new email message opens with a link to the list included. Add people to the **To** line, finish the message, and send it.

Setup an Alert

1. Click **List > Alert Me > Set an alert on this list.**
2. On the New Alert page, change the title for the alert if you want.
3. In the **Send Alerts To** section, enter the user names or email addresses of people you want alerts to be sent to.
4. Set other options in the **Change Type, When to Send Alerts**, and other sections, and then click **OK.**

Follow a Document or Website in your Organization

Follow a document to see notifications in your newsfeed when someone updates the document or shares it with others, and to keep the document handy in a followed documents list. Follow a site to keep it accessible in a list of followed sites and to see site feed activity in your own newsfeed.

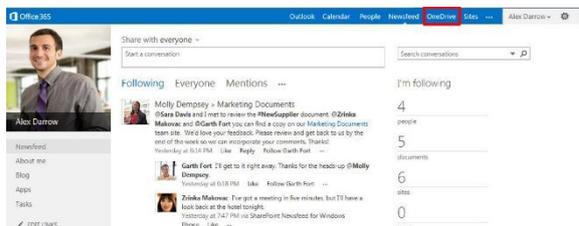
Note that the capabilities described here depend on whether your organization has set up and customized personal sites and profiles.

Follow a Document

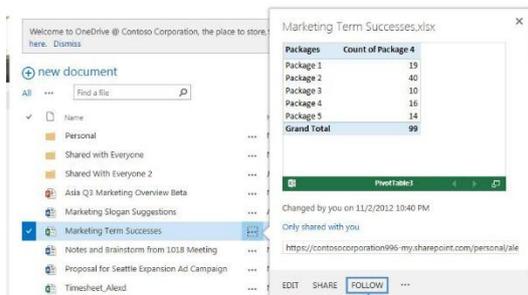
Before you can follow a document, you need permission to access it. You're granted this permission when another person shares the document with you. Typically, you can follow documents in a Shared with Everyone folder.

To follow a document:

1. Browse to a document library on a SharePoint or Office 365 team site.
- To browse to your personal library, click **OneDrive** in the header.

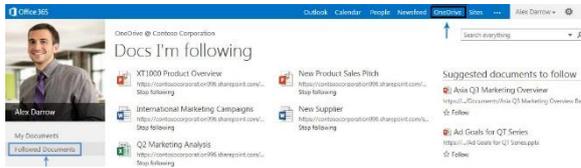


2. Click the library or folder that contains the document or other file you want to follow.
3. Click the ellipses (...) next to the document.
4. Click **Follow.**



Find a Document

1. Click **OneDrive** in the header from a SharePoint or Office 365 site.
2. Click **Followed Documents** in the Quick launch on the left.



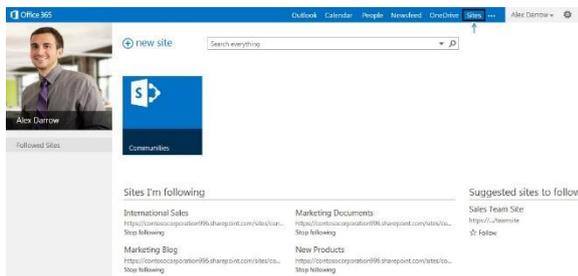
Or, click **Newsfeed** in the header and then click the number for **documents** under **I'm following**. Your followed documents appear under **Docs I'm following**.

Follow a Website

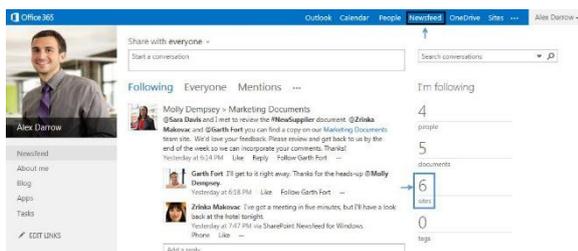
1. Go to a SharePoint site that you want to follow.
2. Click **Follow** in the top right of the page.
3. If the site has a newsfeed, to stay up to date with site news, look for updates from the site feed in your own newsfeed.

Find a Website that you Follow

Click **Sites** in the header.



Or, click **Newsfeed** in the header and then click the number for **sites** under **I'm following**.



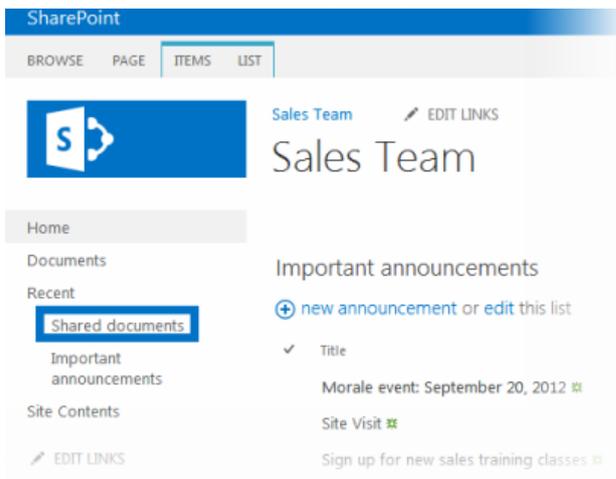
Your followed sites appear under **Sites I'm following**.

Introduction to Libraries

A document library is a place on a SharePoint site where you can share files, such as Word documents and Excel spreadsheets, with other people.

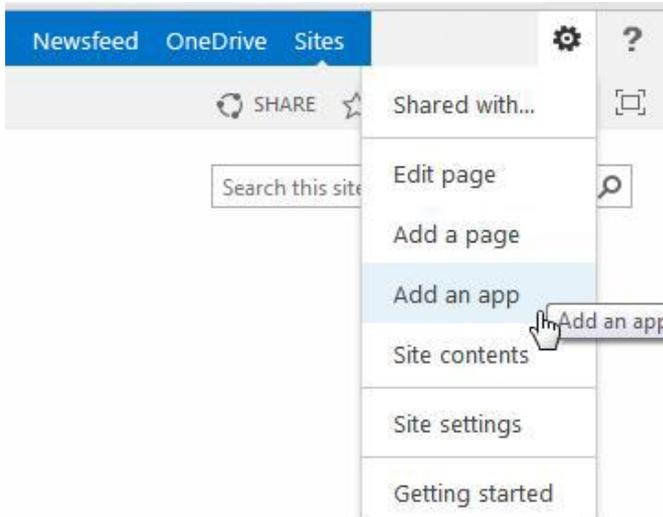
Find a Document Library

1. If your department has a team site, look for Shared documents or a similar name, typically on the left side.
2. Click the name of the library to open it.

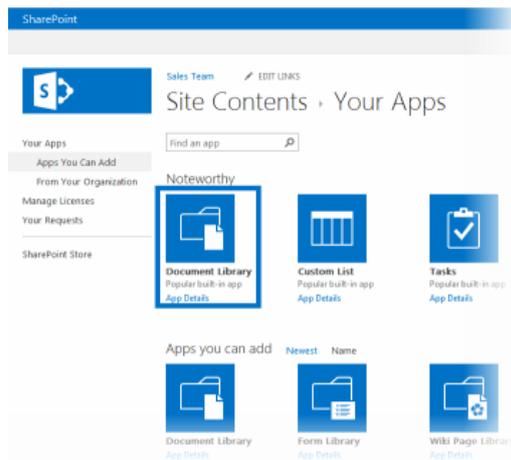


Create a Library

1. On the **Settings** menu, click **Add an app**.



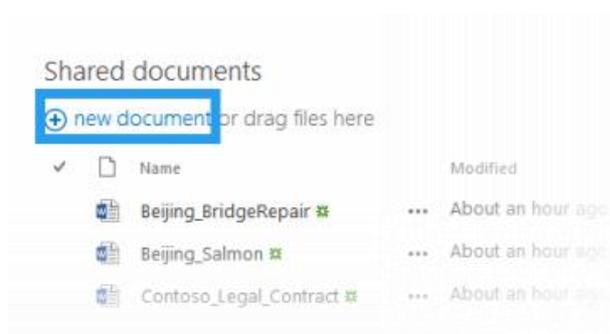
2. Click the library you want to add, in this case **Document Library**.



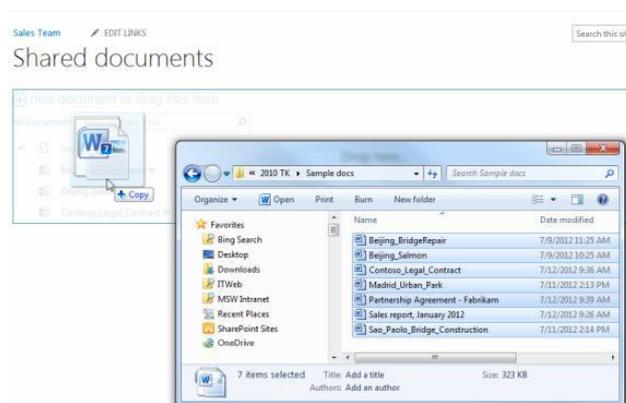
3. Name the library, and then click **Create**.

Add Files to Library

1. There are different ways to add files to a library, but the quickest way is to click the **new document** link.

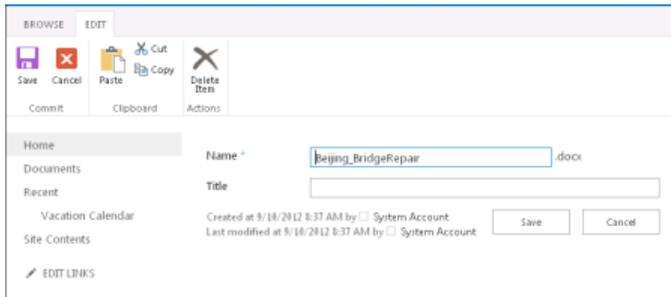


2. You can also add more than one document at a time, and even drag files from Windows Explorer.



Rename Files in a Library

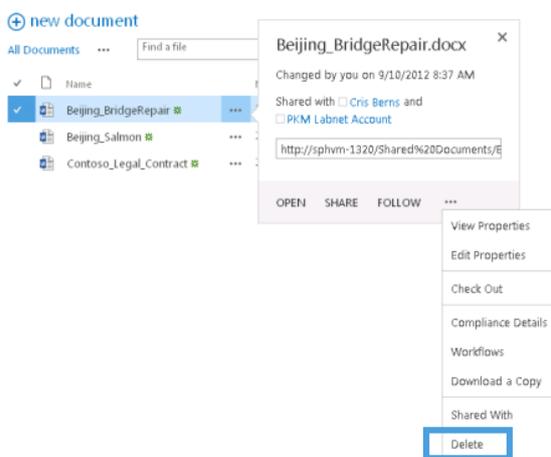
1. Click on the ellipses next to a file you want to rename, and then click the ellipses on the callout.
2. Click **Edit Properties**.
3. Rename the file in the **Name** field and click **Save**.



Delete Files in a Library

1. Click on the ellipses next to a file you want to delete, and then click the ellipses on the callout.
2. Click **Delete**.
3. Click **OK** to confirm sending the file to the Recycle Bin.

Documents



Versioning, Alerts or Co-Authoring

Libraries have other features to help you be more productive, such as:

- **Versioning** enables you to track versions of files, so you can see a history of changes, and restore a version if you make a mistake.
- **Alerts** let you know by mail or text if a file has been changed. You can set an alert for one file or a whole library, and control how often you get alerted.
- **Co-authoring** enables you and other co-workers to edit files at the same time in certain Office programs, such as Word, PowerPoint, and Excel.