

## Getting Started With SharePoint Frequently Asked Questions (FAQs)



When you see **Easy 123**, it means quick and easy-to-follow steps for building and improving your site. Look for this logo for helpful "how-to's"!

### 1. How do I access my SharePoint site?

**To access your SharePoint site**, open your browser and type in the web address (URL) that you selected for your site. A pop-up window will prompt you for your login and password. Simply type them in, click **OK** and you will see the Dashboard screen for your SharePoint site.

If you have upgraded your account from a Trial Account, your access will be the same as it was during the trial. As long as you upgraded before the end of your trial, your site and all content that you had created and uploaded will still be accessible.

### 2. Where should I begin when developing my SharePoint site?

**Start by** logging into your [Account Management Center](#) on the SharePointSite.com website at [www.SharePointSite.com/manage](http://www.SharePointSite.com/manage). Login using your SharePoint login and password and click on the **Get Started Kit** links on the side navigation.

There you will find Apptix's SharePoint Get Started Kit, which includes a Get Started Checklist, FAQs, a Feature Overview and Quick Reference Guide, and more. This will provide you with all of the knowledge and information you need to confidently work within SharePoint. Most users will use this to work with the default Team Template to develop their initial main site.

### 3. Is there a limit to the number of sub sites or workspaces that I can add?

**NO!** Regardless of which account plan you have selected, there is **no limit to the number of sub sites or workspaces that you can build**. You are only limited by the number of users and the amount of storage space available as part of your plan.

**You can opt to add additional users and storage at any time**, as needed, by upgrading to the next highest account plan, or at a rate of: \$5.00 per month per block of 5 users; and/or \$5.95 per 100 MB or \$49.95 per 1 GB block of storage space.

### 4. How can I add a new sub site or workspace?



1. Within your SharePoint site, click on **Create** from the top navigation.
2. In the *Web Pages* section, click on the **Sites and Workspaces link**.
3. Enter the basic information for your new sub site/workspace: title; description; and address. Set the permission level and select the language. Click **Create**.
4. You will then be prompted to select a template for your sub site. Select a template and click **OK**. Your new sub site will appear, ready to be customized.

## 5. How can I add users?



1. Within your SharePoint site, select **Site Settings** from the top menu.
2. From the *Site Settings* page, click **Go to Site Administration**, from the Administration section.
3. On the *Top Level Site Administration* page, click **Manage Users** from the *Users and Permissions* section. The *Manage Users* page will display a list of all users on your account. From this screen you can add and delete users, and set or change user permissions.

**Note:** This can be done on a site by site basis or for all sites/workspaces.

## 6. How can I delete users?



1. Within your SharePoint site, select **Site Settings** from the top menu.
2. From the *Site Settings* page, click **Go to Site Administration**.
3. On the *Top Level Site Administration* page, click **View Site Collection User Information** from the *Site Collection Administration* section. The *Manage Site Collection Users* page will display a list of all users on your account. Check the box next to the user name(s) which you wish to delete and click **Remove Selected Users** from the menu bar.

**Note:** This can be done on a site by site basis or for all sites/workspaces.

## 7. How monitor usage of my storage space?



1. Within your SharePoint site, select **Site Settings** from the top menu.
2. From the *Site Settings* page, click **Go to Site Administration**, from the Administration section.
3. On the *Top Level Site Administration* page, click **View Storage Space Allocation** from the *Site Collection Administration* section. The *Storage Space Allocation* page shows a chart at the top of the screen indicating the amount of storage space used and space remaining. In addition, this page also displays a list of sub sites with the number of items associated with each site and how much storage space each is using.

## 8. Who do I contact, when I have questions or need support?

### SharePoint Sales

(703) 890-2860

[SharePointSales@apptix.com](mailto:SharePointSales@apptix.com).

### SharePoint Technical Support

[Email Support Form](#)

Upon registration, you will be assigned a sales representative help you to get started and get the most out of SharePoint. You will receive an email from your assigned sales representative within a couple days of your registration. Thereafter, should you need assistance; you can always contact a member of our technical support team.