

SharePoint Quick Reference Guide

<p style="text-align: center;">Adding New Sites/ Workspaces</p> <ol style="list-style-type: none"> 1. Click Create from top nav. 2. Click Sites and Workspaces. 3. Enter the basic info. Set permission level and language. Click Create. 4. At prompt, select a template and click OK. 	<p style="text-align: center;">Adding Users</p> <ol style="list-style-type: none"> 1. Select Site Settings from top nav. 2. Click Go to Site Administration. 3. Click Manage Users. 4. Click Add Users. 5. Add email address, set user type and click Next. Type email invite message and click Finish. 	<p style="text-align: center;">Adding Alerts</p> <ol style="list-style-type: none"> 1. Go to the page with the item or document that you wish to create the alert for. 2. Click on Alert Me from the left nav. 3. Set the email address to which alerts should be sent, the types of alert to be sent and the frequency. 4. Click OK.
<p style="text-align: center;">Adding An Announcement/ Contact/ Discussion Board/ Event/ Link/ or Task</p> <ol style="list-style-type: none"> 1. Click Documents and Lists from top nav. 2. Click on item type, you wish to add. 3. Click New Item. 4. Type a title, add a description of the item and any date-related info (If needed). 5. Click Save and Close. 	<p style="text-align: center;">Adding New Pages</p> <ol style="list-style-type: none"> 1. Click Create from top nav. 2. Click on the page type that you wish to add. 3. Add the title, description and any other necessary data. 4. Click Create. 	<p style="text-align: center;">Adding Surveys</p> <ol style="list-style-type: none"> 1. Click Create. 2. Select Survey. 3. Enter the title, description, location and optional data. Click Next. 4. Enter Questions, type, answers, etc. When finished, click Finish.
<p style="text-align: center;">Changing The Language For a Site</p> <ol style="list-style-type: none"> 1. Select Site Settings from top nav. 2. Click Go to Site Administration. 3. Click Change Regional Settings 4. Select a language from the Locale Menu. 5. Click OK. 	<p style="text-align: center;">Changing User Passwords</p> <ol style="list-style-type: none"> 1. Select Site Settings from top nav. 2. Click View Information About Site Users. 3. Select the User. 4. Click Change Password. 5. Add the new password, confirm and click OK. 	<p style="text-align: center;">Checking Documents/ Images In and Out</p> <ol style="list-style-type: none"> 1. Open to the page or library containing the item that you want to check in/out. 2. Mouse over the item title. 3. Click on the arrow that appears to the right. 4. Click Check Out/In.

<p>Checking Storage Usage</p> <ol style="list-style-type: none"> 1. Select Site Settings from top nav. 2. Click Go to Site Administration. 3. Click View Storage Space Allocation. 	<p>Deleting Alerts For Other Users</p> <ol style="list-style-type: none"> 1. Click Site Settings from top nav. 2. Click Go To Site Administration. 3. Click Manage User Alerts. 4. Select the User who you wish to cancel alerts for. 5. Check the name of the alert(s) to be deleted. 6. Click Delete Selected Alerts. 	<p>Deleting An Announcement/ Contact/ Discussion Board/ Event/ Link/ or Task</p> <ol style="list-style-type: none"> 1. Click Documents and Lists from top nav. 2. Click on item type, you wish to delete. 3. Click on the item. 4. Click Delete Item.
<p>Deleting A Personal Alert</p> <ol style="list-style-type: none"> 1. Click Site Settings from top nav. 2. Click My Alerts On This Site. 3. Check the box next to the alert(s) that you want to delete. 4. Click Delete Selected Alerts. 	<p>Deleting Users</p> <ol style="list-style-type: none"> 1. Click Site Settings from top nav. 2. Click Go To Site Administration. 3. Click Manage Site Collection Users. 4. Check the box next to the User(s) to be deleted. 5. Click Remove Selected Users. 	<p>Editing User Information</p> <ol style="list-style-type: none"> 1. Click Site Settings from top nav. 2. Click View Information About Site Users. 3. Select the User. 4. Click Edit User Information. 5. Make any changes or additions. 6. Click Save and Close.
<p>Enabling Document/ Image Versioning In A Library</p> <ol style="list-style-type: none"> 1. Open your site to the page containing the document. 2. Click Modify Settings and Columns from let nav. 3. Click Change General Settings. 4. Click Yes in the <i>Document Versions</i> section. 5. Click OK 	<p>Opening A Site/ Workspace in FrontPage</p> <ol style="list-style-type: none"> 1. Open FrontPage. 2. Click File, Open Site. 3. Click My Network Places. 4. Type in the URL for your site or workspace. 5. Click Open. 	<p>Viewing Site/ Workspace Usage Reports</p> <ol style="list-style-type: none"> 1. Select Site Settings from top nav. 2. Click Go to Site Administration. 3. Click View Site Usage Data. 4. Select data type and format. 5. Click Go.