



# SharePoint

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Intro to Microsoft

# Intro to SharePoint

Microsoft's SharePoint is a network of websites that can be used to create a variety of experiences. From a company intranet or hub to complex company libraries, SharePoint has numerous options. According to Microsoft, SharePoint can be used "as a secure place to store, organize, share, and access information from any device." Many people remember SharePoint as an outdated way of building an intranet or wiki that is no longer functional or eye-catching. However, Microsoft has continually upgraded SharePoint, and it is a user-friendly, interactive and modern solution. By utilizing all that SharePoint has to offer, you and your team can eliminate internal mass emails, streamline communication and store company documents in one place that is easy to find. This will immediately increase efficiency and productivity company-wide. During this course, you will watch a live demonstration of SharePoint, including many of the options available. You will have lab time to explore and practice within SharePoint while the instructor is there to provide guidance and answer questions.

The learning objectives for our course are:

- Discover what SharePoint can do, how it can benefit you and your company and how it is laid out;
- Learn about the various options available in SharePoint – including an internal website/intranet/hub, document libraries and more;
- Find out the connection between SharePoint and Teams and how to navigate between the two.



## SharePoint Overview



- What is SharePoint?
- What are the benefits of using SharePoint?
- SharePoint Sites and unique URLs

### ***SharePoint Libraries:***

- What are they?
- How do they work?
- 3 kinds of SharePoint Libraries –
- How the Libraries work together to create a SharePoint site –

Additional Notes:

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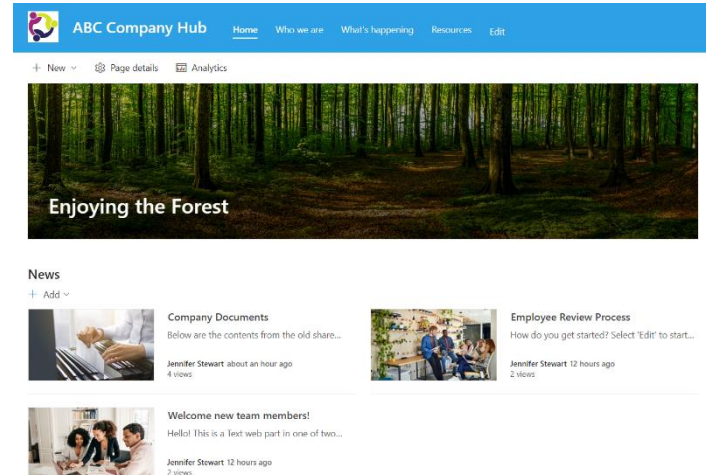
# Microsoft SharePoint

## Navigation

- How do I access SharePoint?
- SharePoint layout -
- How to follow SharePoint pages -
- Search -

## Intranet/Hub:

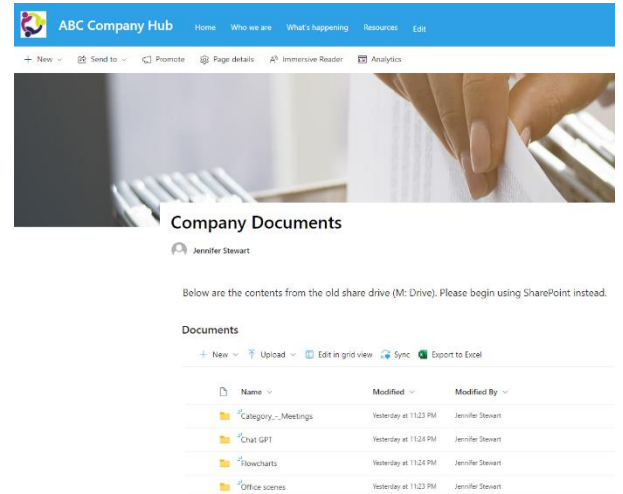
- Menu navigation –
- News –
- Events –
- Document Libraries –



# Microsoft SharePoint

## Document Libraries - Navigation:

- Toolbar and options -
- Information icon -
- Breadcrumbs -
- Connection to Microsoft apps on the computer -
- Creating and editing documents -
- Collaboration in real time -
- Creating and editing folders -
- Sorting, grouping, filtering documents -
  - Creating new views -
- Select multiple items at once & options -
- Deleting and recycle bin -
- Sharing with external users (if applicable for your company) -



## OneDrive vs. SharePoint:



# Microsoft SharePoint

## The SharePoint/Teams/Office Connection



### How to access Microsoft online:

- Creating a document online –
- Co-authoring –
- Creating/Opening documents from online vs. Teams vs. SharePoint –

### How SharePoint and Teams work together:

- What happens in SharePoint when a Team is created?
- Synchronizing SharePoint/Teams files to the desktop
  - OneDrive Sync Engine icons

	Glimmer (3 blue lines) = File is new
	Red circle with white X = File/folder can't be synced
	Grayed-out cloud with slash = Not signed in
	Cloud with pause symbol = Files are not currently syncing
	Circular arrows = Sync is in progress
	Cloud with "people" icon = File/folder has been shared
	Cloud outline = File/folder is only available online
	Green check-mark = File/folder available on device
	White check-mark in green circle = Always downloaded on device

Additional Notes:

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## Microsoft SharePoint Lab and Q & A

### **Exercises:**

*If you do not have an active SharePoint environment for your company, the instructor will try to add you to their test environment.*

- Go to your Microsoft online access and explore.
- Do a search and familiarize yourself with how the results are presented.
- Go to SharePoint for your company (or the test environment) and explore.
- Create a document from Microsoft online. Start from within a folder in SharePoint, if possible, so that the document will automatically save there.
- If your company will be creating or updating an Intranet, brainstorm what pages/documents/sections would be useful for your department or company overall.
- If possible, choose a folder in SharePoint to synchronize with your computer.
  - Once the folder is synced, create a document on your computer with your name in the title and save it to the synchronized folder.
    - Look at how this carries through to the folder on the website.
    - Delete the document when you are done.
  - Practice creating a document in the same folder from SharePoint online.
    - See how this document also synchronizes to the folder on your computer.
    - Delete the document when you are done.
  - Go to the OneDrive Sync Engine on your computer and unsync the SharePoint folder, unless it is one for your company that you want to keep.

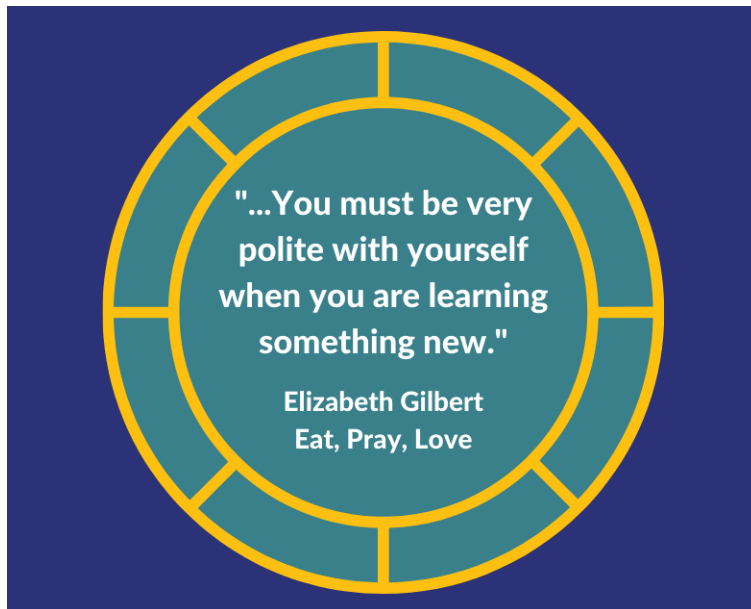


### 3 - 5 Takeaways:

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### 1 - 2 Action Steps:

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**Corporate Membership**

**Compensation**

**Compliance**

**Background Screening**

**Recruiting & Talent Acquisition**

**HR Consulting**

**Training**

**Leadership Development**



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