



IT HelpDesk Quick Reference Guide

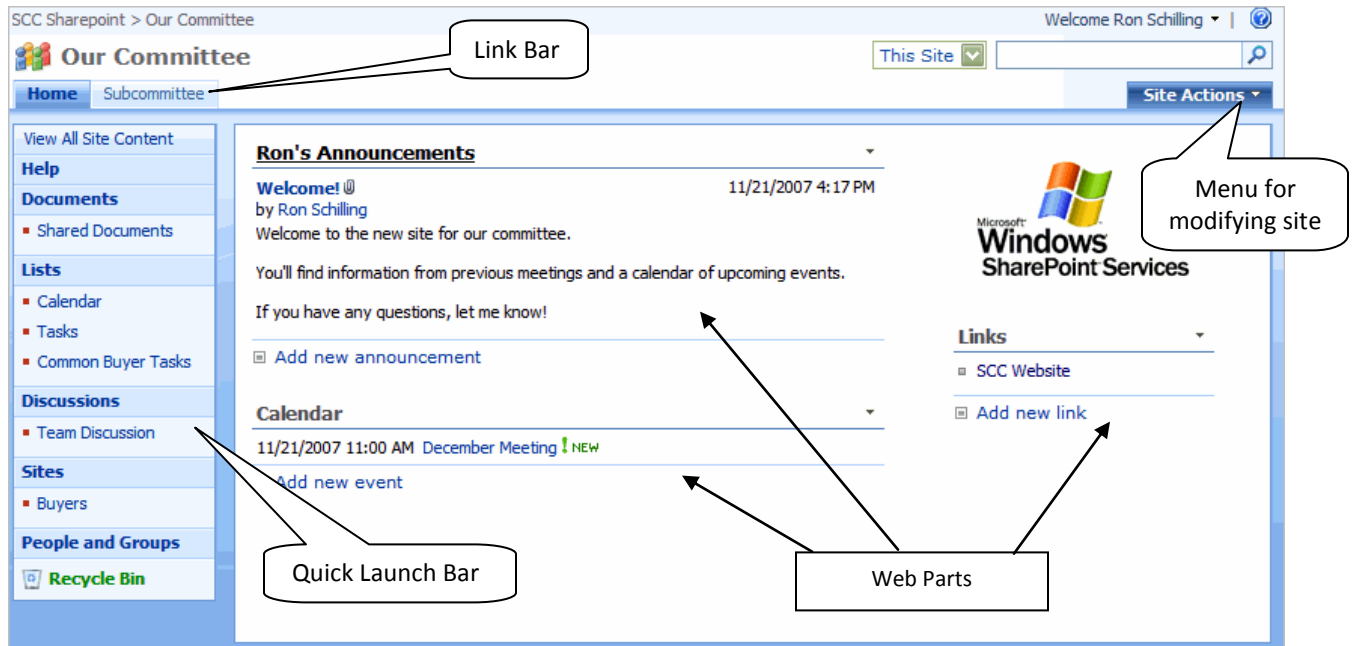
Getting Started with SharePoint

Microsoft SharePoint is a handy resource for SCC departments, disciplines or committees to share and store information for access by team members only. This guide includes steps on performing common tasks in modifying the site, for those that have permissions set to “Full Control”. To set up a site, send a helpdesk request.

URL to log in: <https://sp1.sc.maricopa.edu>

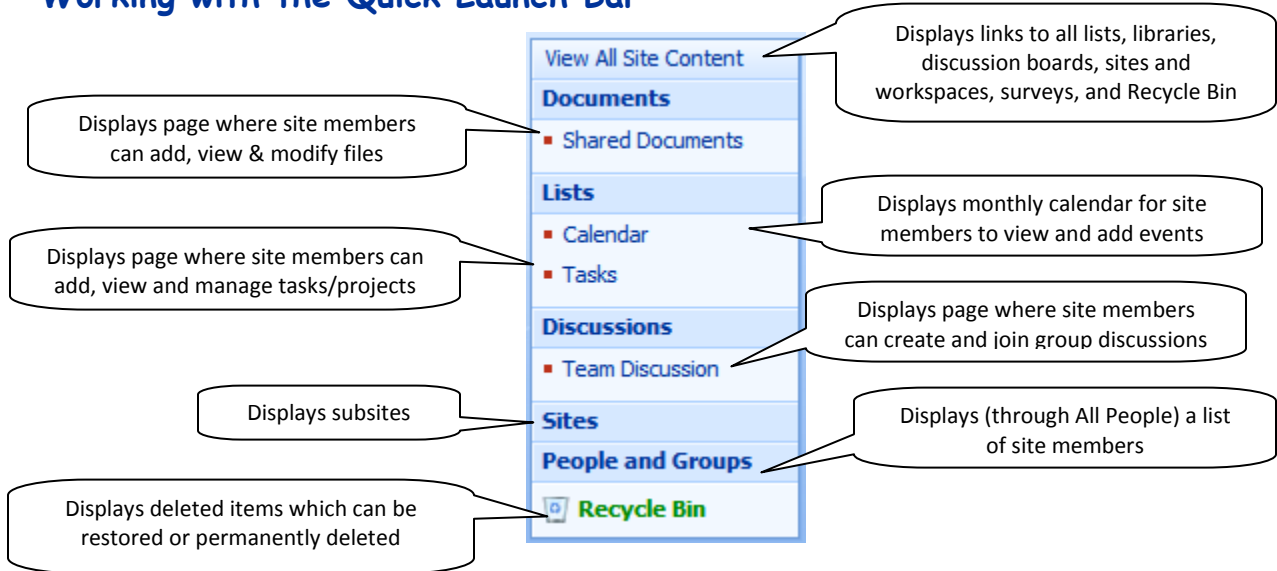
The Home Page

When you first enter the SharePoint site, you see the Home page, as in the following example:



Where ever you may be on the site, you can click **Home** to return to the Home page.

Working with the Quick Launch Bar



Working with Announcements

To add an announcement:

Step 1: From the Announcements section of the Home page, click **Add new announcement**.

Step 2: Enter a Title for the announcement and any details in the Body.

Step 3: Optionally, you can also:

- Attach a file
- Indicate a date when the announcement should expire

Step 4: Click **OK**.

To modify an announcement:

Step 1: From the Announcements section of the Home page, click the announcement title.

Step 2: Click **Edit Item**.

Step 3: Modify the text and/or options as desired, then click **OK**.

To delete an announcement:

Step 1: From the Announcements section of the Home page, click the announcement title.

Step 2: Click **Delete Item**, then **OK** to confirm.

Working with the Calendar

To add an event or meeting to the calendar:

Step 1: From the Calendar section of the Home page, click **Add new event**.

Step 2: Enter a Title for the event and indicate the Start/End times and dates.

Step 3: Optionally, you can also:

- Add a description
- Indicate an all-day event
- Make the event repeat (e.g., every Tuesday at 9:00 am)
- Create a workspace for holding information related to an event or meeting (e.g., agendas, tasks, related documents)
- Attach a file (e.g., meeting agenda)

Step 4: Click **OK**.

To modify a calendar event:

Step 1: From the Calendar section of the Home page, click the event title.

Step 2: Click **Edit Item**.

Step 3: Modify the text and/or options as desired, then click **OK**.

To delete a calendar event:

Step 1: From the Calendar section of the Home page, click the event title.

Step 2: Click **Delete Item**, then **OK** to confirm.

Working with the Shared Document Library

To create a new document or folder:

Step 1: From the Quick Launch Bar, click **Shared Documents**.

Step 2: You have two options:

- From the **New** menu, choose **Word Document** to conveniently create and save a new document to this site (default choice if you just click **New**).
- From the **New** menu, choose **New Folder** to collect related documents together in a folder.

To upload (copy) an existing file to the site:

Step 1: From the Quick Launch Bar, click **Shared Documents**.

Step 2: You have two options:

- From the **Upload** menu, choose **Upload Document**, then Browse to find the file on your computer.
- From the **Upload** menu, choose **Upload Multiple Documents**, where an Explorer-like screen appears to find and select multiple files on your computer to upload.

To open the shared document:

Step 1: Click the file name.

To rename or delete the shared file or folder:

Step 1: Hover over the file or folder name to display the following:



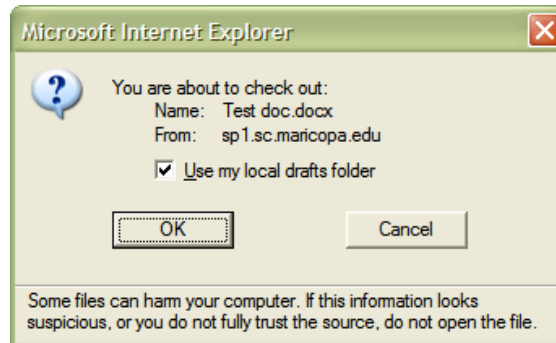
Step 2: Click the down triangle to access options such as the following:

- To rename the file or folder, click **Edit Properties**.
- To delete the file or folder, click **Delete**.

To edit the contents of a file:


Step 1: As described above, click the down triangle to drop down the menu.

Step 2: From the drop-down menu, choose **Check Out**. The following message appears:



Step 3: You have two options:

- To edit the file contents on your computer, just click **OK**. The file will be copied to a folder called SharePoint Drafts (under My Documents). After you finish editing, save and close the file. Then, back in the Shared Documents page, choose **Check In** from the drop-down menu and then follow the instructions.
- To edit the file contents directly on the site, uncheck the *Use my local drafts folder* box, then click **OK**. Clicking the filename opens the file in the related application and lets you edit. When you save and close the file, it'll ask you if you want to check the file back in. Click **Yes**.

 Checking the file back in is important so that others can see the changes you made to the file.

To activate the email alert system for changes made to files:

Step 1: From the **Actions** menu, choose **Alert Me**.

Step 2: Select the desired settings, then click **OK**. At this point, whenever a change occurs to a file, you'll receive an email to that effect.

Working with Site Membership

To view (or add to) the list of members of this site:

Step 1: From the Home page, click **People and Groups**.

Step 2: Click **All People**.

Step 3: From here, you can:

- Email selected members (check the box next to the name). To email all members, check the box below the New menu.
- Add a new member through the **New** menu, and choose options under *Give users permissions directly*; decide on a Welcome email, then click **OK**.

To change your personal profile:

Step 1: From the Home page, click **People and Groups**.

Step 2: Click **All People**.

Step 3: Scroll down to find – and click -- your name.

Step 4: Click **Edit Item**.

Step 5: Make the desired changes, then click **OK**.

Managing Projects with Tasks Feature

To create a task:

Step 1: From the Quick Launch Bar, click **Tasks**.

Step 2: From the **New** menu, choose **New Item** (or just click **New**).

Step 3: Enter a title for the task.

Step 4: You have the following options:

- Indicate the Priority level, Status and % Complete.

- Assign an individual to work on the task.
- Enter a Description.
- Indicate the Start and Due dates.

Step 5: When finished, click **OK**. The Tasks page displays the task and options you chose.

To modify or delete the task:

Step 1: Click the task name, then choose the desired option.

Starting a Group Discussion

To create a new discussion:

Step 1: From the Quick Launch Bar, click **Team Discussion**.

Step 2: From the **New** menu, choose **Discussion** (or just click **New**).

Step 3: Enter a title for the discussion; you have the following options:

- Enter a description of the discussion in the Body area.
- Attach a file.

To join a discussion:

Step 1: From the Quick Launch Bar, click **Team Discussion**.

Step 2: Click the discussion title to open the discussion.


Step 3: Click **Reply**.

Step 4: Enter text and click OK.

Adding Web Links to the Home Page

Step 1: From the Home page, click **Add new link**.

Step 2: Enter the URL for the website.

 Optionally, you can include a description, which becomes the link title on Home page)