

How to Use SharePoint Sites for Collaboration

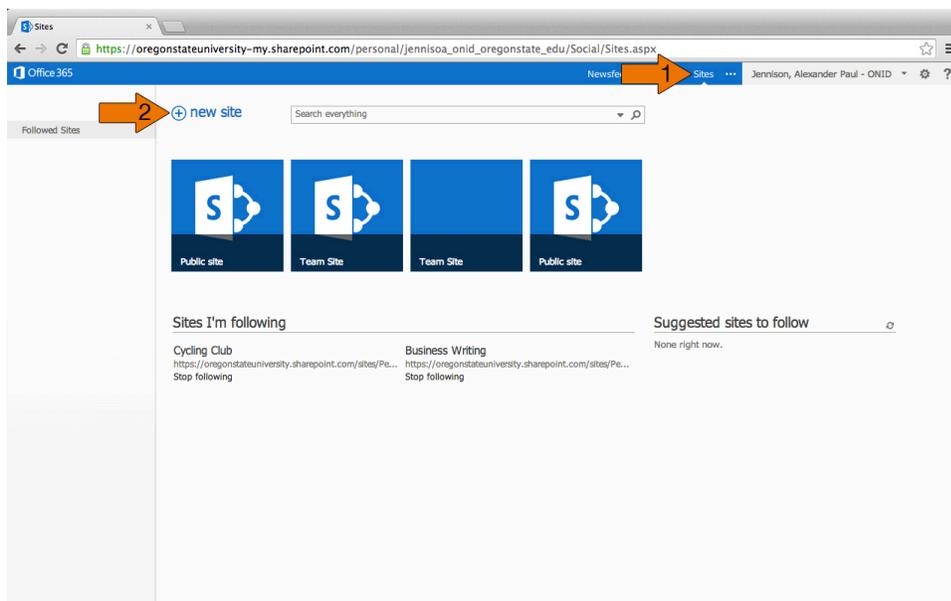
SharePoint is a set of tools that allow you to build a public or private website within Office 365. Its customization options are nearly limitless, so you can build a site that meets your unique needs.

At its core, SharePoint is designed to facilitate collaboration within organizations and teams, regardless of size. A SharePoint site can help keep your workplace, classroom, school club, or project group on the same page.

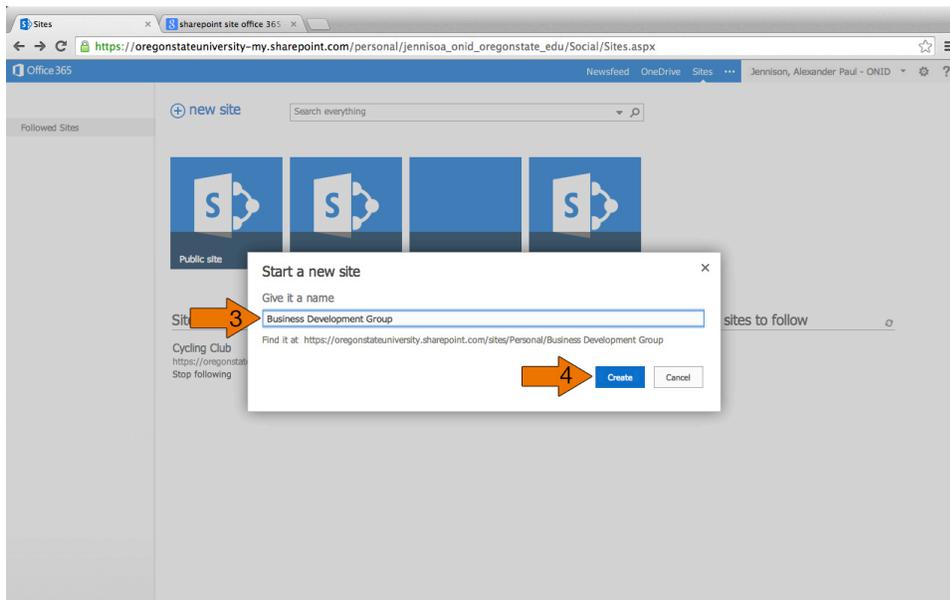
Before you begin login to Office 365 at office.cloud.oregonstate.edu

Create a new SharePoint Site

1. On the top of the page, click “Sites”
2. Click “+new site”

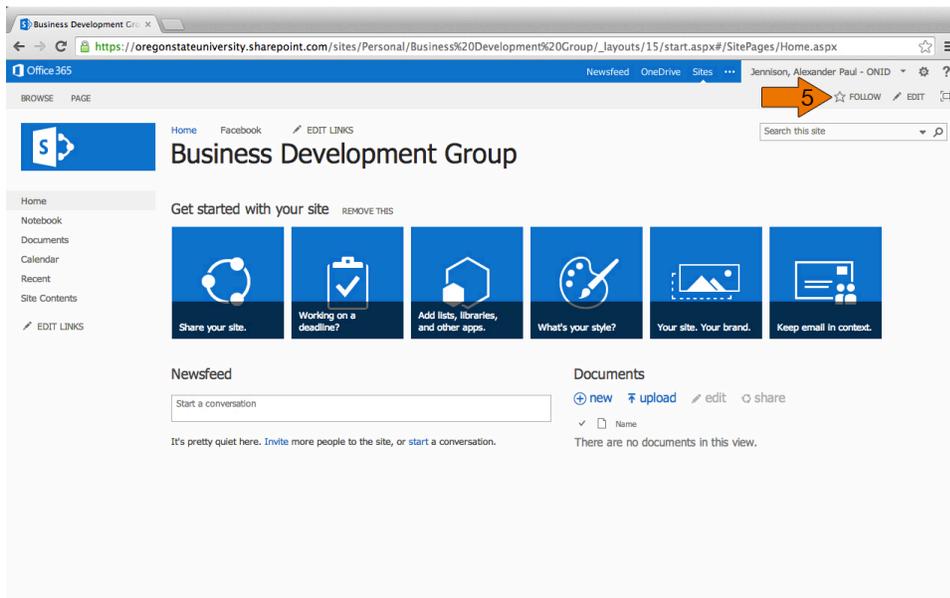


3. Enter a name for your site
4. Click “Create”



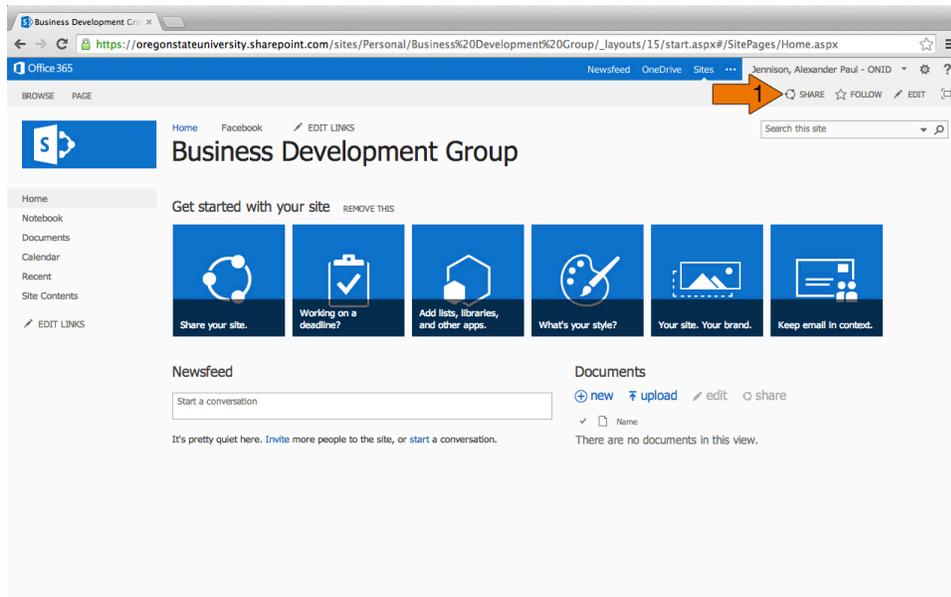
5. In the top right of your new site, click “Follow”

Note: Followed sites can be easily accessed from your main “Sites” page.



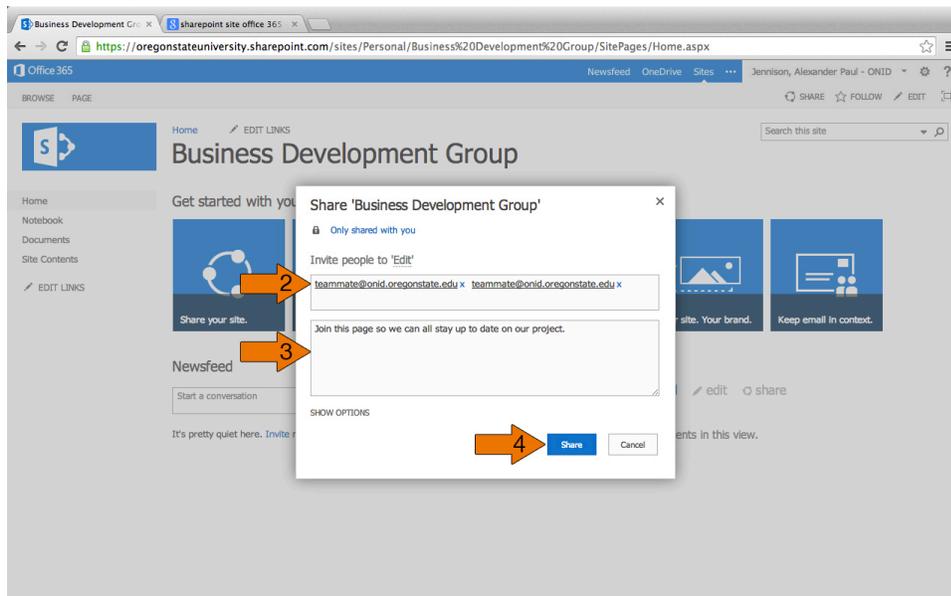
Share your SharePoint Site

1. In the top right of your SharePoint site, click “Share”



2. Enter the names or email addresses of your team members

3. (Optional) Enter a message that will be included with each invitation



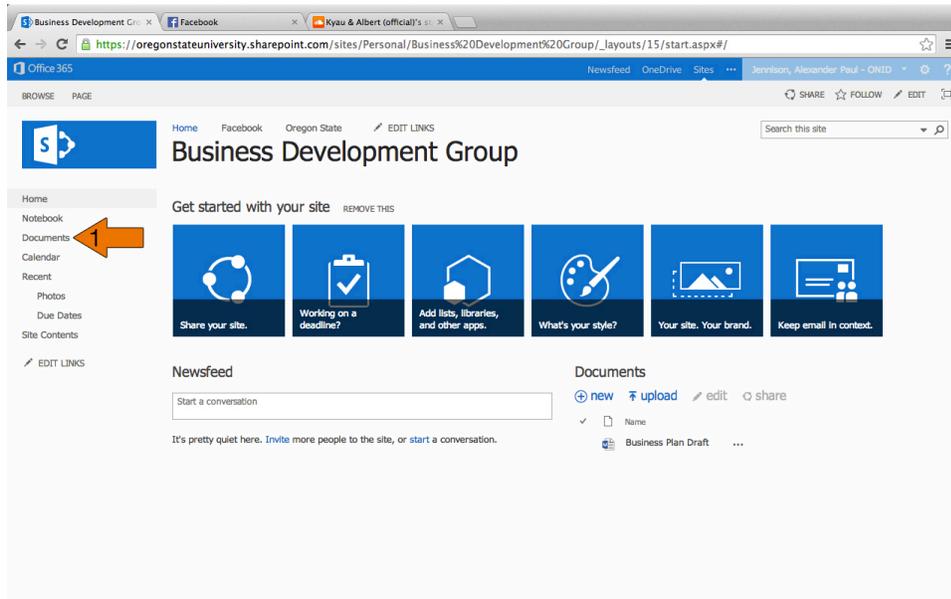
4. Click “Share”

Note: Share invitations will be sent to your team members' inboxes.

Add Documents to your SharePoint Site

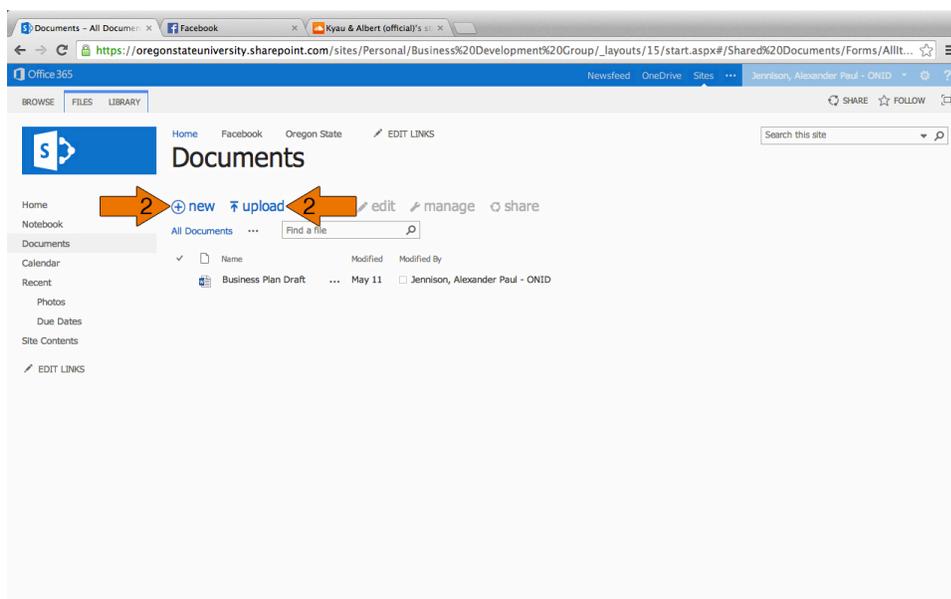
Documents on a SharePoint site exist independently of OneDrive. However, the process to create or upload files is similar on both platforms.

1. On your SharePoint site, click “Documents” in the left navigation bar



2. Click “+new” or “upload”

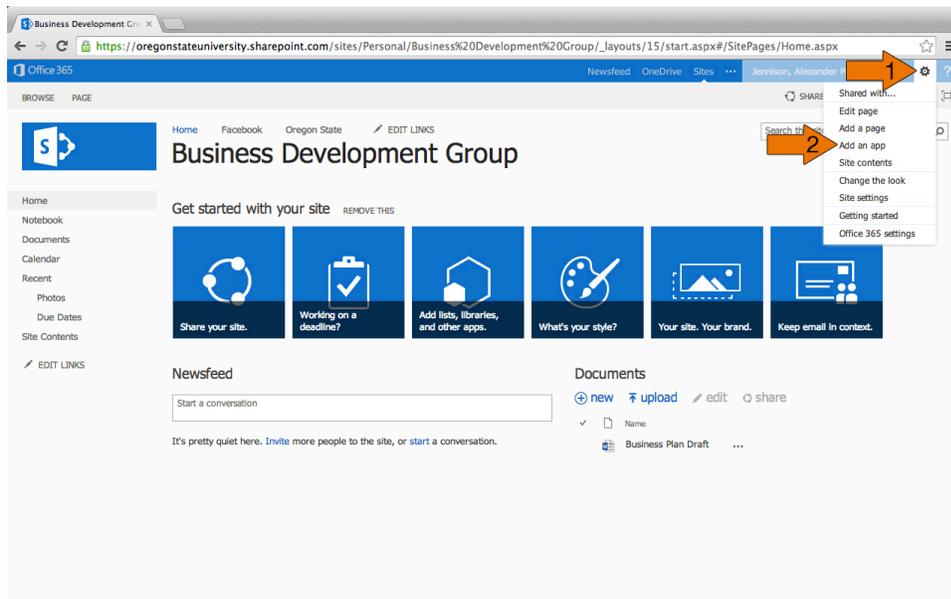
Note: When you add a document to your SharePoint site, it can be viewed and edited by anyone who has access to the site.



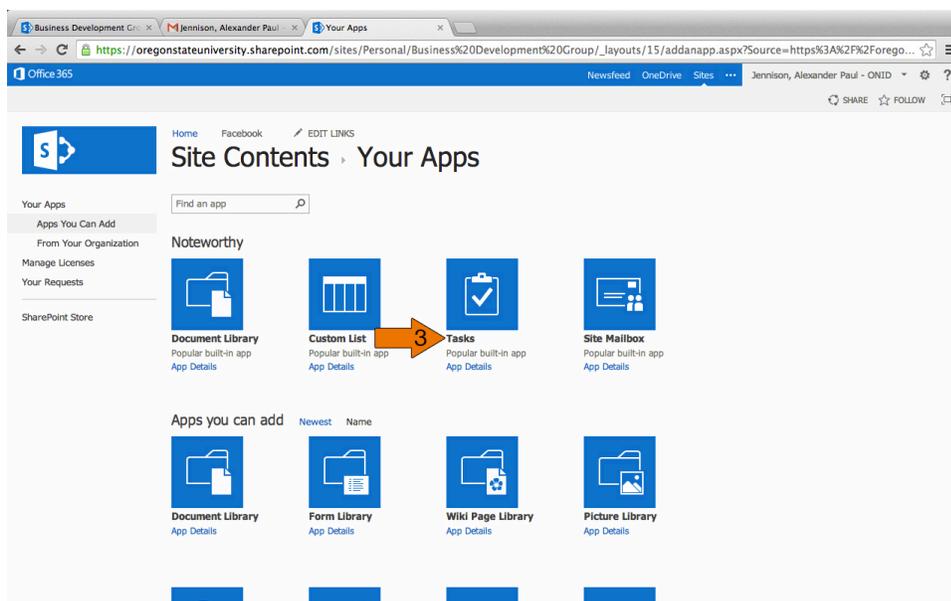
Add Apps to your SharePoint Site

Apps add extra features and functionality to your SharePoint site.

1. On your SharePoint site, click the cog icon in the top right corner
2. Select “Add an app” from the drop down menu

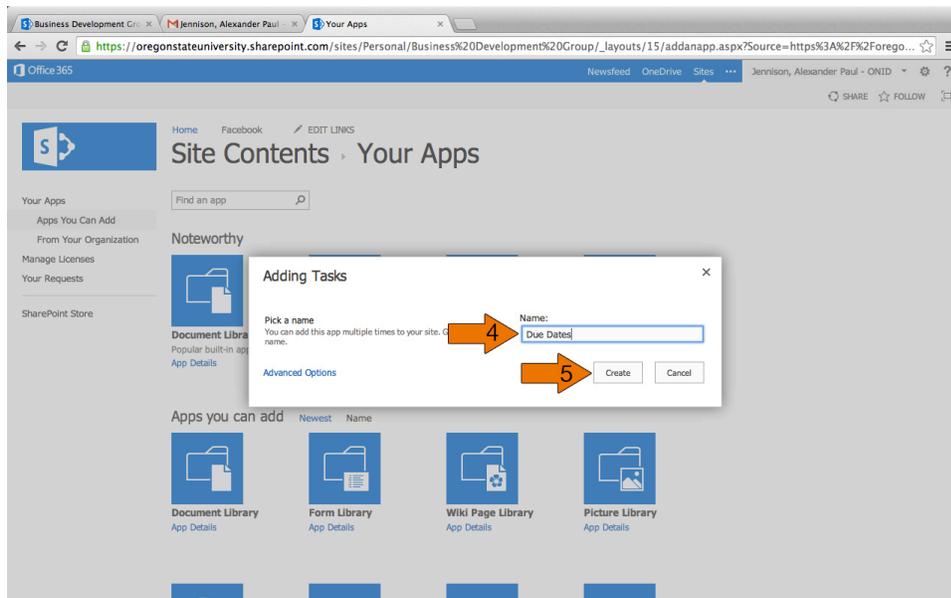


3. Scroll through the options and click the app you'd like to add

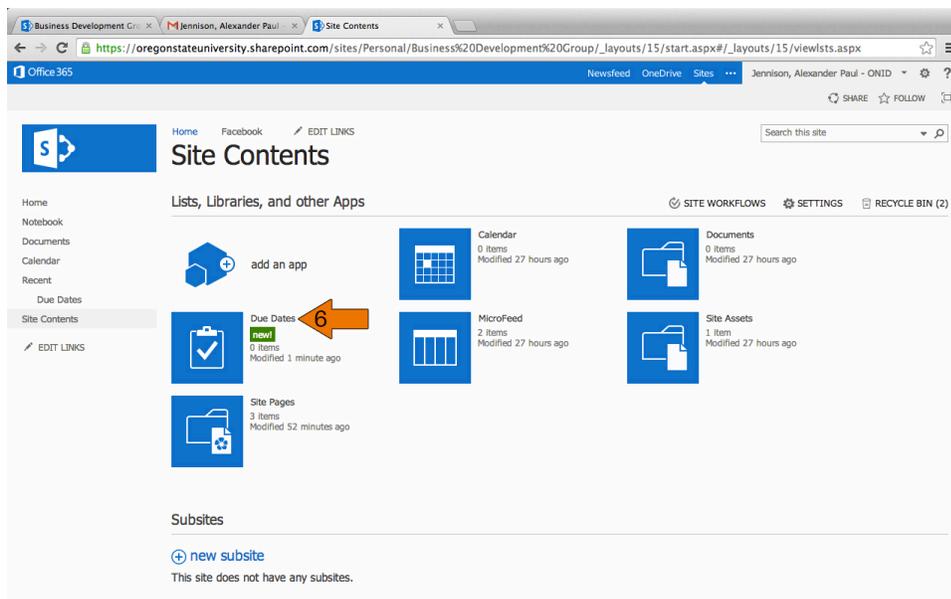


4. If prompted, enter a name for the app

5. Click “Create”



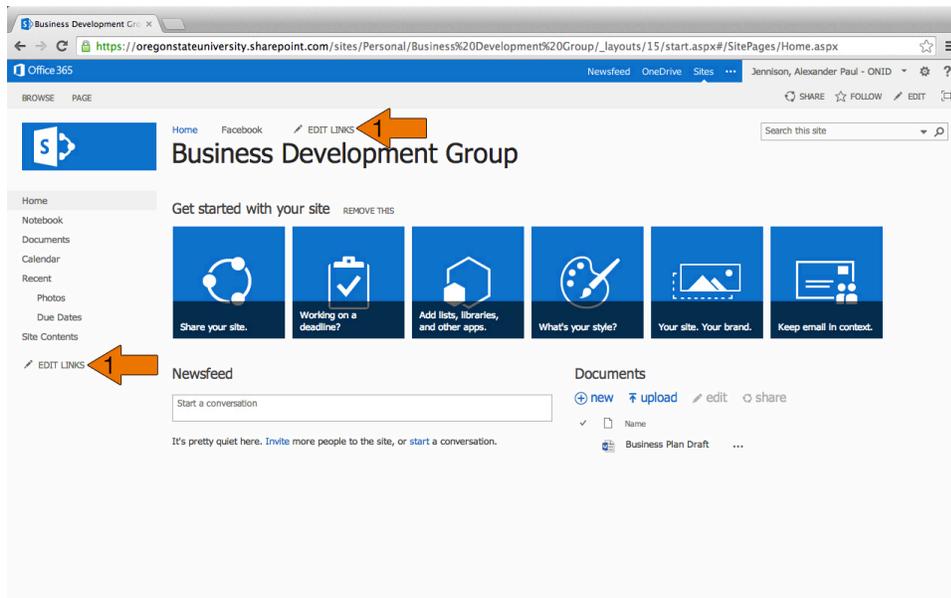
6. Click on your newly added app to begin using it



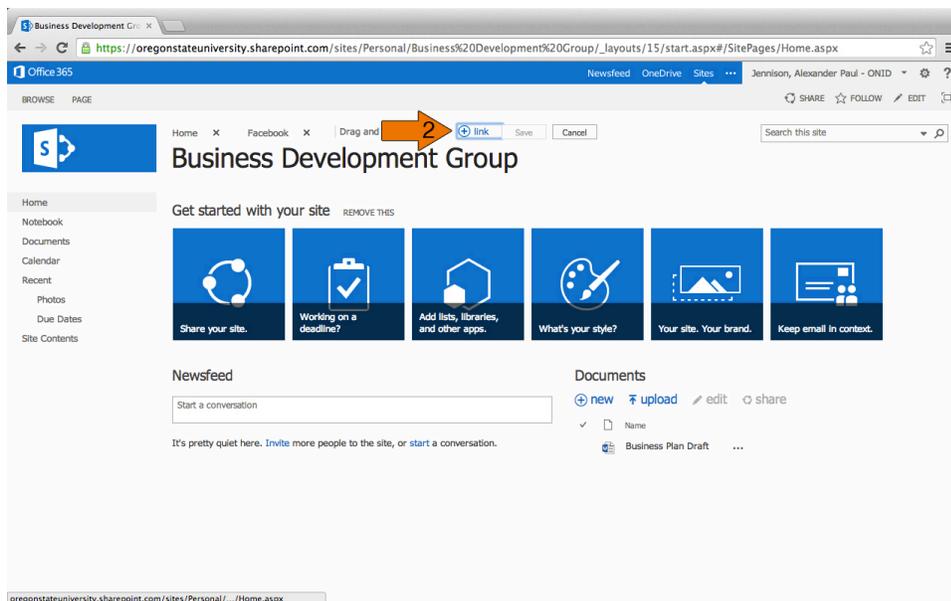
Note: The “Site Contents” page, which can be accessed from the cog menu or the left navigation menu, is where you can view and access all of the apps that you’ve installed on your site.

Add Links to your SharePoint Site

1. On your SharePoint site, click “Edit Links” next to a navigation menu



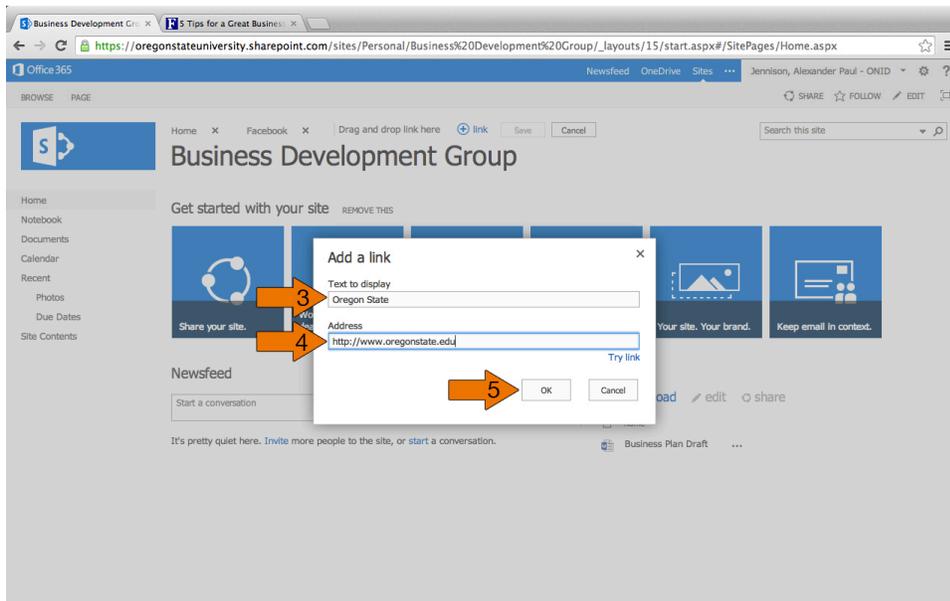
2. Click “+link”



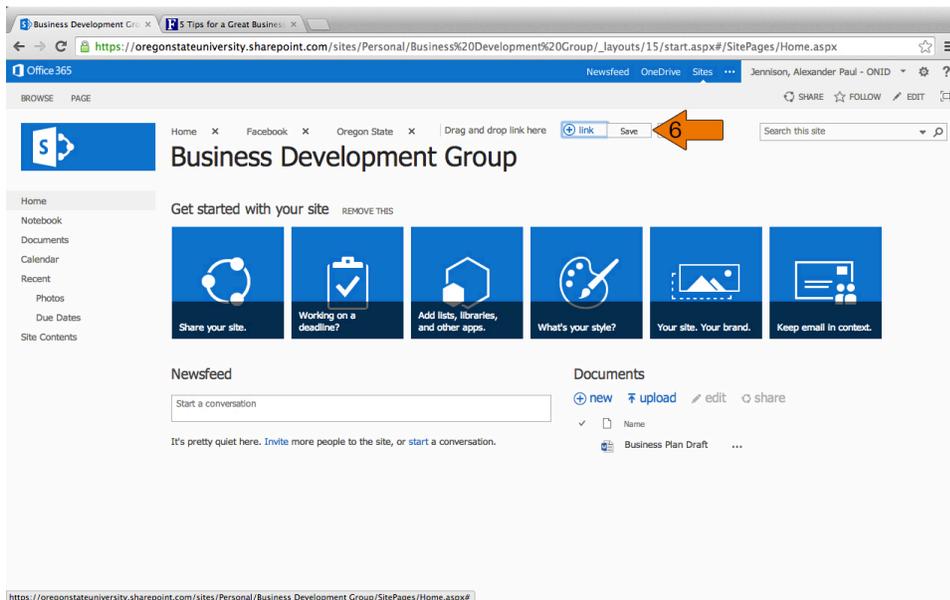
3. Enter the text that will display on the navigation menu

4. Enter the full URL of the link destination (http://...)

5. Click “OK”



6. Click “Save”



Learn more about SharePoint Sites

Basic tasks in SharePoint: <http://goo.gl/b21f9U>

Add documents to a SharePoint site: <http://goo.gl/amAjs>

Customize pages on a SharePoint site: <http://goo.gl/Qz8wah>

Set up a SharePoint site mailbox: <http://goo.gl/ABJWJD>

Start a team conversation with Newsfeed: <http://goo.gl/DgX065>