Microsoft SharePoint 2010 is a web application platform. All SharePoint sites are basically websites as they require a URL and are accessed through a web browser. DePaul University’s implementation is server based and have two basic types, but you’ll be working with will be collaborative sites that are most often referred to as “team sites”. The SharePoint team site is a collaboration tool where communities of users will share documents, calendars, tasks and provide announcements. It is a content management system. The recommended web browser would be Internet Explorer.

Navigating Your Team Site
The best way to learn the navigation of your site may be to just start exploring. Enter your URL and sign into your team site using your Campus Connection user ID and password. Your first stop the Home tab. Here are the majority of navigation tools and paths from your team site home.
Introduction: Understanding Libraries and Lists

Your site is essentially made up of a collection of lists and libraries. The terminology is confusing. A Library is a collection of items such as Word documents, PDF files, Excel spreadsheets, and images. The Library is the place where site Members and Owners can upload files to share with each other and site visitors can only view. A List is an element that contains items such as announcements, calendars, tasks, and contacts.

What content is contained in site can be found by:

1. Clicking the All Site Content link (or.....click the Site Actions menu then View All Site Content)

2. The following screen will appear and will provide you access to what is contained in your site. All of the default elements have been created because SharePoint assumes that these are elements that you’ll want to use. They are easily deleted, which will be cover later in this quick guide.
Creating a List or Library (Owner’s Only)

Again, Lists and Libraries are pieces or parts of a site. To create new lists and libraries follow these steps below:

1. Go to **Site Actions**
2. Choose **More Options** (More Options... will reveal all of the items that can be created for a site)

![Image of Site Actions]

3. Choose the List or Library type as shown below (if you do not have Microsoft Silver light installed then the window options shown below will appear as listed links instead of icons).
4. Name the new List or Library

![Image of List or Library creation]

Name the list or library and choose Create
Choose the list or library type
Using a Library (Members and Owners Only)

Once you have navigated to a library in your site, you’ll notice the Documents and Library tabs above the ribbon when the library is selected.

1. **The Library Tab** – Allows you to change things about the entire library such as deleting the library and controlling the other library settings.
2. **The Document Tab** - Allows you to work with the documents in your library. This includes opening, uploading, deleting, and creating documents.
Creating New Documents (Members and Owners only)
Go to the Documents Tab of a library and choose New Document. This will open a new window where you can name the new file and then open a Word document by default in the Web browser (this default setting can be changed).

Name the document:

The blank document opens by default like this within your Internet Explorer browser/SharePoint site
Uploading Documents (Members and Owners only)
Go to the Documents Tab of a library and choose the drop down menu for the Upload Document icon. This will allow for choosing between uploading a single document or multiple documents at one. (If the Upload Multiple Documents option is unavailable, make sure that you are using Internet Explorer as your browser)

Uploading Multiple Documents (Members and Owners only)
If you select Upload Multiple Documents, you will have the ability to select multiple files or drag multiple files and folders to that document library from your computer. (The view shown below is dependent on having Windows 7 as an operating system and Microsoft Silver light installed). You will need to have Windows Explorer open and locate the documents or you can select a whole file folder.

0 out of 0 files uploaded
Total upload size: 0 KB
Accessing Document Editing Features (Members and Owners only)
Select a document and use the drop down as you hover over that document in the list to access the editing features.

Using a List (Members and Owners Only)
Once you have navigated to a list in your site, you’ll notice that each type of list has their own set of tabs above the ribbon when the list is selected. These tabs will vary, but most often you will find:

The List Tab – This tab, like the library tab, will provide you access to tools that involve working with the list as a whole

The Items Tab – This tab, like the documents tab, will provide you access to working with the individual items for the list
Deleting a List or Library (Owners Only)

To delete a list or a library:

1. Select the list or library to be deleted by clicking on it from the Quick Launch Navigation as shown below (you will now see that you are within the list or library by looking at the breadcrumb navigation at the top of the page. Here the Site Pages library has been chosen).

2. Click the Library tab

3. Click the Library Settings icon

4. Click Delete this document library link
Using the Recycle Bin

If you have accidently delete a document, item, or even a whole list or library then you can still retrieve these items from the site recycle bin. Items in the recycle bin are stored for 30 days. To access the recycle bin:

1. Go to the Quick Launch pane for the site
2. Click on the link for the Recycle Bin at the bottom of the Quick launch pane

Editing Your Team Site Home (Members and Owners Only)

Your Team Site Home page can be customized to reflect the purpose of your site and the people using it. However, to edit this page you must “check out” the page to edit it. Think of this as making draft copy that you will edit separately and eventually replace the current version with.

While you have the page checked out, other users will still have access to the site and will see the previous page exactly as it was when you checked it out. A member or owner will also see a yellow status bar below the ribbon that will say that the page is exclusively checked out to you. Only **ONE** member can have a page checked out a time. An owner can also override the checkout from another member or owner.

Checking Out/Checking In (Members and Owners Only)

To begin editing the page, check the page out by:

1. Going to the Page tab
2. After checking the page out, click the Edit icon to begin editing the page. This will reveal the Format Text and Insert tabs above that ribbon that will allow for editing the page.

Discard a Page Check-Out (Members and Owners)
To discard all changes and check the page back in:

1. Go to the Page menu tab
2. Click the down arrow underneath check-in and select Discard Check Out.

Check-In a Page (Members and Owners)
To keep and publish all changes to the site:

1. Go to the Page menu tab and click Check-In.
Editing Your Homepage (Members and Owners)
The editable parts of your homepage are shown in the image below and defined underneath. There are 3 pieces currently shown. Again, always make sure that you have the page checked and are in edit mode to make changes to a page.

Text/Page Layout – The current page is using a two column layout. This can be changed. A word of caution with changing the text layout is that SharePoint will do its best to preserve what already exists on a page, but changing from a complex layout to a simple layout or vice versa may not transition so easily. For example, changing a three column layout with headers and footers to a two column layout will mean that your headers and 3rd column will most definitely, and possibly oddly, end up in one of your two columns.

1. The content shown here is just basic text that can be added and formatted using the controls within the Format Text menu tab
2. In this area, a Web Part has been added. Web parts are a self-contained piece of something that already exists in your site. Think of them as like a feed of something straight to your homepage. For example, you could building an Announcements List in SharePoint (as a List) and then include that list on the front page of your site by inserting it as a web part. Web parts can be added from within the Insert Menu tab.

3. The content shown here is just an image that can be modified, deleted, and replaced using the Insert menu tab and the controls within it.

Understanding Versioning (Members and Owners)

When you have checked a page back in, a new version of that page has been created. To see the list of pages that are saved in the site we will need to access the Version History by:

1. **Going to the Page Tab and clicking Page History**

   ![Page History](image)

   - Status: Checked out and editable.

2. This will bring you to the history page for the Home page.

3. Here you will see the number versions to the left and an initial view of the tracking changes that were made in the most recent version for comparison with which ever version you select in that drop down menu.

4. **Select the Version History to roll back to a previous version of the page**

   ![Version History](image)

   - Home page history

5. Here you will see a list of all the published versions of the Home page. You have the ability to see who created that page, comments that they left, and you can also roll over the time and date of that particular version and either view it or restore it as the
published version. If you restore the page, that will create a copy or new version and will be what is seen when users log into the site.

Welcome to your site!

Add a new image, change this welcome text or add new links to this page by clicking the edit button above. You can click on Share Document to add files or on the calendar to create new team events. Use the in...

Welcome to your site!
