

SharePoint Online



Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select SharePoint from the App launcher.

The screenshot shows the SharePoint Online homepage. The top navigation bar includes the Office 365 logo, the SharePoint title, and icons for notifications, settings, help, and the user profile. Below the navigation bar, there are two main sections: a left sidebar and a main content area. The left sidebar contains a search bar, a 'Following' section with site cards, a 'Recent' section with site cards, and a 'Featured links' section. The main content area has a 'News from sites' section with three featured news items and a 'Frequent sites' section with two site cards. Callout boxes provide additional context for these features.

Search
Find **Sites**, **People**, or **Files**.

Find your sites

- **Following** displays sites you follow, like your team's site or a site from another group you work with.
- **Recent** shows any site you've gone to recently.
- **Featured links*** displays sites your company wants to showcase.

Create a site or news post

Check out featured content

- **News from sites** highlights updates from sites you follow or visit often.
- **Frequent sites** shows sites you like to go to and recent activity in them.
- **Suggested sites*** (not shown) appear based on searches you've done and recommendations from Microsoft Graph.
- Microsoft Graph must be enabled by your admin to see **Featured links** and **Suggested sites** on your SharePoint homepage.

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Work with files

Select a site from the SharePoint homepage or enter its URL into your browser. Then select **Documents** in the left navigation pane.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from SharePoint. Files are private until shared.

Copy link
Get a link to the selected file to insert in an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Document
View and work with the files stored on a SharePoint site.

Pin to top
Pin important folders or documents to the top of the list for easy viewing.

Download
Download a copy of a file to work offline that takes local device space.

Flow
Automate common tasks between SharePoint and other Office 365 and third party services.

Version history
View a file's version history and restore a file to a previous version.

Details Pane
See file information, recent activity, manage access permissions, and edit file properties.

Sharing status
See which files are being shared and who they're shared with.

Recent activity
See the sharing, viewing, and editing activity for a file.

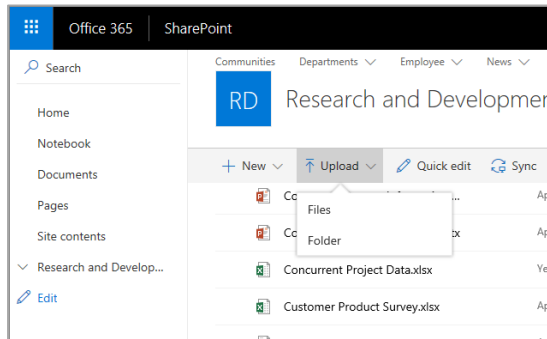
The screenshot shows the SharePoint Online interface for a site named "Research and Development". The left navigation pane includes "Home", "Notebook", "Documents", "Pages", and "Site contents". The "Documents" pane shows a list of files, including "Computing Using Office 365.pptx", "Concurrent Project Data.xlsx", "Customer Product Survey.xlsx", "Extranet Issues.docx", "HCI Marketing Opportunity Ana...", "HCI Marketing Presentations.pptx", "ProjectArielTimeline.vdw", "RD Press Releases.xlsx", "RD Q2 Review.pptx", "Research Integration Tests.xlsx", "Workplace Innovation.xlsx", and "XT1000 Research Proposal.pptx". A context menu is open for the "Concurrent Project Data.xlsx" file, showing options like "Open", "Preview", "Share", "Copy link", "Download", "Delete", "Flow", "Pin to top", "Move to", "Copy to", "Rename", "Version history", "Alert me", and "Details". The right-hand "Details Pane" displays information for the selected file, including "Has Access" (showing users with access), "Properties" (Name: Concurrent Project Data.xlsx, Title: Concurrent Project Data), and "Recent Activity" (showing that Emily Braun edited the file yesterday at 4:48 PM).

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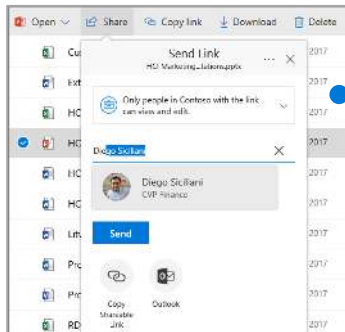
Create or upload files and folders

You can create **New** files and folders and upload existing files and folders from your device. In SharePoint, select **Upload** > **Files**. Or select a location in SharePoint and drag and drop files or folders from your device.



Share files

Select a file and then select **Share**. You can grant **Edit** or **View** permissions for recipients and set time limitations on a link to specify when it will no longer be accessible.



Based on admin settings, the three levels of sharing are:

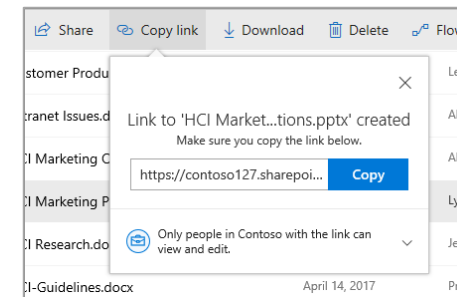
Anyone – people inside and outside your org can access. Receive links directly or forwarded.

People in your org – everyone in your org can access.

Specific people – specify email addresses of the people you want to give access to.

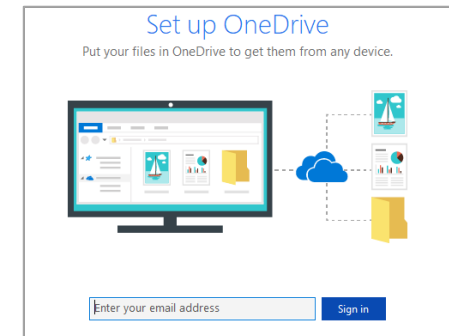
Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In SharePoint, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



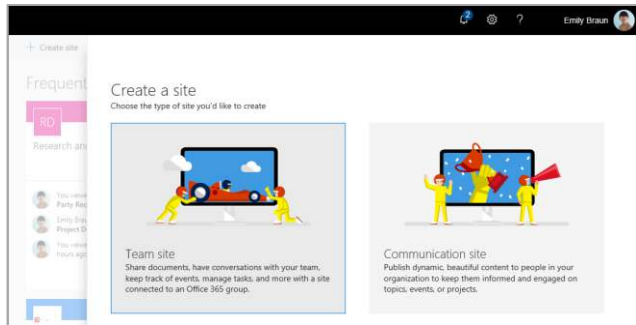
Sync SharePoint files and folders with OneDrive

Sync your files and folders in SharePoint to your computer, so you can access them even when you're offline. From a document library on the SharePoint site that you want to sync files from, select **Sync**, and sign in with your work or school account.



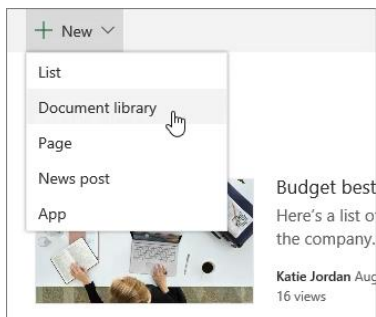
Create a site

Select + **Create** site on the SharePoint homepage to create a new SharePoint site. Select a Team or Communication site, and enter a title, description, owners, and members. You can also select to make the group private and change the group email name. (If you select a Team site, an Office 365 Group is also created.)



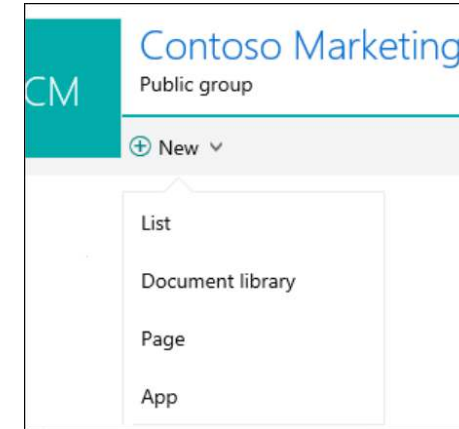
Add a document library or list

Select + **New** in your new website to add a library or list.




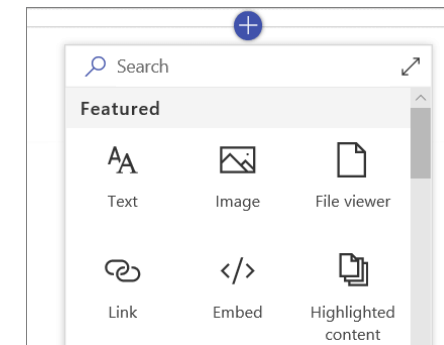
Add a page

Select + **New** > **Page** in your new site, name your page, and then select **Publish**.



Add web parts

In your news post or page, select the plus sign . You can add text, images, files, video, dynamic content and by using the corresponding web parts.

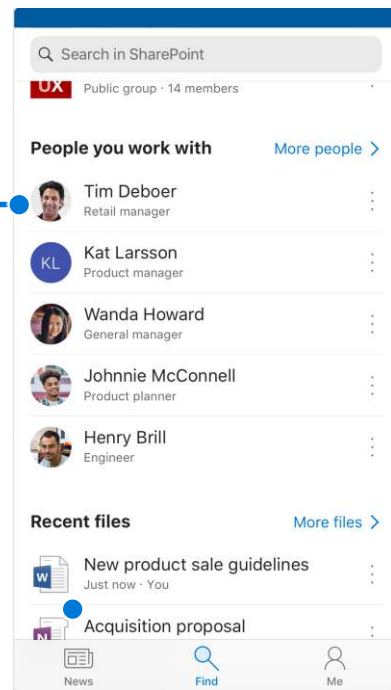


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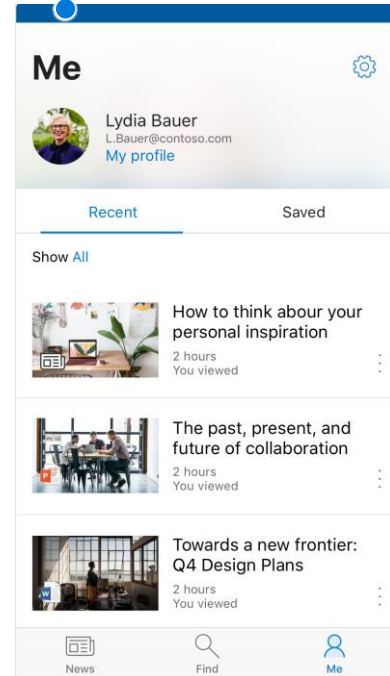


Mobile SharePoint access

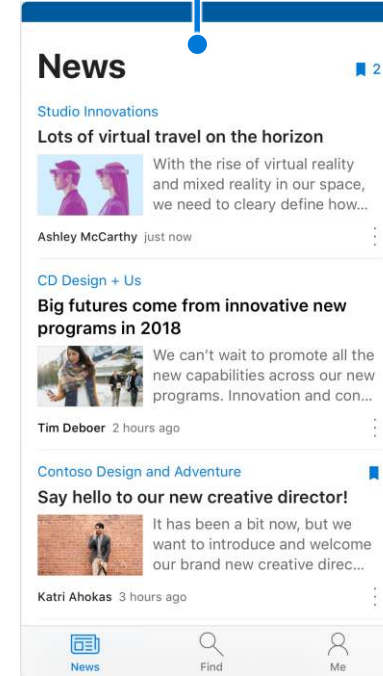
Mobile SharePoint a new way to reach intranet content on your phone or tablet and is available in the app store for iOS, Android, and Windows. You can get to sites, people, and files, search and browse SharePoint, stay up-to-date with news, and view your content. and more.



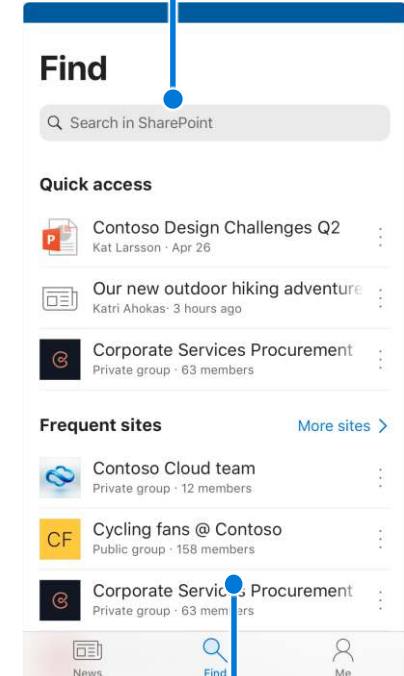
Tap on a user to get to their contact card and see who they work with and what they are working on.



Access your personalized view of team sites, communication sites, and news posts



View news posts on the go and share your updates, reports, status, and experiences with your team

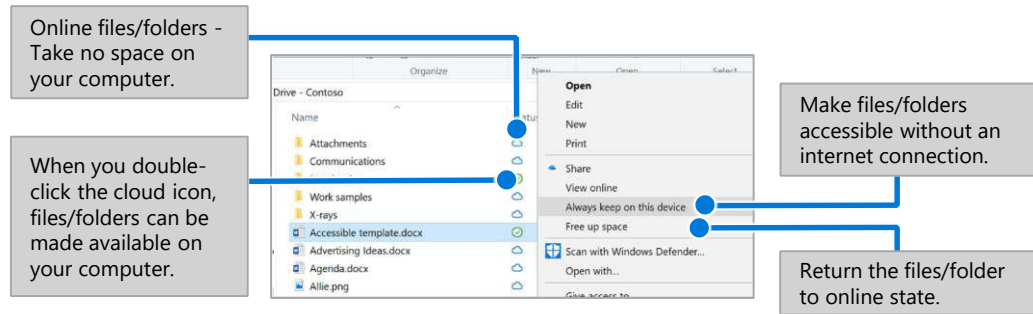


Use search to find and discover important content.

Browse your sites, files, people and more to get back to what you were working on.

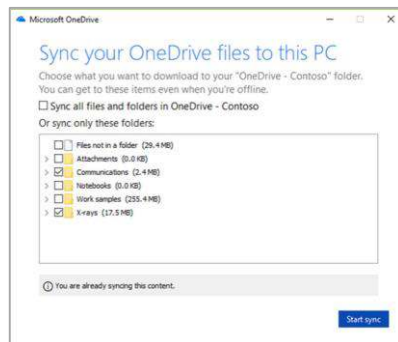
Files On-Demand

Files On-Demand helps you access all your files in SharePoint through OneDrive without having to download all of them and use storage space on your computer. In the taskbar, select the OneDrive icon, select **More > Settings**. On the **Settings** tab, select the **Save space and download files as you use them** box.



Select files and folders to sync

You can choose the folders and files to sync to your computer. In the taskbar, select the OneDrive icon, select **More > Settings > Choose folders**.



Next steps with SharePoint

Require Further Assistance?

If you have any questions, comments or require further assistance, give AAG a call on 0114 303 0249. Thank You!

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