Microsoft SharePoint

What is SharePoint?

A collaboration platform that allows team members to communicate, exchange data, and work together on various projects.
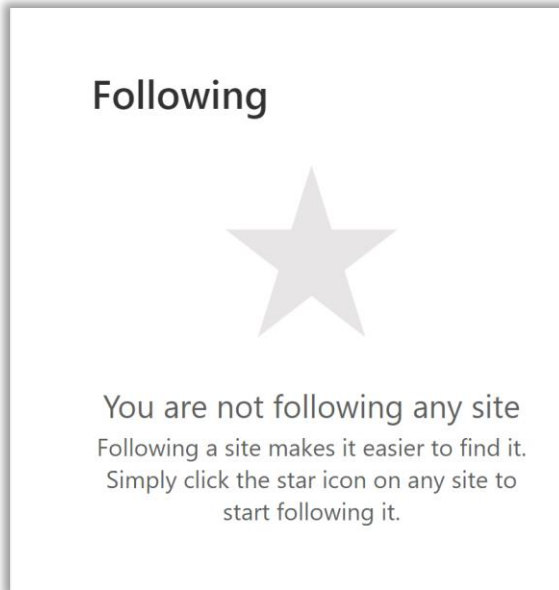
Why SharePoint?

- Enhanced collaboration
- Improved access and mobility
- Streamlined document management
- Increased productivity
- Integration with Microsoft 365

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Tips and Tricks

+ Create site   + Create news post

Following

⭐

You are not following any site

Following a site makes it easier to find it. Simply click the star icon on any site to start following it.

Use the left panel for your general navigation of SharePoint, including the start page and your sites. Plus, you can easily create sites and posts! Want to follow a site? Simply hit the star on a site. Check out the image below for more detail!

There are two types of sites you can create: Team site and Communication site. Check out the differences here!

Team site
Create a private space to collaborate with your team.
- Track and stay updated on project status
- Share team resources and co-author content
- All site owners and members publish site content
- Can connect to other Microsoft 365 products

Communication site
Share information that engages a broad audience.
- Create a portal or subject-focused site
- Engage dozens or thousands of viewers
- Few content authors and many site visitors

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Favorites and My Sites

Tips and Tricks

See the sites that you frequently visit right on the start page! As mentioned above, select the star to add a site to your favorites!
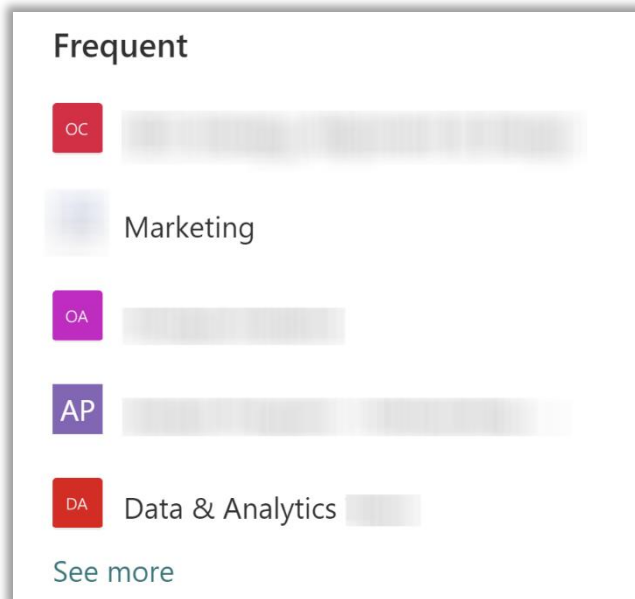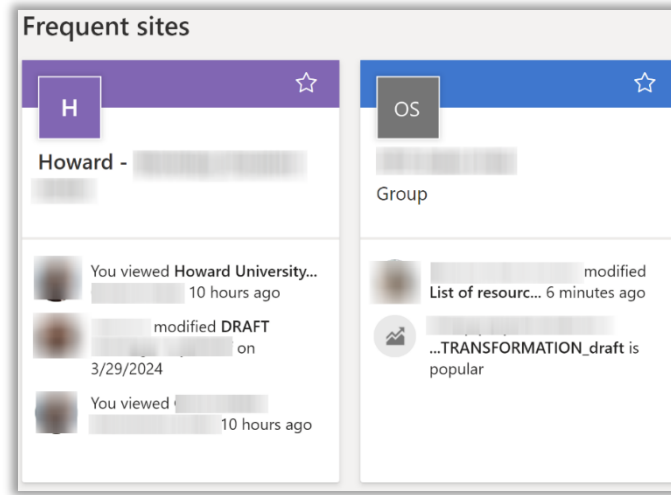
Go to My Sites to see all your sites! Click See more for the full list!

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Tips and Tricks

Create and Save

Use the Create tab to make and add sites, pages, PowerPoints, and more to your SharePoint!

Create ✕

	News post SharePoint
	Page SharePoint
	Site SharePoint
	Document Word
	Spreadsheet Excel
	Presentation PowerPoint
	Notebook OneNote

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📄	Name ⌄	Modified ⌄	Modified By ⌄	+ Add column
📁	Assessment	November 10, 2023		
📁	Change Network	February 13		
📁	Communication	December 4, 2023		

Link your OneDrive to SharePoint so that you can save and access your files! Your team members can add and access as well!

Tips and Tricks

Use Page Analytics to see real-time data on views and viewers of your page!
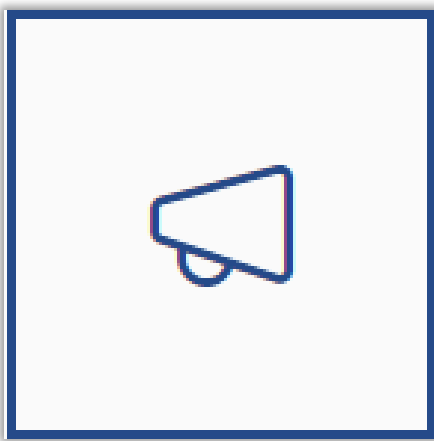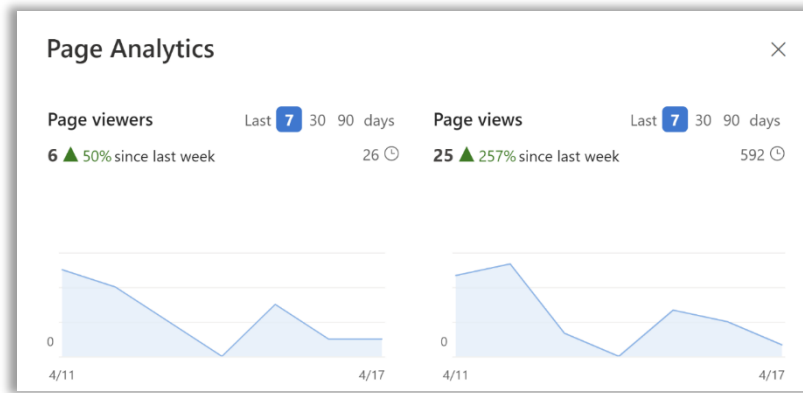
Use SharePoint's Next Steps feature for recommendations to improve your SharePoint!