

Source: C# Corner (www.c-sharpcorner.com)

PRINT

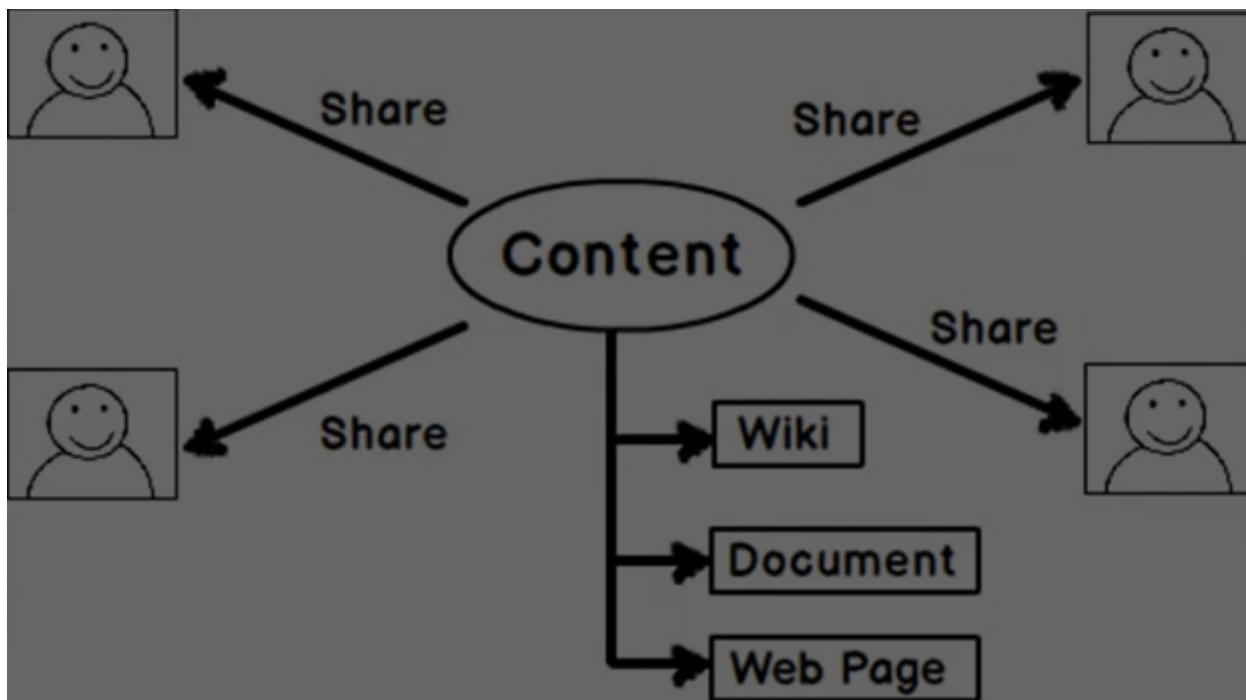
Article



Managing Your Site On SharePoint With Office 365

By [Abdul Rasheed Feroz Khan](#) on Aug 15 2016

Introduction: This article will help you to upload your files and alert options (remainder) on your site in SharePoint, using Office 365. Here, we will be adding the files and sharing it with other people, where we will be setting the reminder.



Note:

- Make sure, that you have logged in as admin to work on this.
- Surf on the article links, given below, before working on this.

Links:

- [Kickstart to SharePoint and access a free trial.](#)
- [Creating a site collection using Office 365 in SharePoint.](#)
- [Customize your site collection with new pages and content at SharePoint.](#)
- [Creating a new subsite under SharePoint using Office 365.](#)
- [Creating a new subsite and Navigation Link on SharePoint using Office 365.](#)

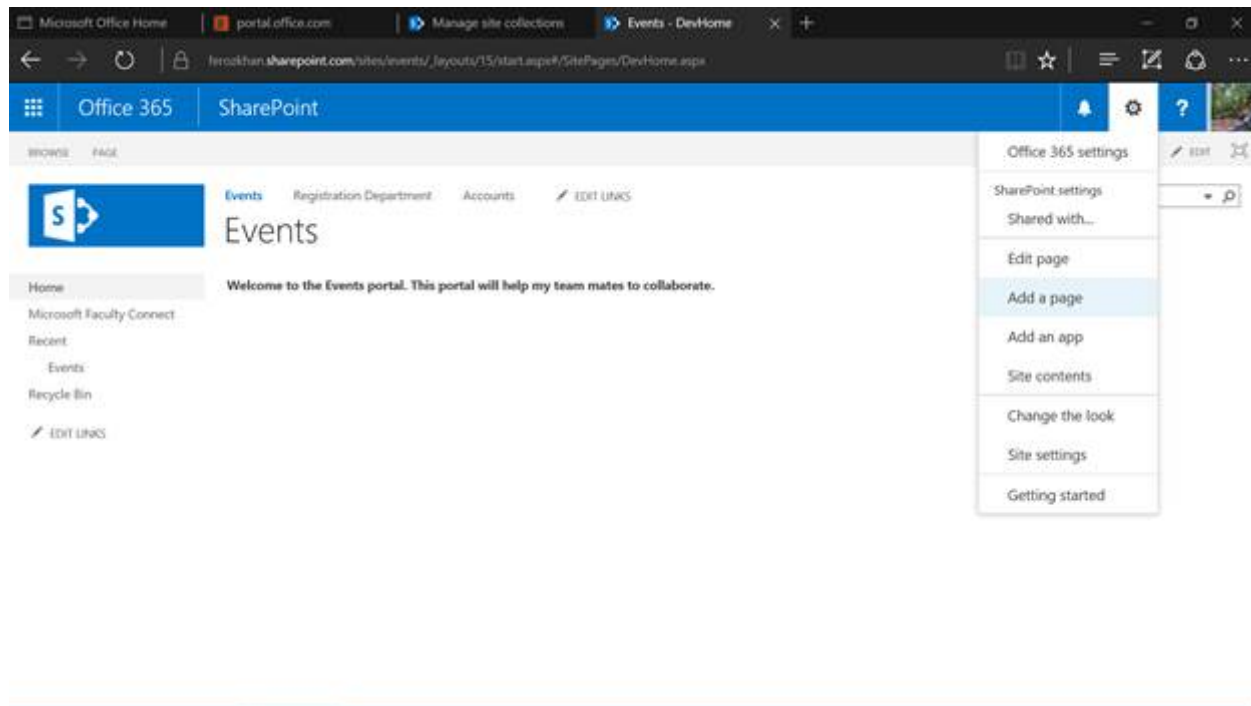
Follow the below steps:

Step 1:

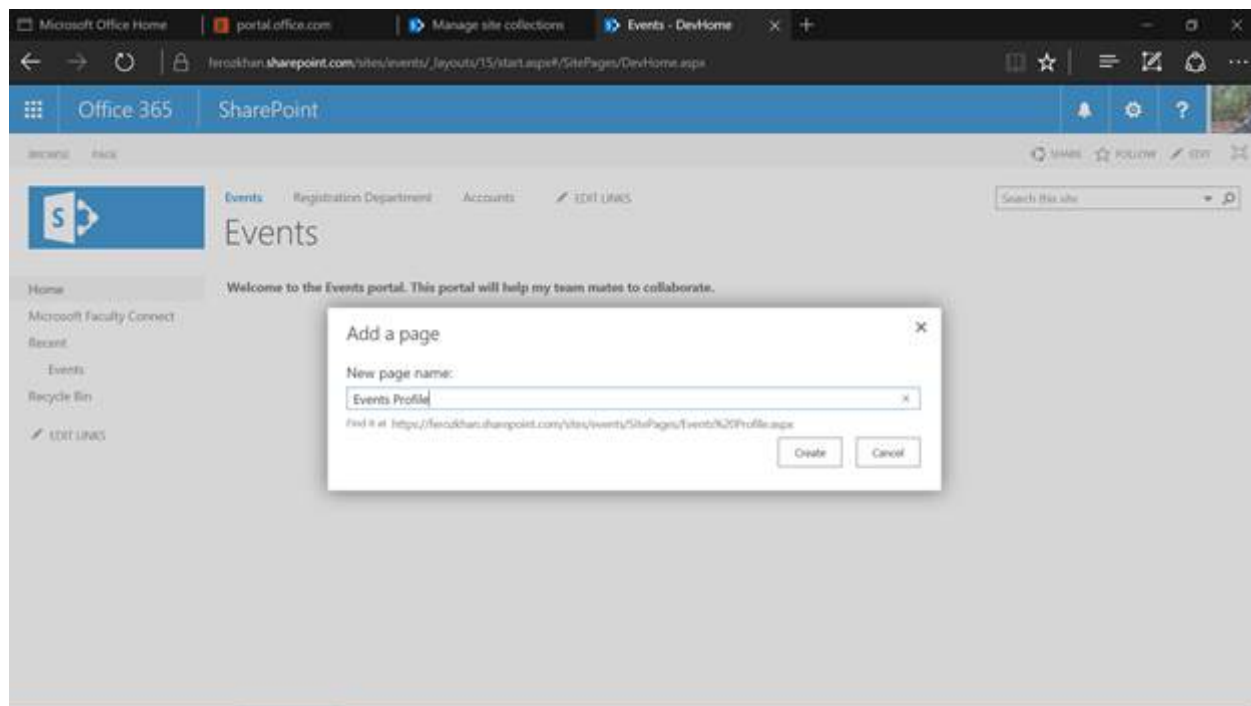
Open your SharePoint access under Office 365 and open your Site Collection page. Click the site

collection page, which you have created. In my case, I will be going with the Events page and I will be creating a subsite which we are going to customize by adding the folders and reminder.

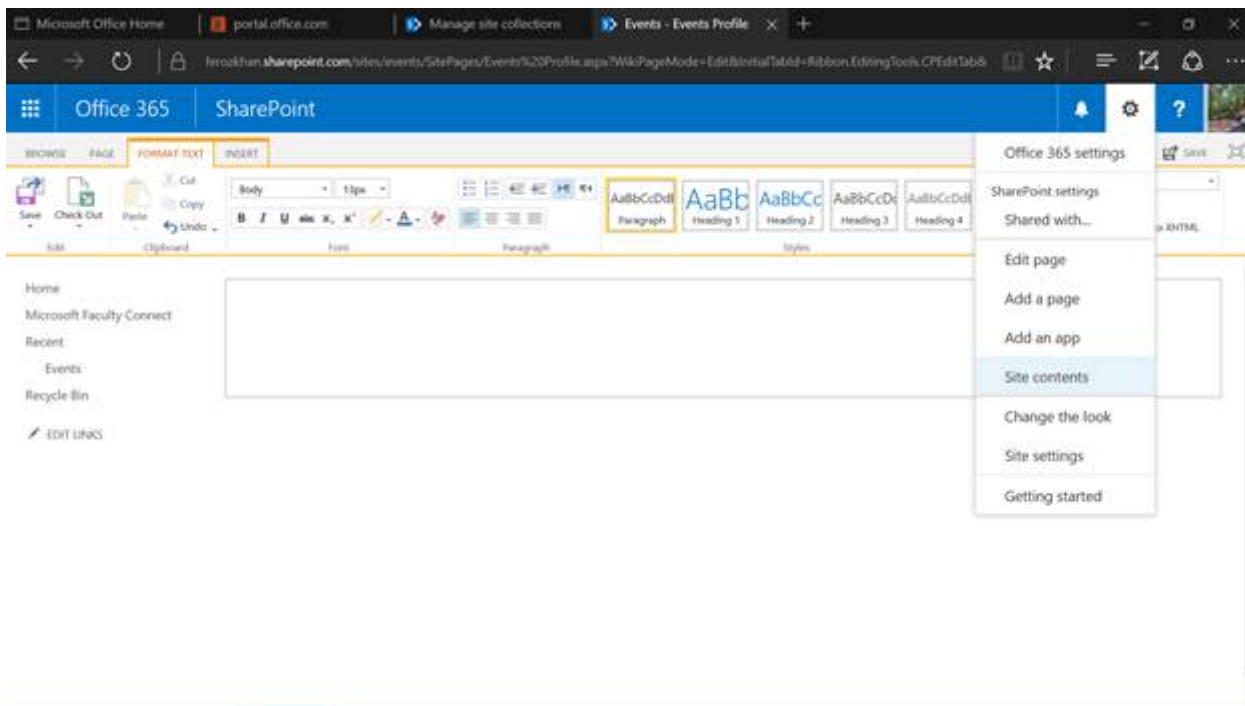
Go to Settings Panel - Add a page.



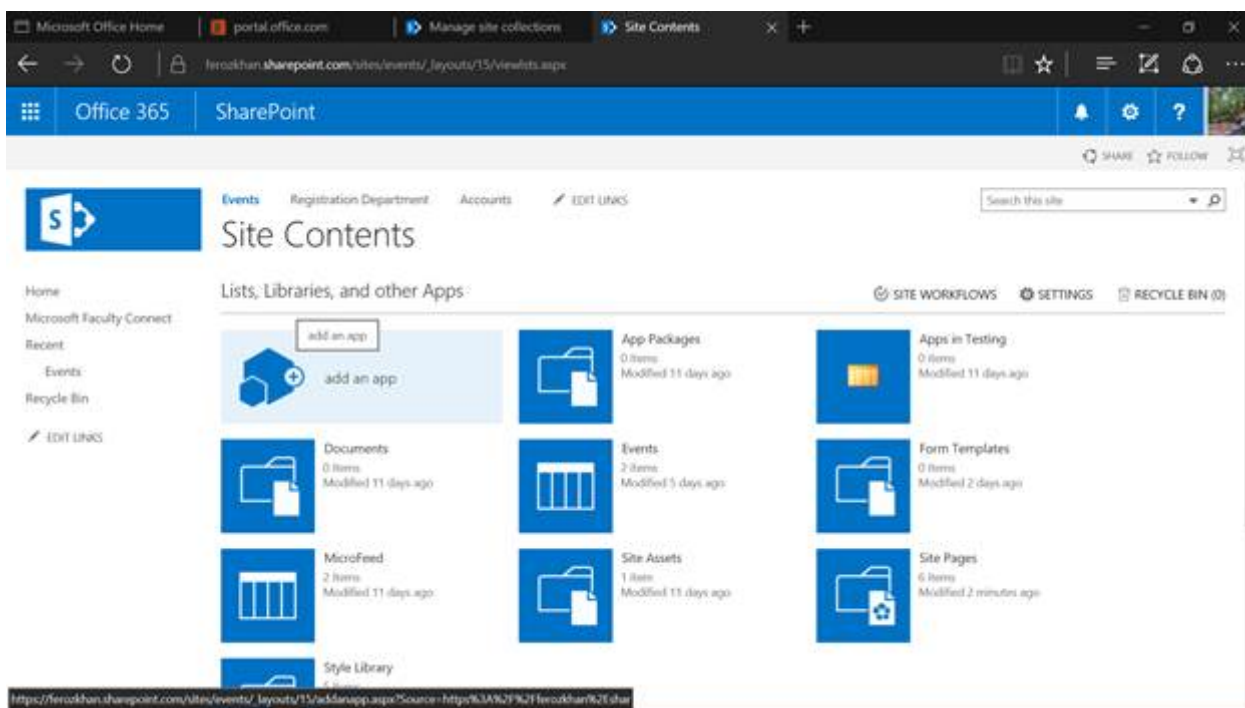
Add a name for the page, which you are creating now. Here, I will be adding the name as "Events Profile".



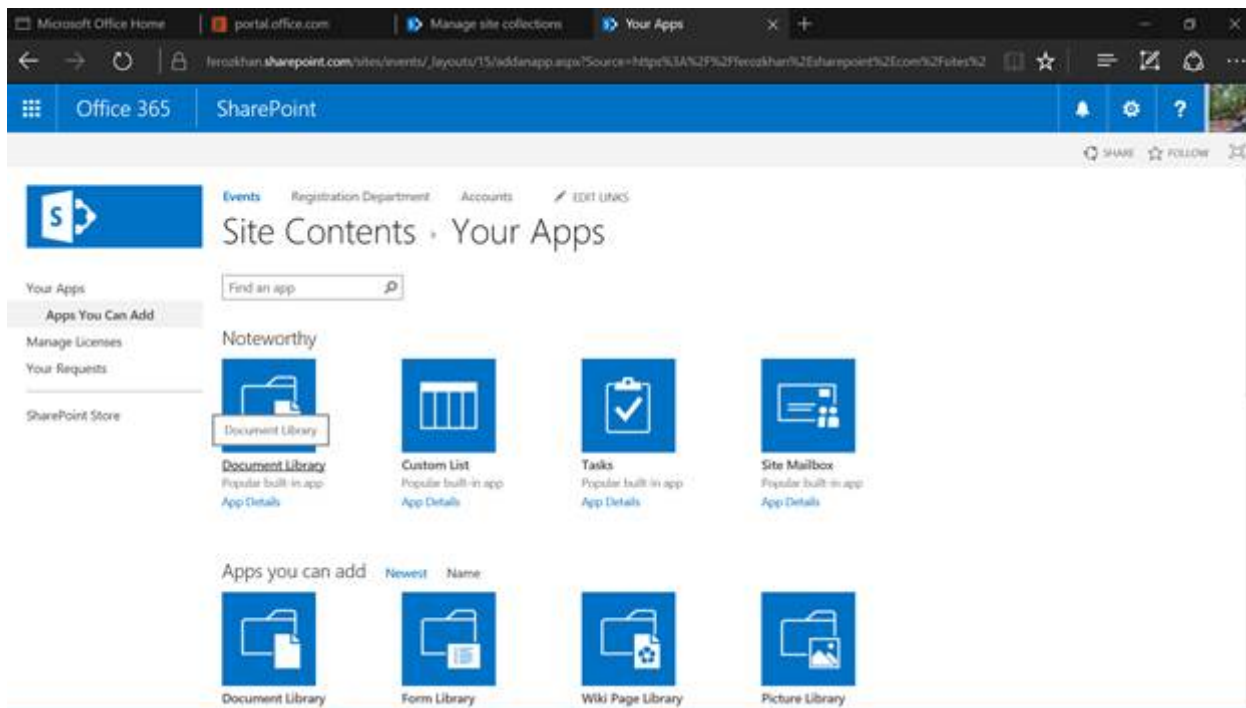
Step 2: Click Settings panel button and go to Site Contents to add the files with reminder set.



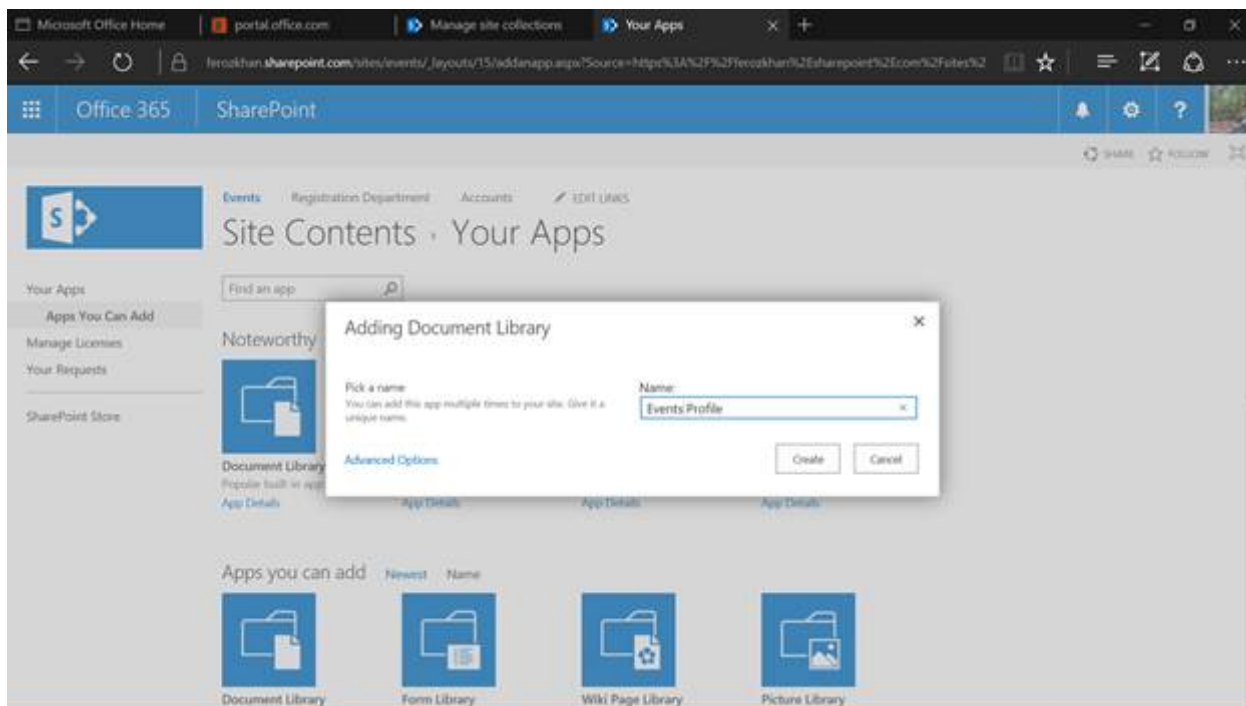
Click Add an app.



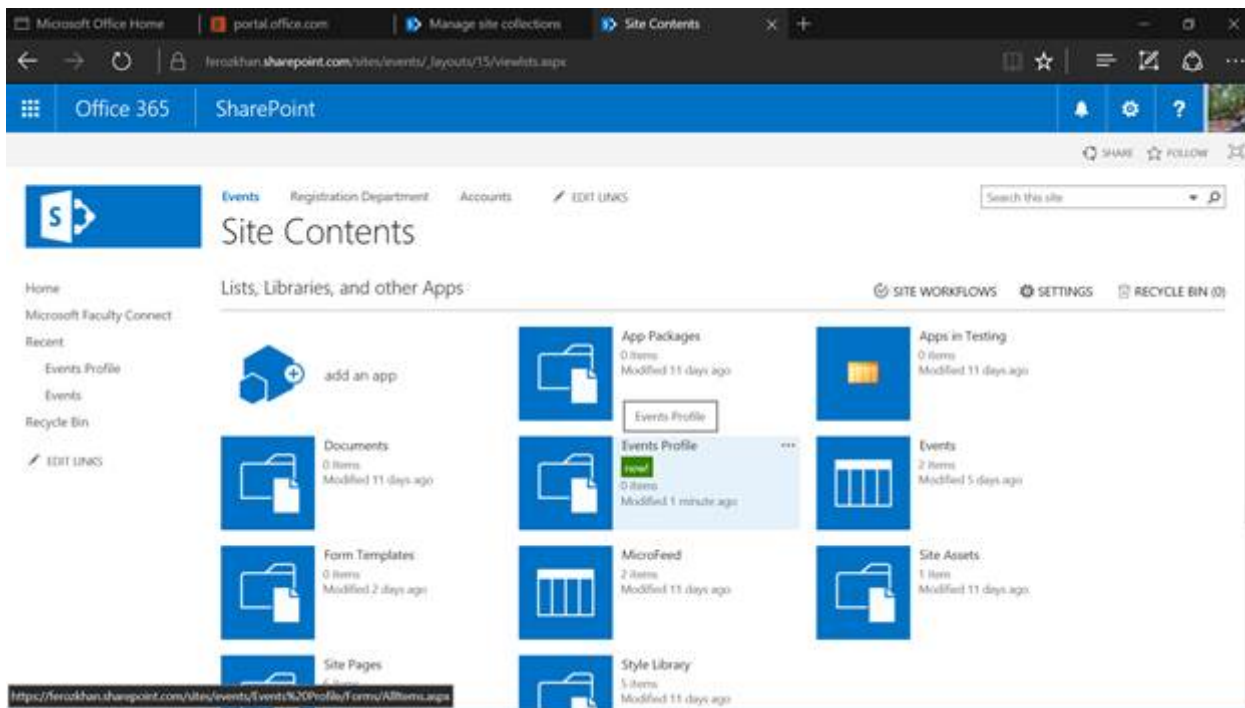
Step 3: Click Document Library.



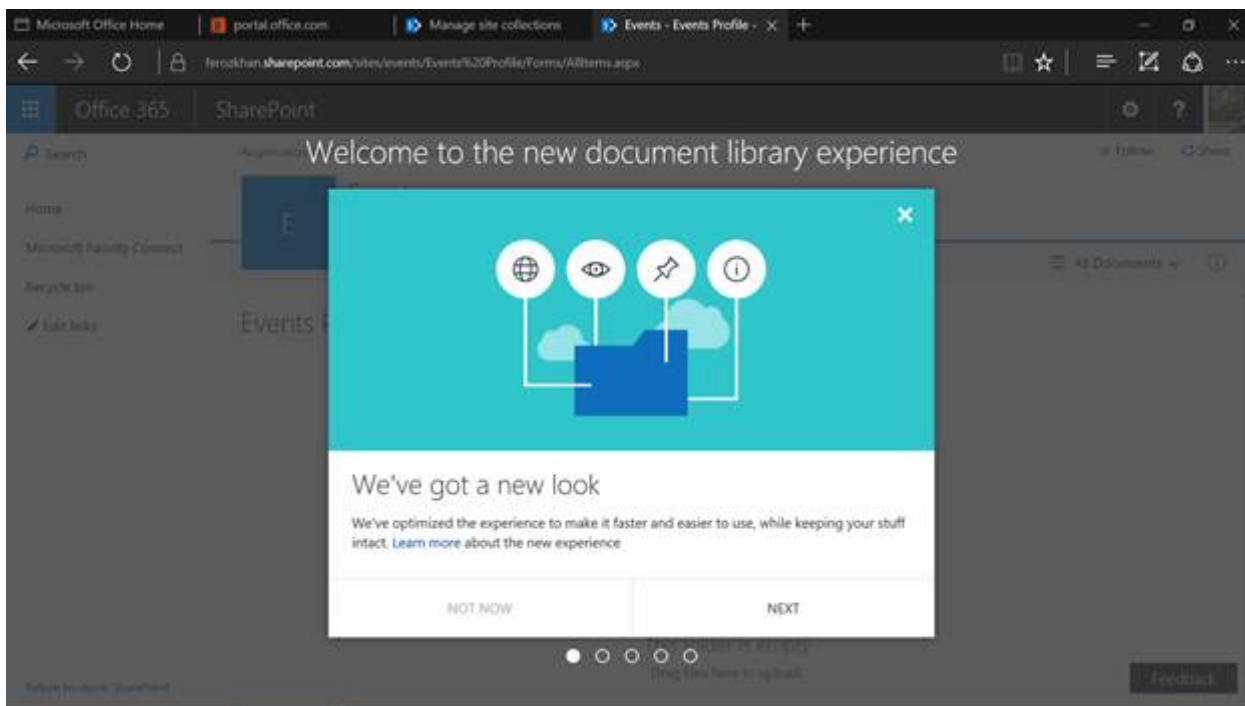
Add a name for your Document Library. Here, I will be naming it as “Events Profile”.



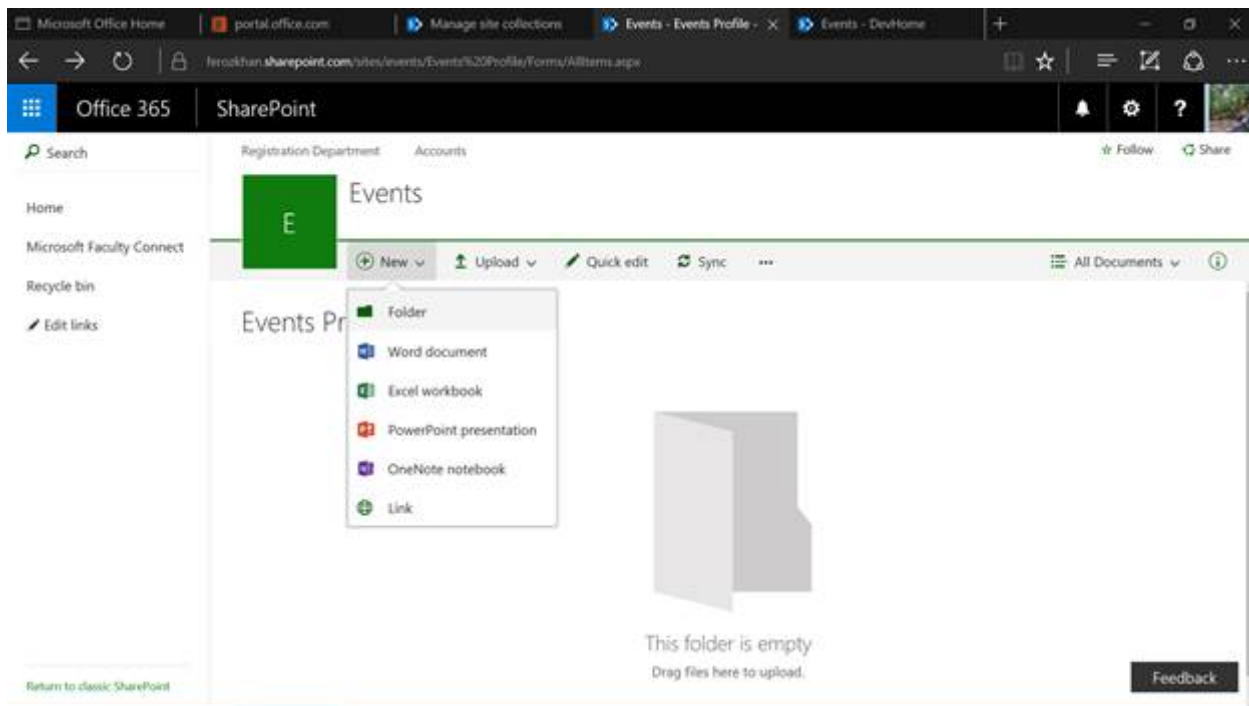
Click Events Profile.



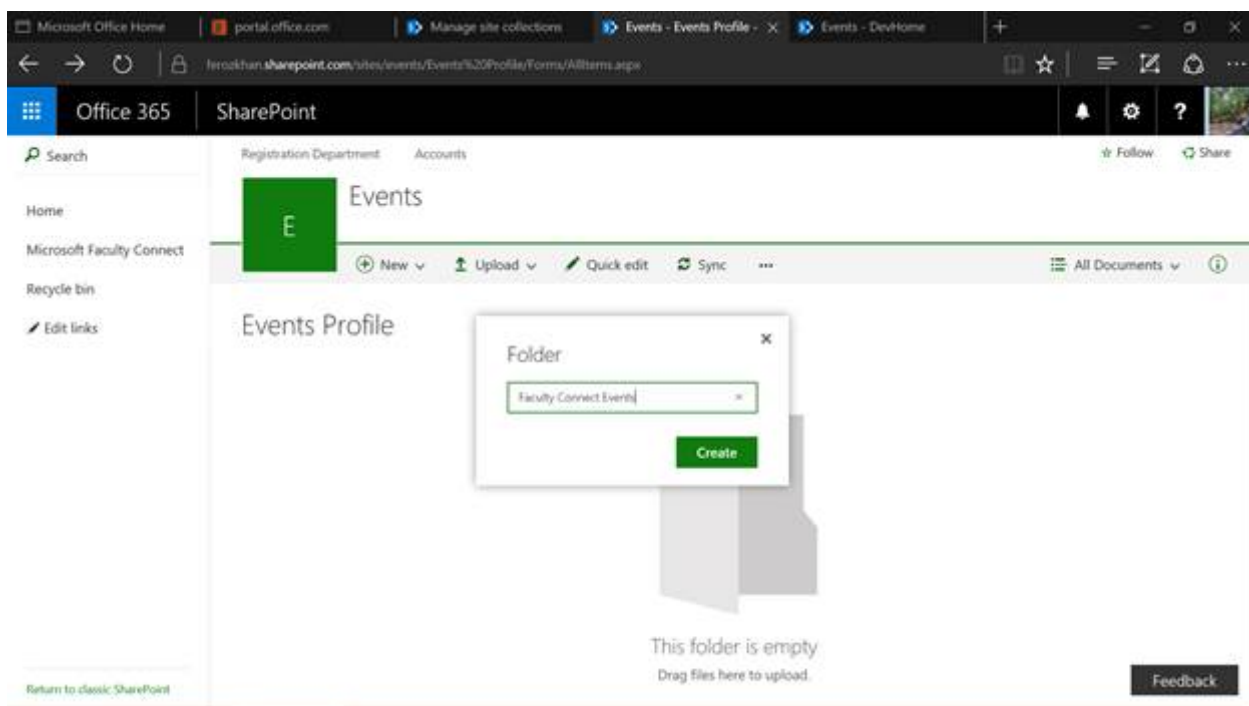
Navigate through all these links.



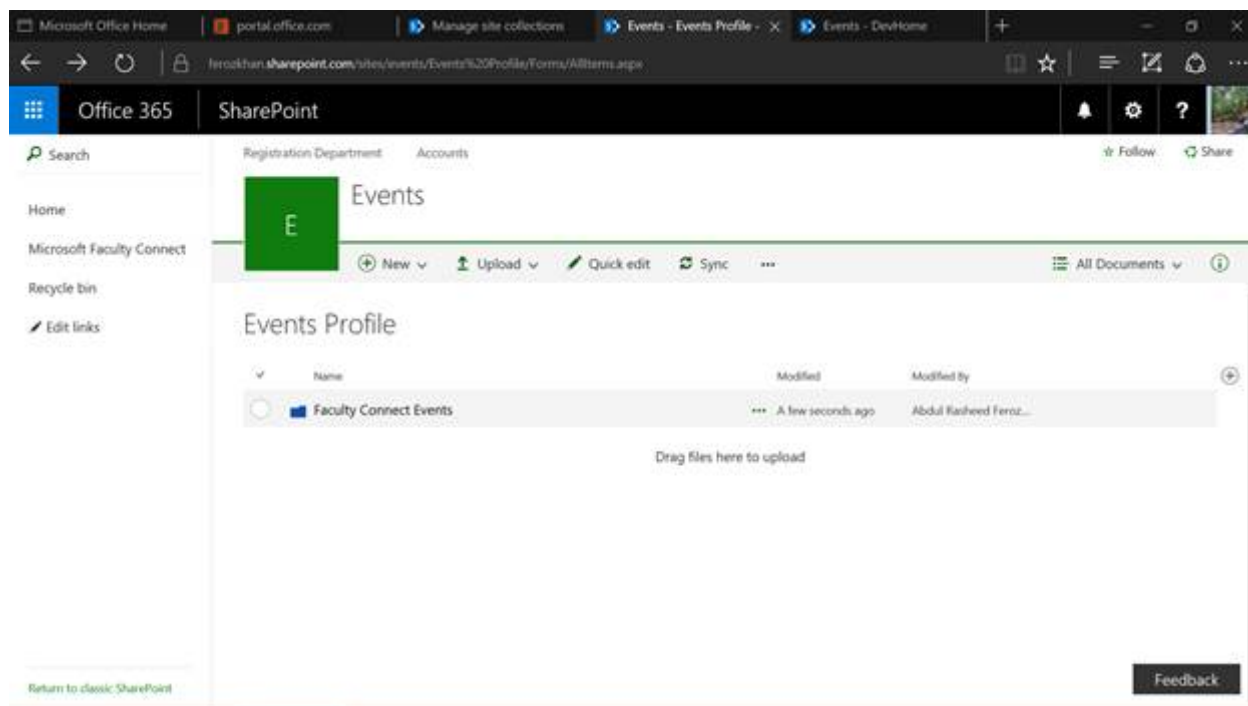
Step 4: Click New - Folder.



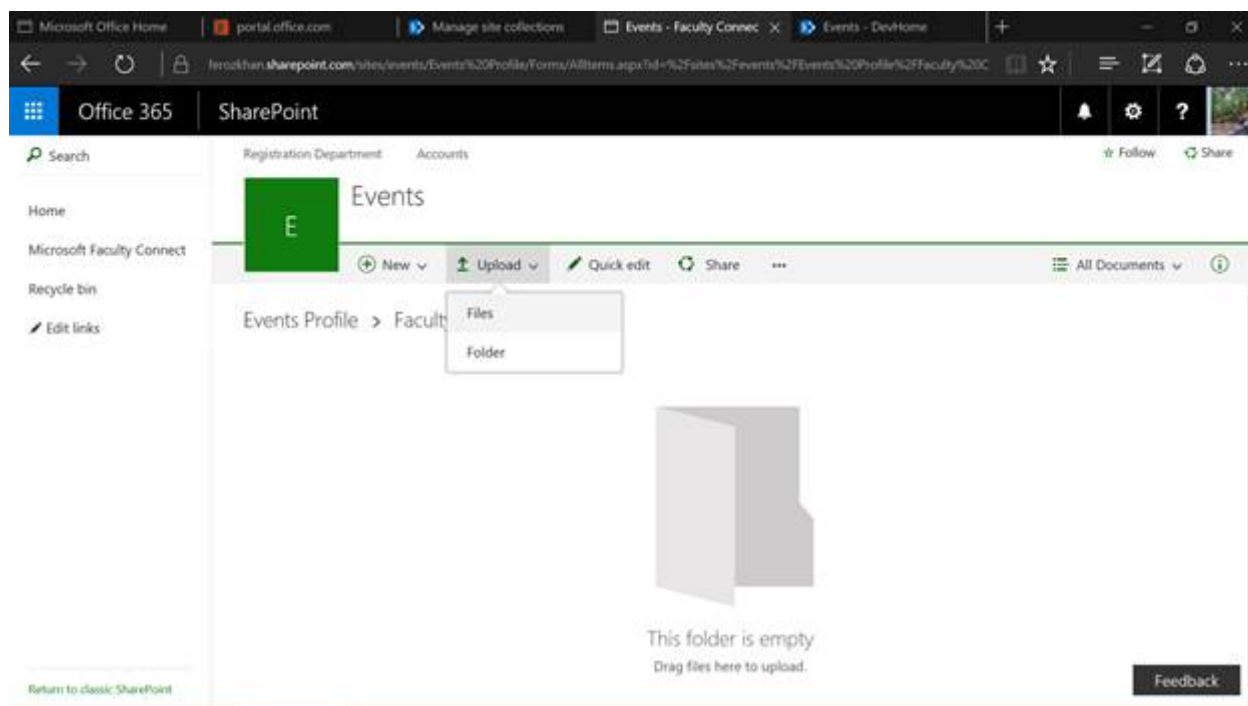
Now, enter the name as Faculty Connect Events for the folder. Click Create.



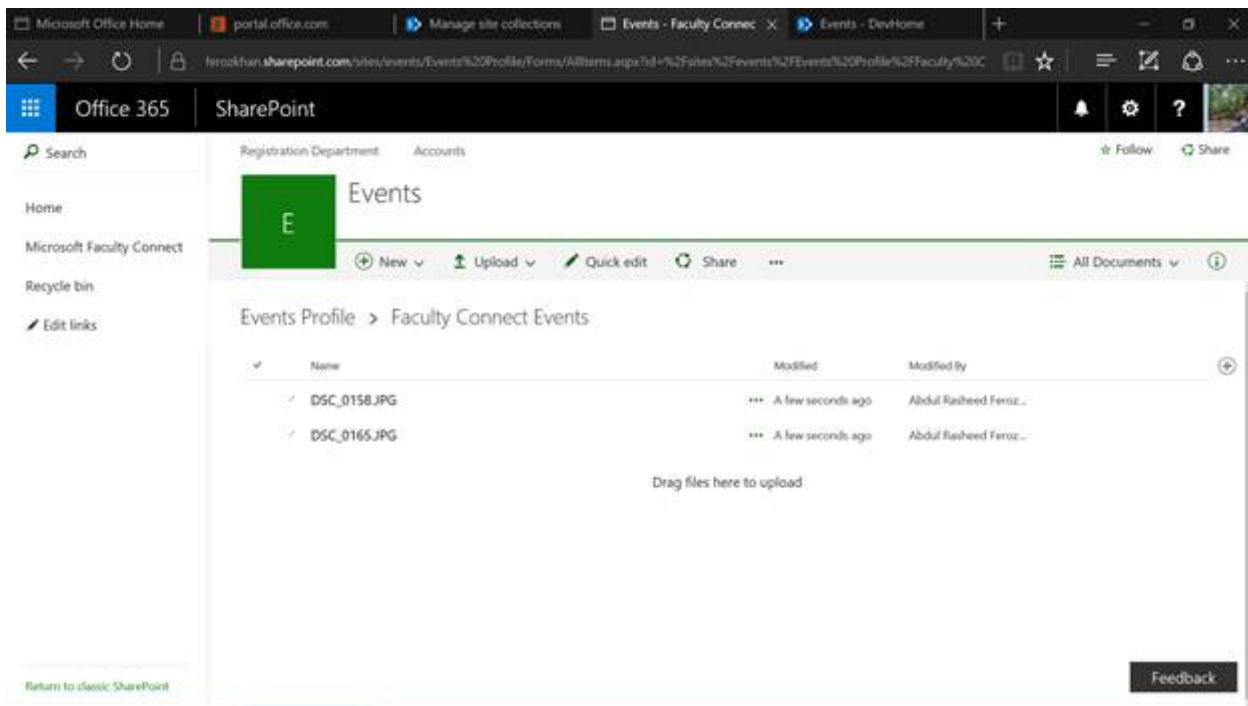
Now, the folder has been created.



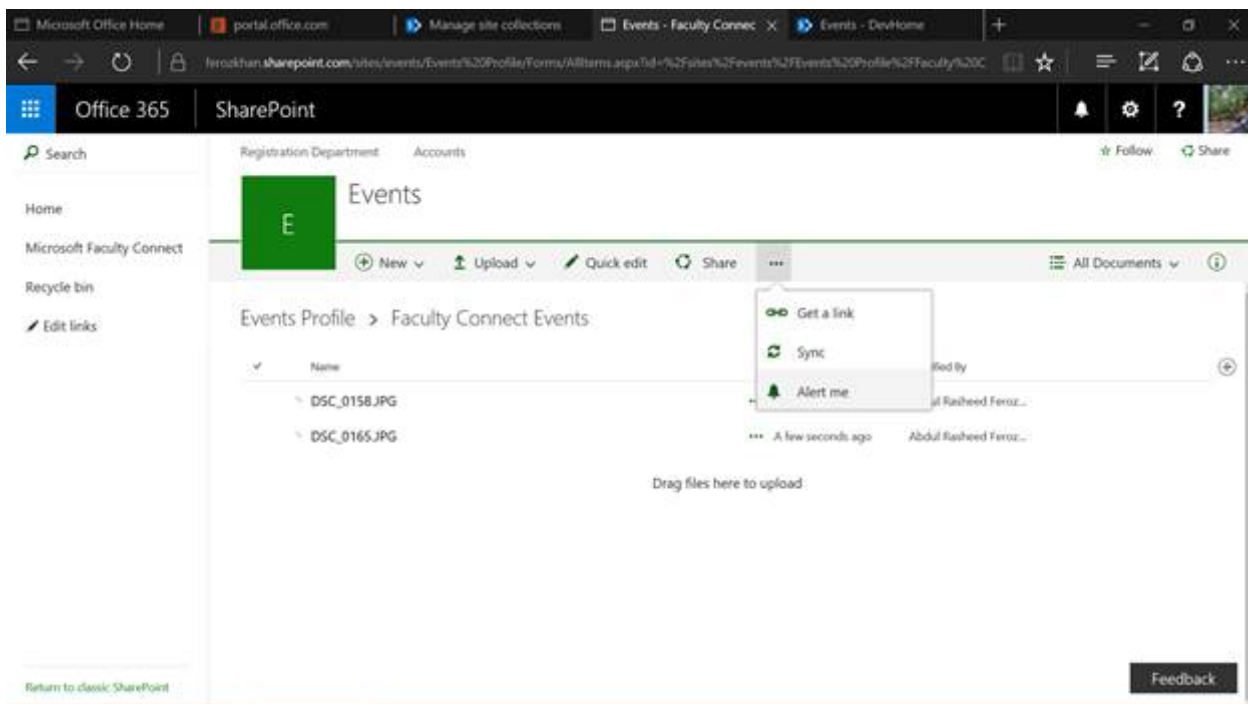
Step 5: Select Upload button - Files.



Here, upload the files. I will be adding the two files here for the folder called Faculty Connect Events.



Step 6: Now, let's add alert (reminder option). Click “...” - Alert me.



You can add the users by adding the user accounts and sending SMS alerts to the mobile numbers.

We will be adding the following details for Alert Title, Send Alerts to the user accounts, Delivery method via Email or text message (SMS) to the mobile, if you have added the mobile numbers, Change type, priority to send the alerts; when to send etc.

Microsoft Office Home | portal.office.com | Manage site collections | Events - Faculty Connect | Events - DevHome

ferozkhan.sharepoint.com/sites/events/Events%20Profile/Forms/AllItems.aspx?id=%2Fsites%2Fevents%2FEvents%20Profile%2FFaculty%20C

Office 365 | SharePoint

Search

Home

Microsoft Faculty

Recycle bin

Edit links

Alert me when items change

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Events Profile: Faculty Connect Events

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:
Abdul Rasheed Feroz Khan

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:
☒ E-mail connect@ferozkhan.info
☐ Text Message (SMS)
☐ Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:
☒ All changes
☐ New items are added

OK Cancel

Feedback

Return to classic SharePoint

Click OK, followed by all the stuff.

Microsoft Office Home | portal.office.com | Manage site collections | Events - Faculty Connect | Events - DevHome

ferozkhan.sharepoint.com/sites/events/Events%20Profile/Forms/AllItems.aspx?id=%2Fsites%2Fevents%2FEvents%20Profile%2FFaculty%20C

Office 365 | SharePoint

Search

Home

Microsoft Faculty

Recycle bin

Edit links

Alert me when items change

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:
☒ Anything changes
☐ Someone else changes a document
☐ Someone else changes a document created by me
☐ Someone else changes a document last modified by me

When to Send Alerts:
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately
☐ Send a daily summary
☐ Send a weekly summary

Time:
Sunday 8:00 AM

OK Cancel

Feedback

Return to classic SharePoint

Thank you for using C# Corner