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Welcome to the course

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Optional: Introduction to Microsoft SharePoint

Microsoft SharePoint Online

Microsoft's collaboration platform

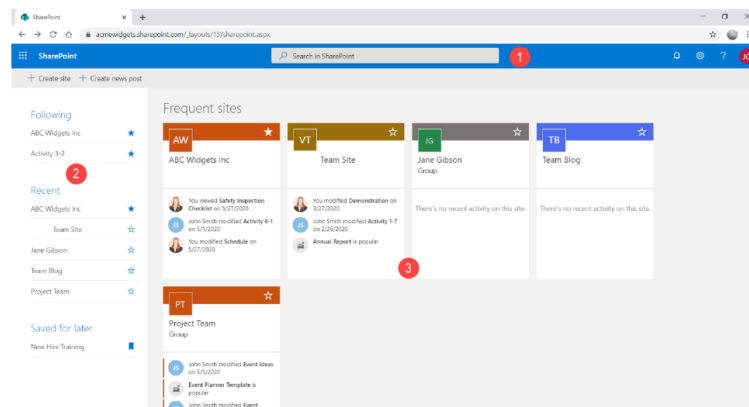
SharePoint is Microsoft's collaboration platform where an organization's members can communicate, exchange information, and collaborate seamlessly. It also provides functionalities such as web content management, intranet, file repository, and more.

Users will primarily interact with SharePoint using a web browser by navigating to the site and logging into it with their username and password. From here, they can interact with the different elements that can be found in SharePoint.

Typically access to SharePoint sites will be governed by your organization's security policies and requirements. This will normally be managed and maintained by your organization's IT team.

SharePoint sites typically focus on company wide information and collaboration, for example, an HR portal for all employees to log into to see information relevant to them. In the next lesson, you will learn how to create and share files and folders in OneDrive. Files and folders can be shared with others on SharePoint sites just as they can on OneDrive. OneDrive is used by individuals as space to store and manage their own files. SharePoint is used by organizations for managing and collaborating on files across the whole organization.

The interface of SharePoint is made up of three main elements:



1: Title Bar

Includes the App launcher, the Search box, links for notifications, settings, help, and your Microsoft 365 profile.

2: Navigation Pane

Displays sites you are currently following, recently opened sites, and your saved list.

3: Sites Area

Displays detailed activity of frequently opened sites.

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