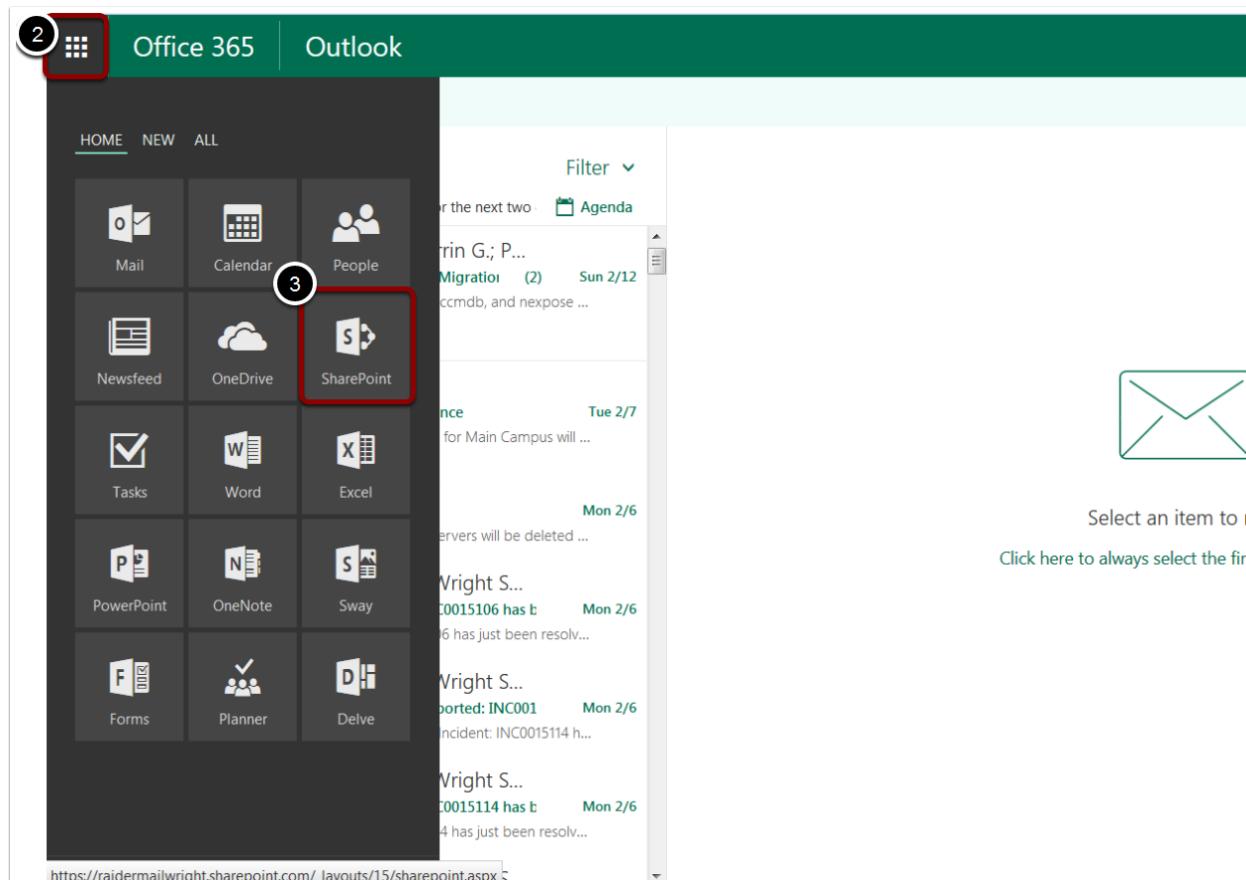


SharePoint Online Basics Training

SharePoint is a portal that helps facilitate, communicate, and store common documents for better productivity.

Accessing SharePoint

1. Login to your Office 365 Account.
2. Click the **grid icon**.
3. Click **SharePoint**.



Browsing Sites

1. Click **Browse Existing Sites**.
2. A new window will appear with a list of public sites you can view and follow.

1

2

Office 365 | SharePoint

Search

Following

CaTS Training and Learning ★

CaTS ★

CaTS Communications & Ma... ★

Recent

CaTS Communications & Ma... ★

Featured links

Learn About Online Communities

Policy Information

Request an Online Community

Browse Existing Sites

Create site

BROWSE PAGE

Office 365 SharePoint

Office 365 Sites PWA

Office 365 Sites

NSLRC Open Lab and Remediation Appointment Site

CaTS Computing and Telecommunications Services information sharing

College of Education & Human Services

Look for something:

Nothing here matches your search

Suggestions

- Make sure all words are spelled correctly
- Try different search terms
- Try more general search terms
- Try fewer search terms
- Try these tips for searching

Sites for employees

Allies Organization for GLBTQA Faculty & Staff

Employee Wellness Events

CaTS ★

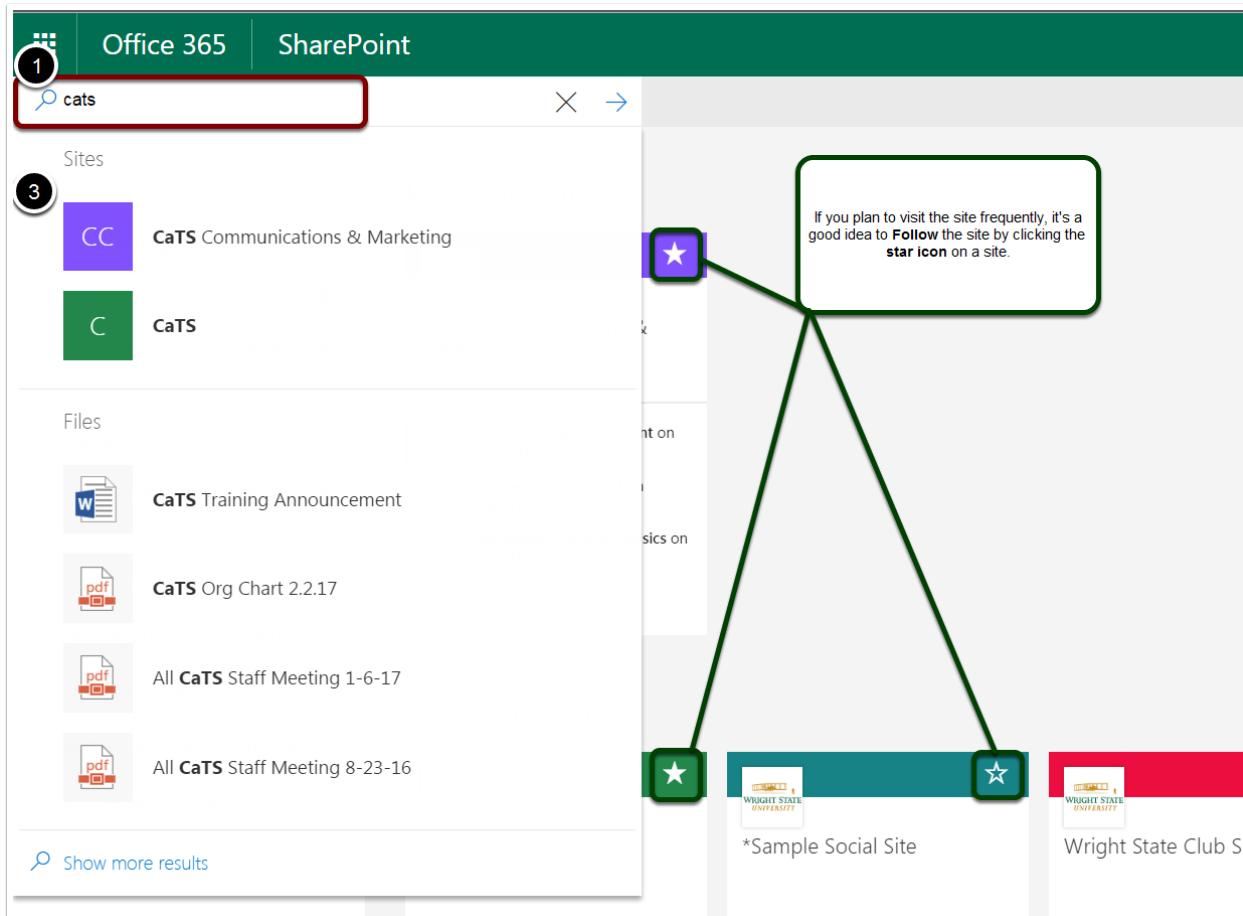
*Sample Social Site ★

Wright State Club S...

Searching for a Site

1. Click in the **Search engine**.
2. Search for the site you would like to visit.
3. Click the site once it comes up, or hit **Enter** once you have finished typing. The site will then open in a new tab.

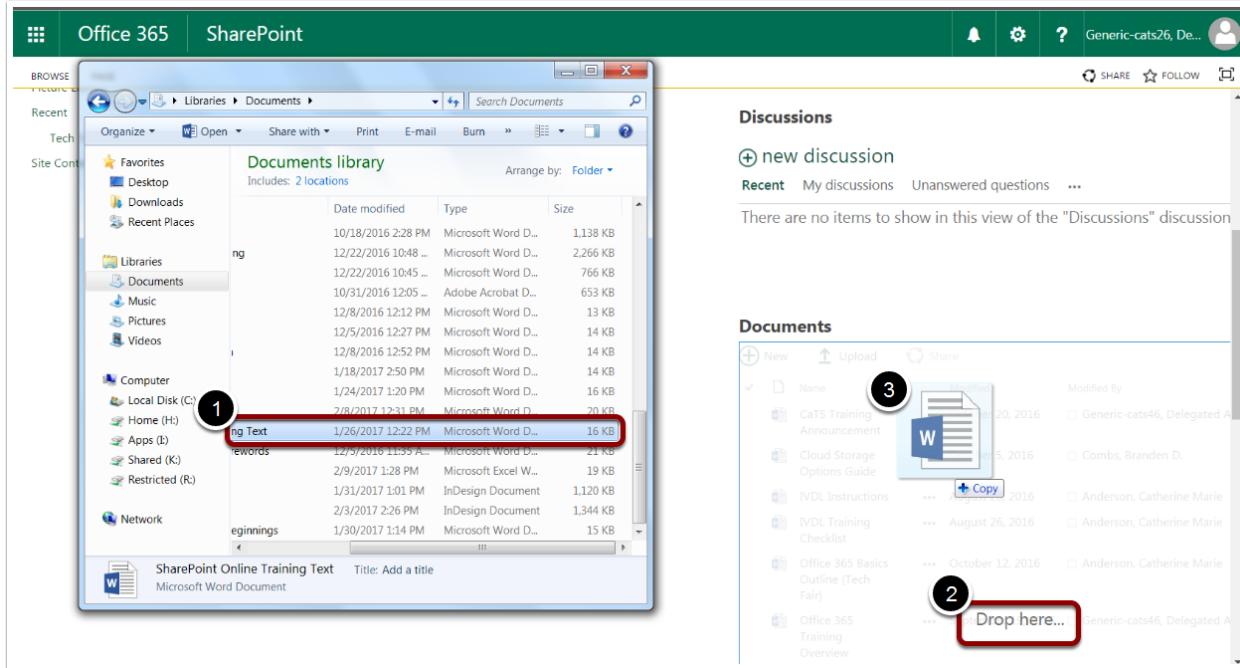
****Note**** If you search the name of a site you know exists and it doesn't appear in the options, try clicking the **Show more results icon** at the bottom.



Using the Drag and Drop Feature

1. Select the file you would like to add to your SharePoint Site.
2. Drag the file to document library until it reads, “Drop here...”
3. Drop the file.

Note You can also move the file from one folder to another within the same site using the same steps.



Document Library

Creating a New Document in a Library

1. Click **Files**.

2. Click **New Document**.

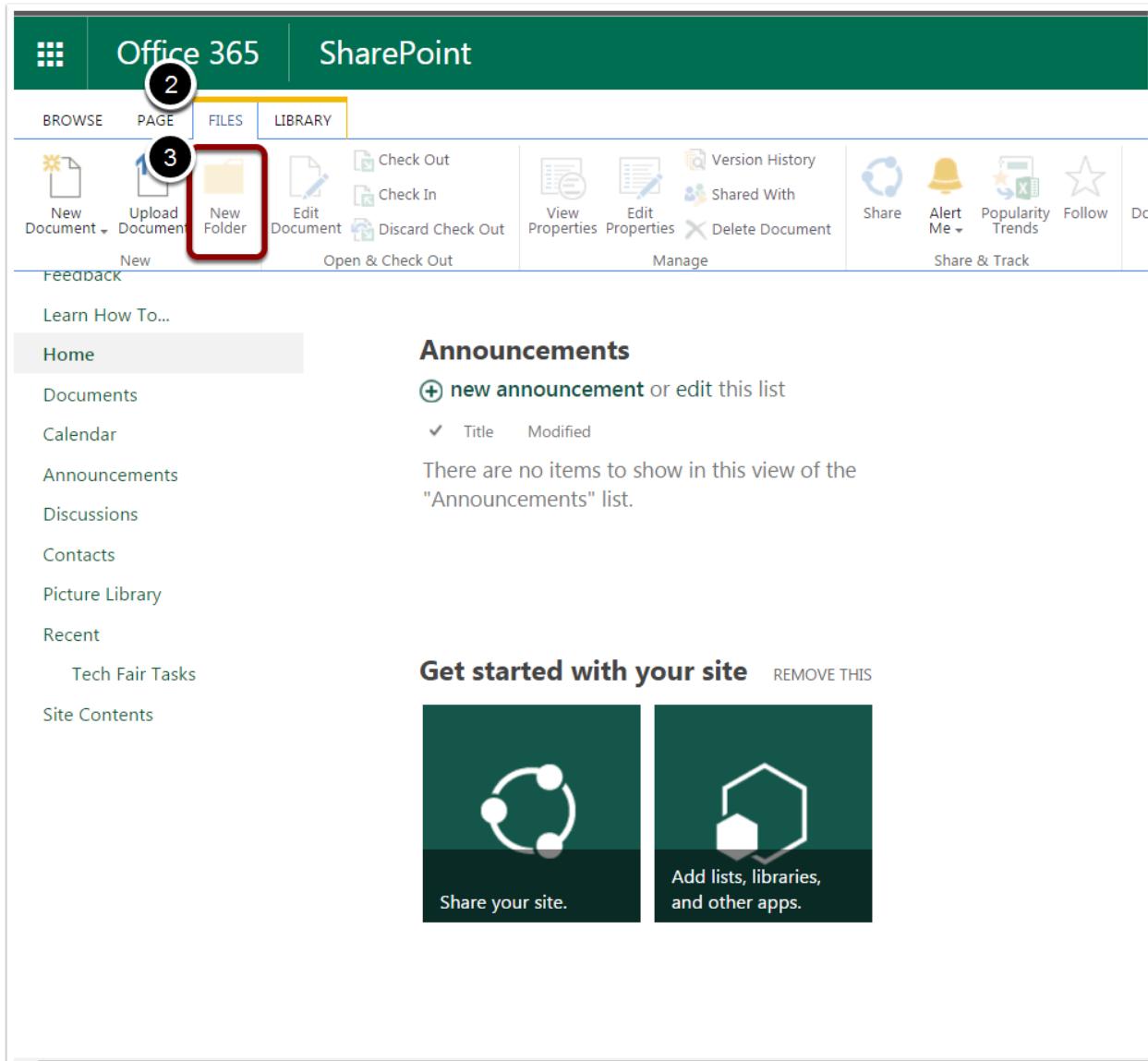
A Word Document will open up in a new tab.

****Note**** Be sure to save your document by going to **File > Save As**

The screenshot shows the SharePoint Online ribbon interface. The 'FILES' tab is highlighted with a yellow background and a circled '1'. Below the ribbon, there's a 'New Document' section with a blue background and a circled '2'. The main content area displays a message: 'There are no items to show in this view of the "Announcements" list.' On the right side, there are sections for 'Discussions', 'Recent', and 'Documents'. The 'Discussions' section has a 'Get started with your site' card. The 'Recent' section shows a message: 'There are no items to show in this view of the "Calendar" list. To add a new item, click "New".' The 'Documents' section lists files: 'CaTS Training Announcement', 'Cloud Storage Options', and 'DRAFT Training'. At the bottom, there's a footer bar with icons for Home, Site Contents, Recent, and Help.

Creating a New Folder

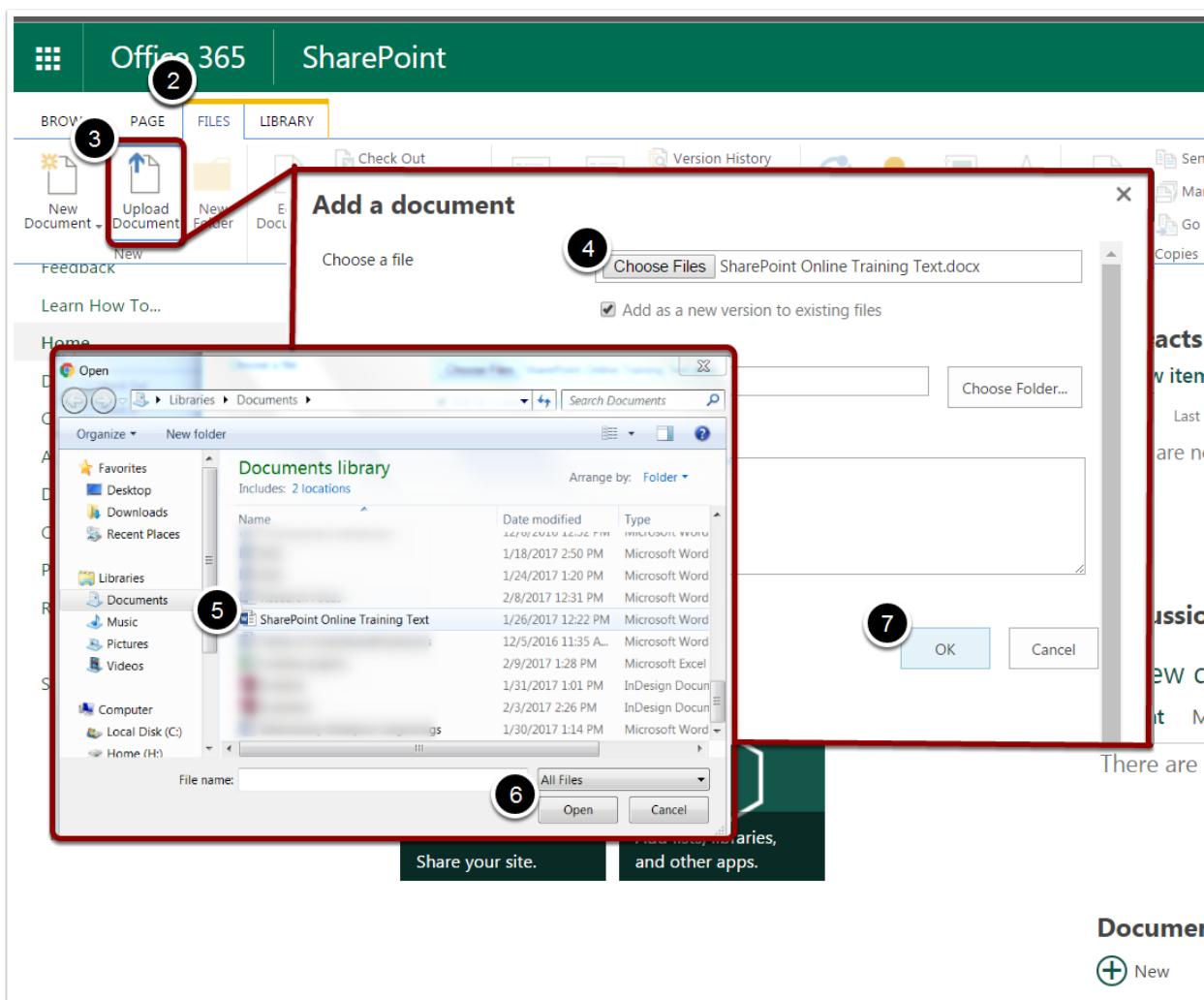
1. Select the document library in which you would like to place the new folder.
2. Click **Files**.
3. Click **New Folder**.
4. In the textbox provided, name your folder.
5. Click **Save**.



Uploading a Single File

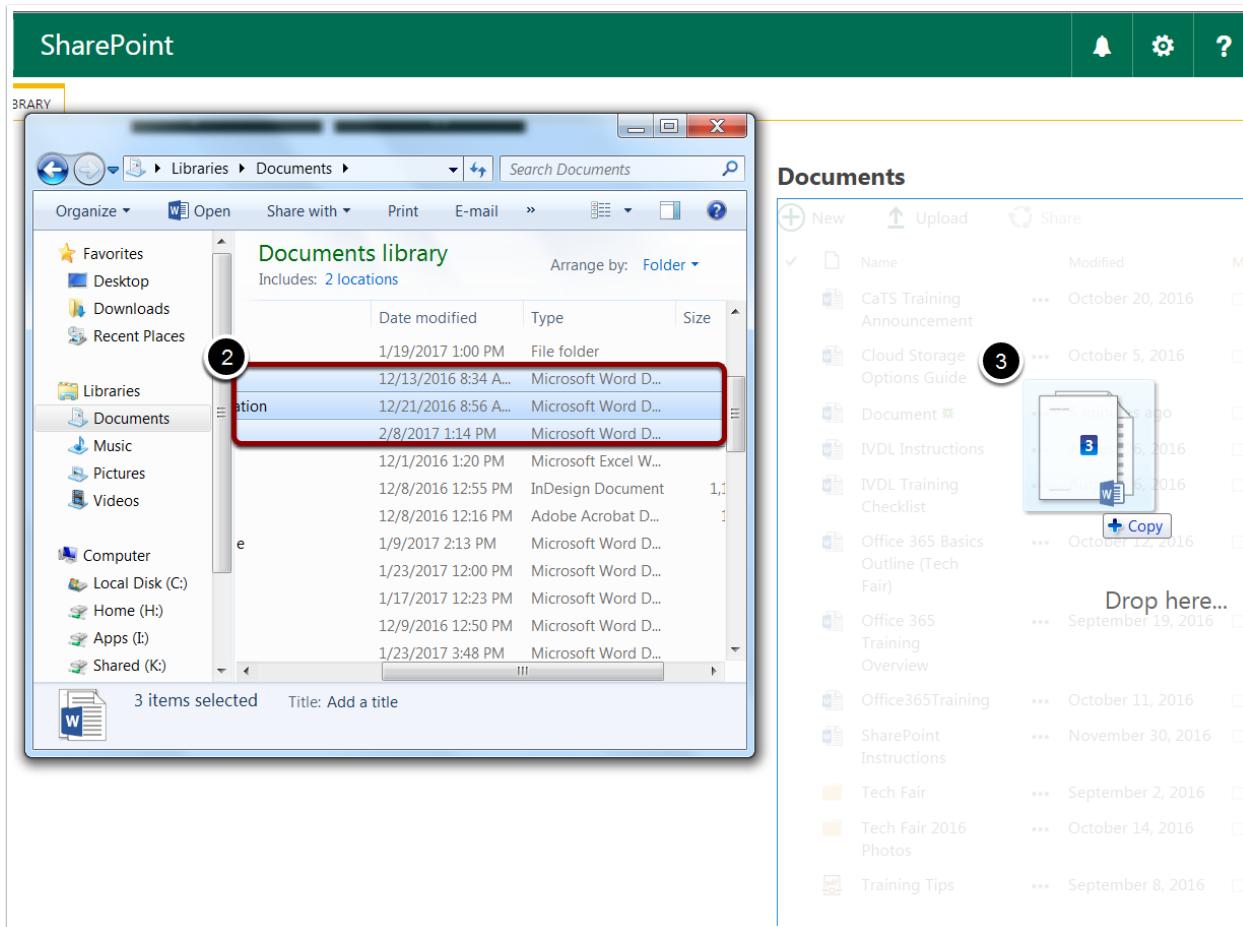
1. Select the document library in which you would like to upload the new file.
2. Click **Files**.
3. Click **Upload Document**.
4. Click **Choose Files**.
5. Select the file you would like to upload.
6. Click **Open**.
7. Click **OK**.

Alternatively, you can click **New Document File**, or use the Drag and Drop method outlined previously.



Uploading Multiple Files

1. Select the document library in which you would like to upload the new files.
2. Using the **control key**, select the multiple files you would like to upload.
3. Use the Drag and Drop method outlined previously.



Checking Out a File

1. Select the file you would like to check out.
2. Click **Check Out**.

Alternatively, you can click the **three dots** next to the file > Click **Check Out**.

****Note**** When a document is checked out, only the one who checked it out can work on it.

The screenshot shows the SharePoint Online interface. At the top, there's a green header bar with the 'Office 365' and 'SharePoint' logos. Below the header is the ribbon with tabs: 'PAGE', 'FILES' (which is selected), and 'LIBRARIES'. The 'LIBRARIES' tab has a circled '2' indicating notifications. Under the 'FILES' tab, there are several buttons: 'Upload Document', 'New Folder', 'Edit Document' (with a circled '2'), 'Check In', 'View Properties', 'Edit Properties', 'Version History', 'Shared With', 'Delete Document', 'Share', 'Alert Me', 'Popularity Trends', 'Follow', 'Download a Copy', 'Send To', 'Manage Copies', 'Go To Source', 'Copies', 'Workflows', 'Publish', and 'Workflow'. A 'New' button is also present. A callout bubble points to the 'Edit Document' button with the number '2'. Another callout bubble points to a document thumbnail for 'CaTS Training Announcement' with a circled '1'. The main content area includes sections for 'Fair Tasks', 'Check Out' (with a note about checked-out documents), 'site' (with a 'REMOVE THIS' link), 'Share your site.', 'Add lists, libraries, and other apps.', 'Discussions' (with a '+ new discussion' button), 'Recent', 'My discussions', 'Unanswered', and 'Documents' (listing files like 'CaTS Training Announcement', 'Cloud Storage Options Guide', 'Document *', 'IVDL Instructions', 'IVDL Training Checklist', and 'Office 365 Basics').

Checking In a File

1. Select the file you would like to check in.
2. Click **Check In**.

Alternatively, you can click the **three dots** next to the file > Click **Check In** > Click **No** to ensure the file does not check out after you close out of it.

Office 365 | SharePoint

SE PAGE FILES LIBRARY

Upload Document New Folder Check Out (2) Check In Edit Document Discard Check Out View Properties Edit Properties Shared With Version History Delete Document Share Alert Me Popularity Trends Follow Download a Copy Send To Manage Copies Go To Source Workflows Publish

New Open & Check Out Manage Share & Track Copies Wo

Get started with your site REMOVE THIS

Share your site. Add lists, libraries, and other apps.

Calendar

There are no items to show in this view of the "Calendar" list. To add a new item, click "New".

Previous Add new event

Discussions

+ new discussion Recent My discussions Unansw

There are no items to show in tl

Documents

+ New Upload Share

1 CaTS Training Announcement ... Options

Name	... Options
Cloud Storage Options Guide	... Options
Document *	... 5
IVDL Instructions	... Attached
IVDL Training Checklist	... Attached
Office 365 Basics	... Options

Deleting a File

1. Select the file you would like to delete.
2. Click **Delete Document**.
3. Click **Okay**.

Alternatively, you can click the **three dots** next to the file > Click **Delete** > Click **Okay**

The screenshot shows a SharePoint Online interface with the following elements:

- Header:** Office 365 | SharePoint
- Navigation:** PAGE, FILES (selected), LIBRARY
- Actions:** Upload Document, New Folder, Edit Document, Check Out, Check In, View Properties, Prop., Delete Document (highlighted with a red circle 2).
- Modal Dialog:** "Delete Document" asking "Are you sure you want to send the item(s) to the site Recycle Bin?". Buttons: OK (highlighted with a red circle 3) and Cancel.
- Content Area:**
 - Get started with you:** Share your site, Add lists, libraries, and other apps.
 - Calendar:** No items to show. Buttons: Previous, Add new event.
 - Discussions:** No items to show.
 - Documents:** A list of files:

Name	Last Modified
CaTS Training Announcement	Oct 01
Cloud Storage Options Guide	Oct 01
Document *	5 min
IVDL Instructions	Aug 29
IVDL Training Checklist	Aug 29
Office 365 Basics	Oct 01

Recovering a File

1. Click Recycle Bin.
2. Select the file you would like to recover.
3. Click Restore.

The screenshot shows the SharePoint Online interface with the following steps highlighted:

- 1.** The "Recycle bin" option is selected in the left navigation bar.
- 2.** A file named "Test" is selected in the list.
- 3.** The "Restore" button is highlighted.

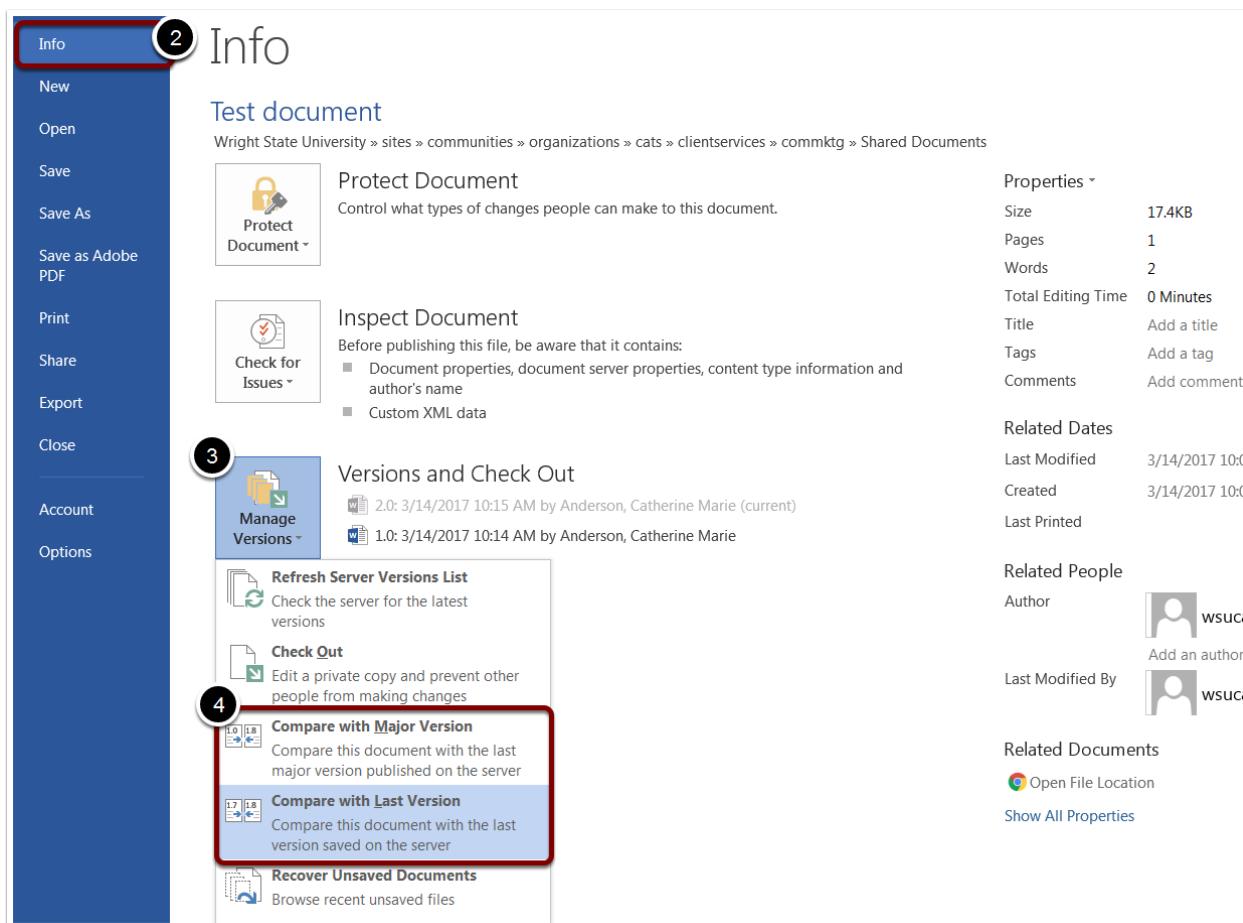
The main content area displays the "Recycle bin" page with a table listing deleted files. The table includes columns for Name, Date deleted, Deleted by, Created by, and Origin. The "Test" file is listed as the first item.

Name	Date deleted	Deleted by	Created by	Origin
Test	2/14/2017 12:31 PM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 12:05 PM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 12:05 PM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 11:56 AM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 11:56 AM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 11:48 AM	Generic-cats26, De	Generic-cats26, De	sites/

Comparing Versions of a Word Document

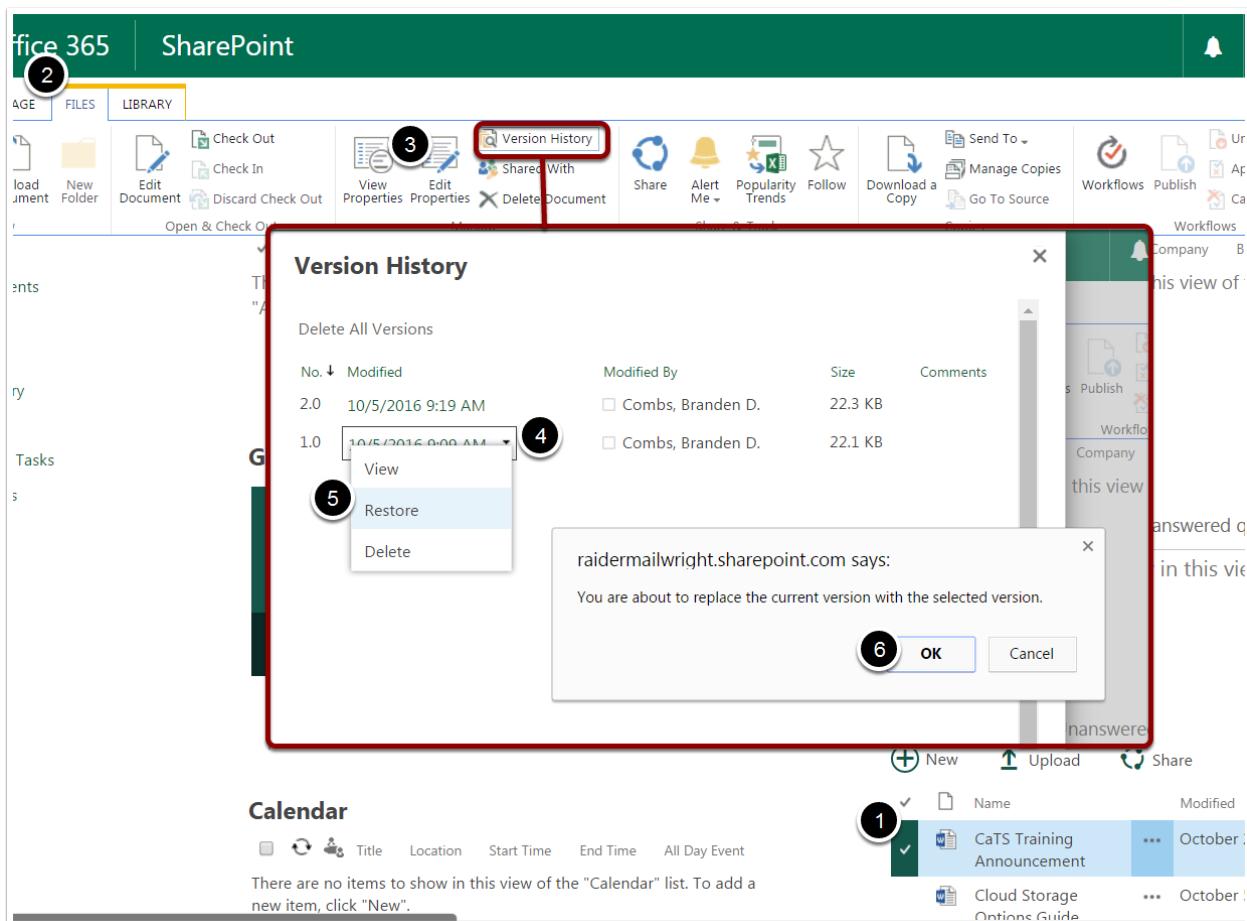
1. In the document, click the **Files tab**.
2. Click **Info**.
3. Click **Manage Versions**.
4. Select to either compare the document with the **Major Version** or the **Latest Version**. The selected version will then appear alongside the current version you are working on.

Alternatively, while in the document, you can click the **Review tab** > Click **Compare**



Restoring a Previous Version of a File

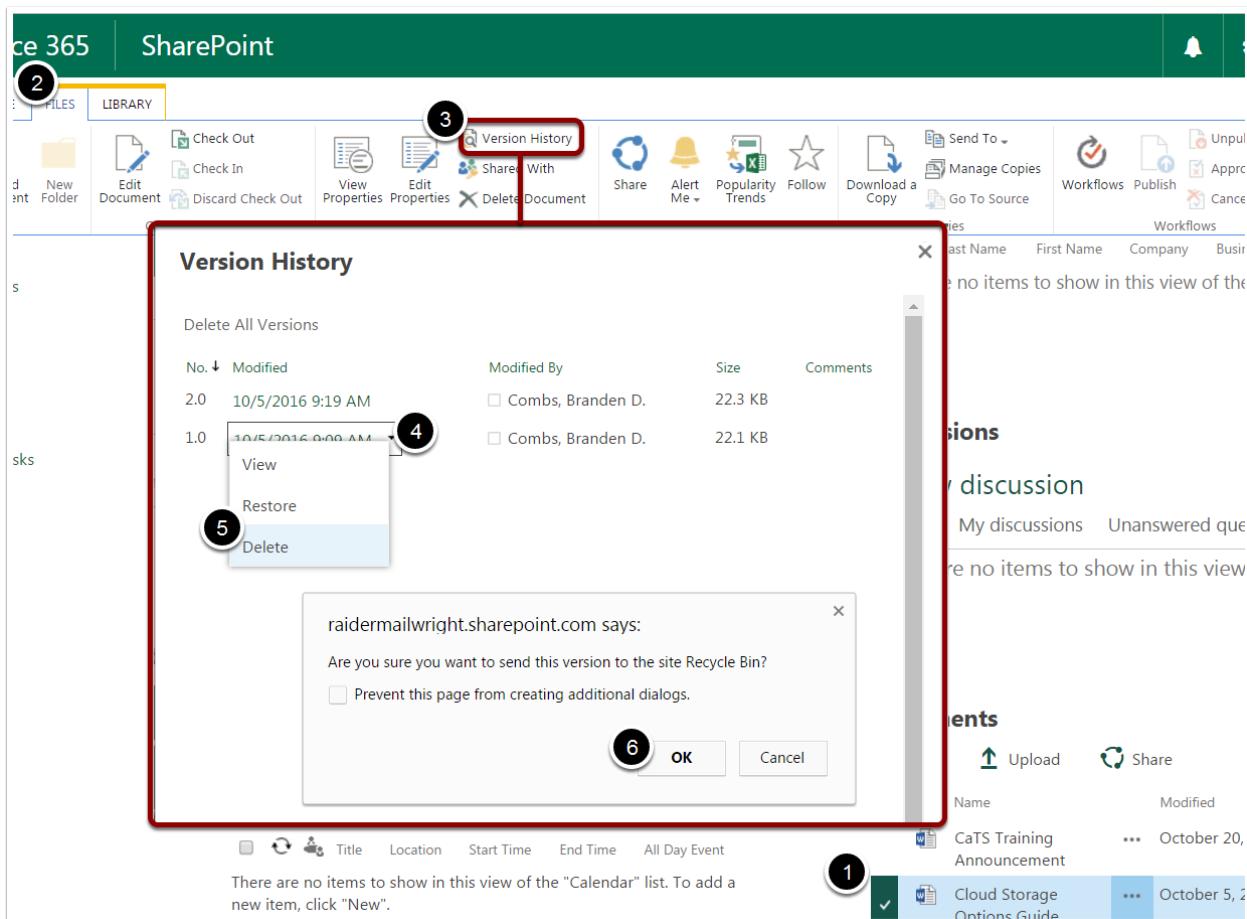
1. In the Document Library, click the **File tab**.
2. Click **Version History**.
3. Select the version you wish to restore.
4. Click the **Drop-down List**.
5. Click **Restore**.
6. Click **OK**.



Deleting a Version of the File

1. In the Document Library, click the **File tab**.
2. Click **Version History**.
3. Select the version you would like to delete.
4. Click the **Drop-down List**.
5. Click **Delete**.
6. Click **OK**.

Note You can also click **Delete All Versions** or **Delete Minor Versions** in the **Version History** menu.



Picture Library

Office 365 | SharePoint

Search

Home Documents Calendar Announcements Discussions Contacts Picture Library Pages Site Contents Recycle bin Edit

Test and Training Sites Departmental videos

WRIGHT STATE UNIVERSITY

CaTS Communications & Marketing

+ New ▾ Upload ▾ Quick edit Sync ...

Picture Library


WG2XUmUe_400x400.jpg edited by Generic-cats26, Delegated ...

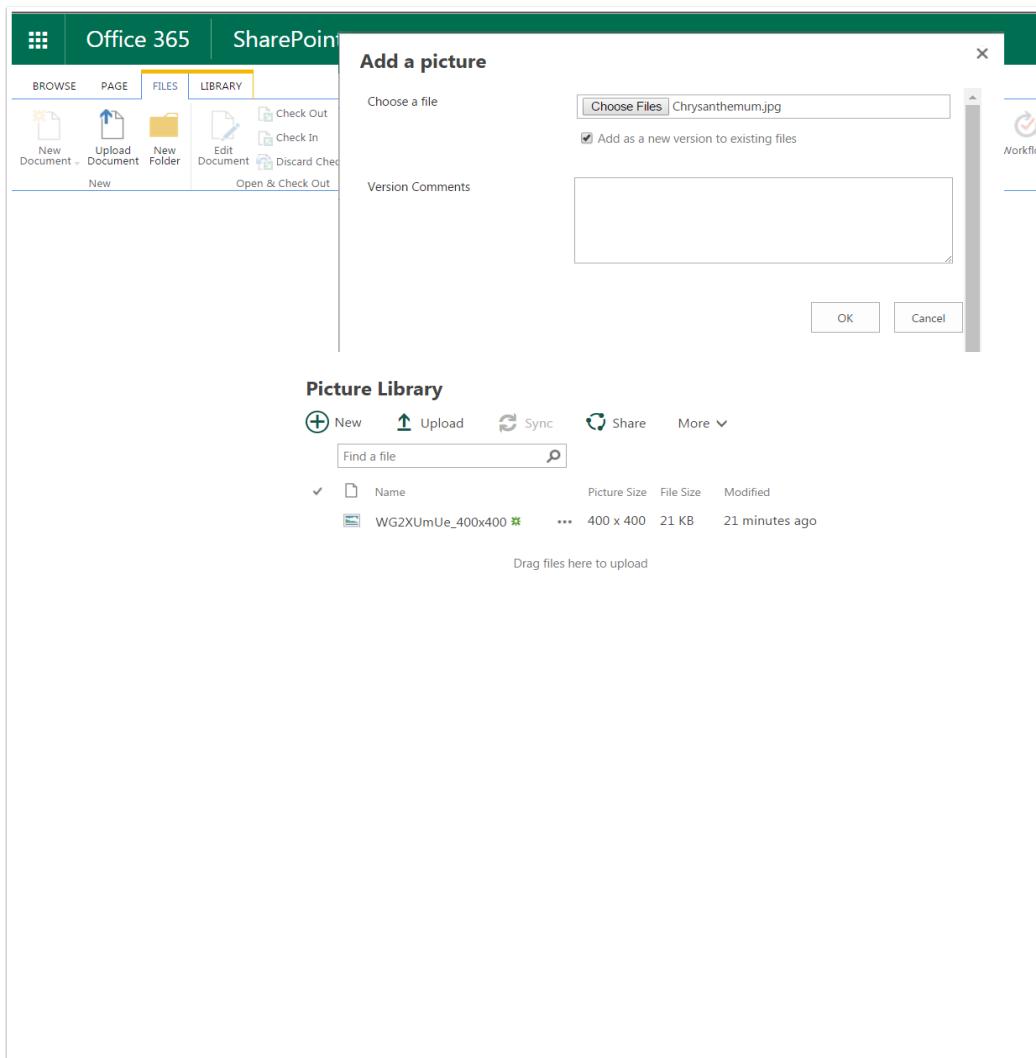
Return to classic SharePoint

WG2XUmUe_400x....jpg ^

Uploading a Single Picture

1. Select the Picture Library in which you would like to upload the picture.
2. Click the **Files tab**.
3. Click **Upload Document**.
4. Click **Browse**.
5. Select the picture you would like to upload.
6. Click **OK**.
7. In the textboxes provided, name and describe your picture. (Optional)

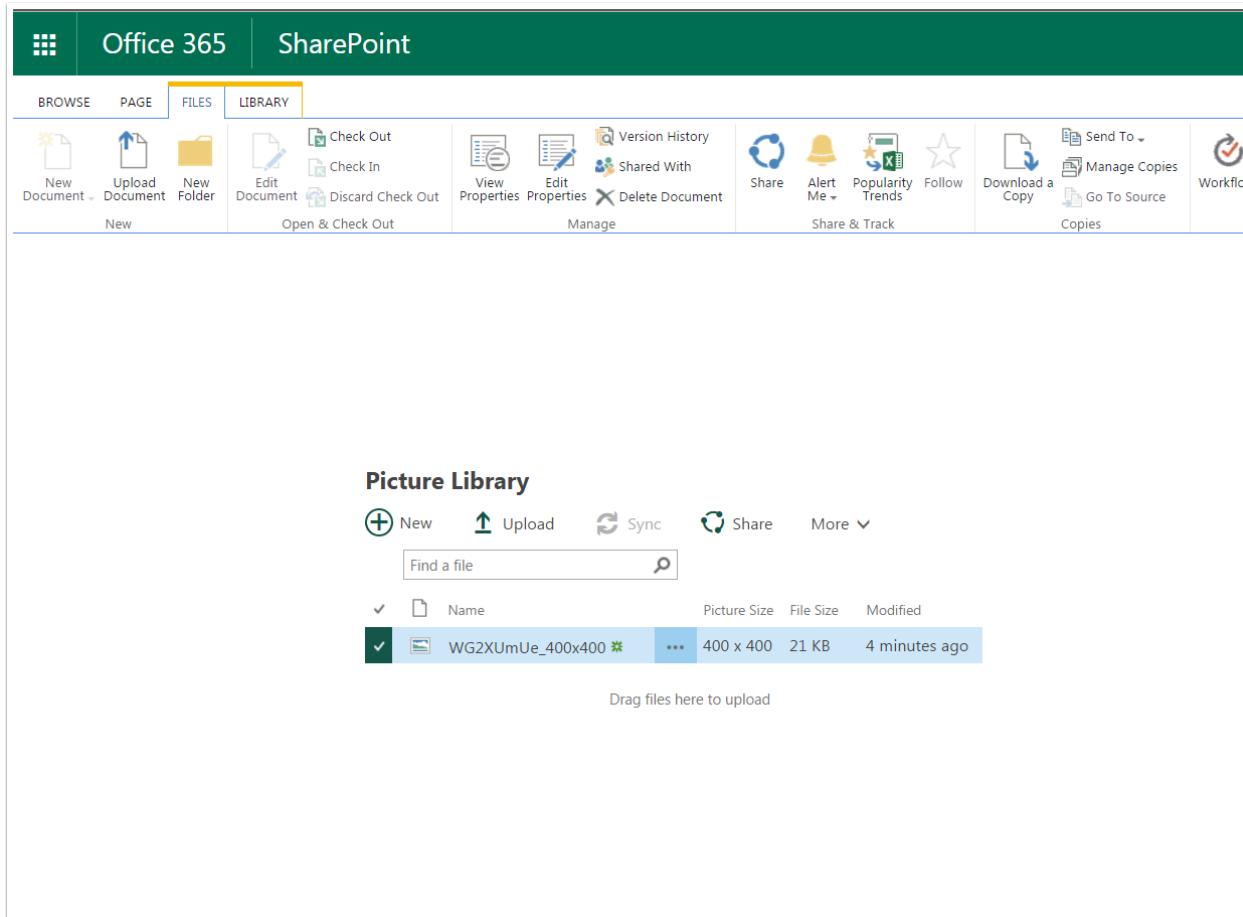
Alternatively, you can click **New Picture**, **Upload**, or use the Drag and Drop method.



Uploading Multiple Pictures

1. Select the Picture Library in which you would like to upload the picture.
2. Using the **control** key, click the pictures you would like to upload.
3. Use the Drag and Drop method.

Alternatively, you can click **New Picture** > Click **Browse** > Open the folder the pictures are in > Select the pictures > Use the Drag and Drop method.



The screenshot shows the SharePoint ribbon with the 'LIBRARY' tab selected. Below the ribbon is a toolbar with various document management icons. The main area is titled 'Picture Library' and contains a table of uploaded files. A 'New' button is highlighted with a green border. At the bottom, there is a large text input field labeled 'Drag files here to upload'.

Name	Picture Size	File Size	Modified
WG2XUmUe_400x400	400 x 400	21 KB	4 minutes ago

Editing a Picture

1. Select the picture you would like to edit.
2. Click the **Files tab**.
3. Click **Edit Document**.
4. The picture will appear in your device's photo editor (e.g. Paint, Windows Photo).
5. When you have finished editing your picture, click **Save**.

Alternatively, you can click the **three dots** next to the picture file > Click **Edit**

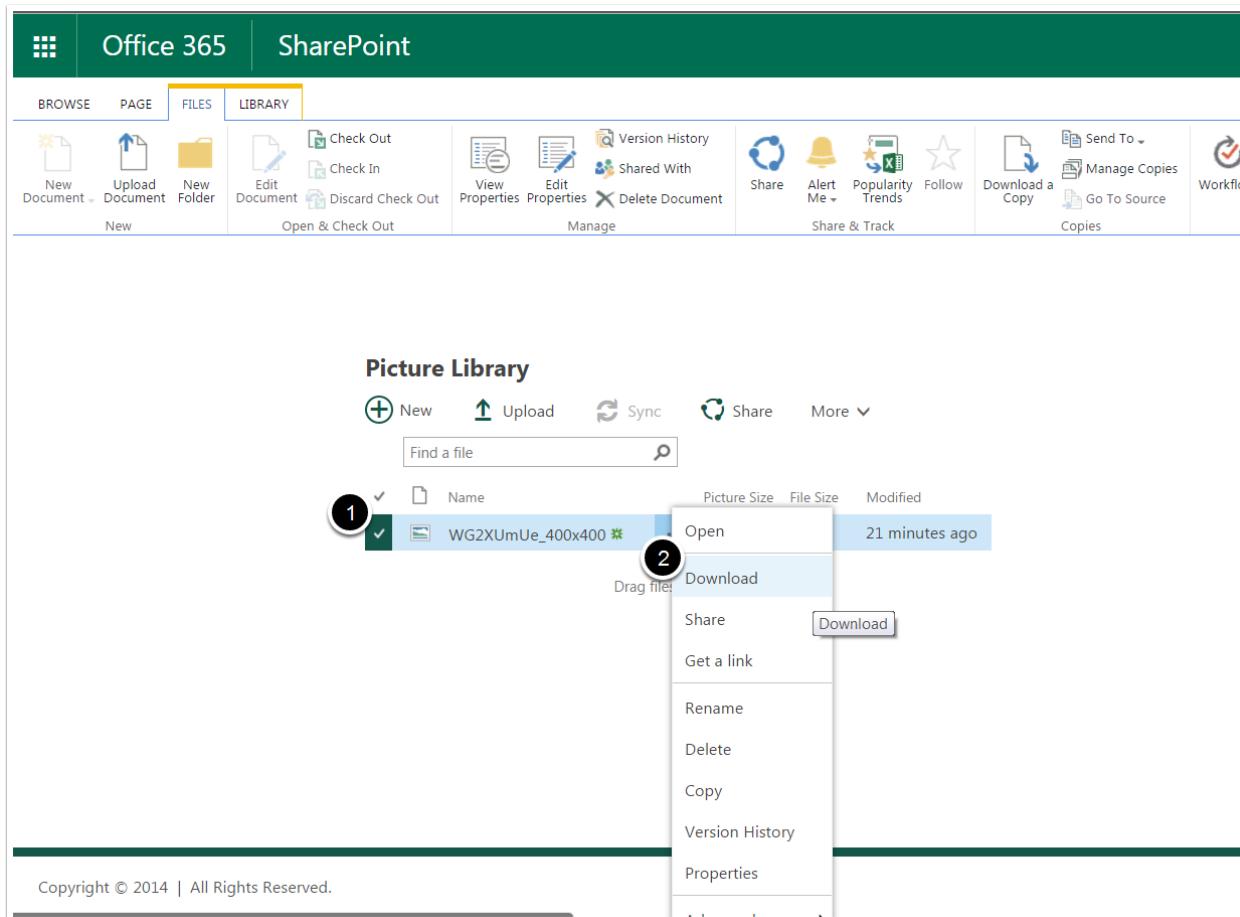
The screenshot shows the SharePoint Picture Library interface. At the top, there is a navigation bar with tabs: BROWSE, PAGE, FILES (which is highlighted), and LIBRARY. Below the navigation bar is a toolbar with various document management icons. A circled number '2' is over the FILES tab, and another circled number '3' is over the 'Edit Document' icon. The main area is titled 'Picture Library' and contains a table of uploaded files. One file, 'WG2XUmUe_400x400', is selected, indicated by a circled number '1'. The table columns include Name, Picture Size, File Size, and Modified. Below the table, there is a placeholder text 'Drag files here to upload'.

Name	Picture Size	File Size	Modified
WG2XUmUe_400x400	400 x 400	21 KB	21 minutes ago

Downloading a Picture

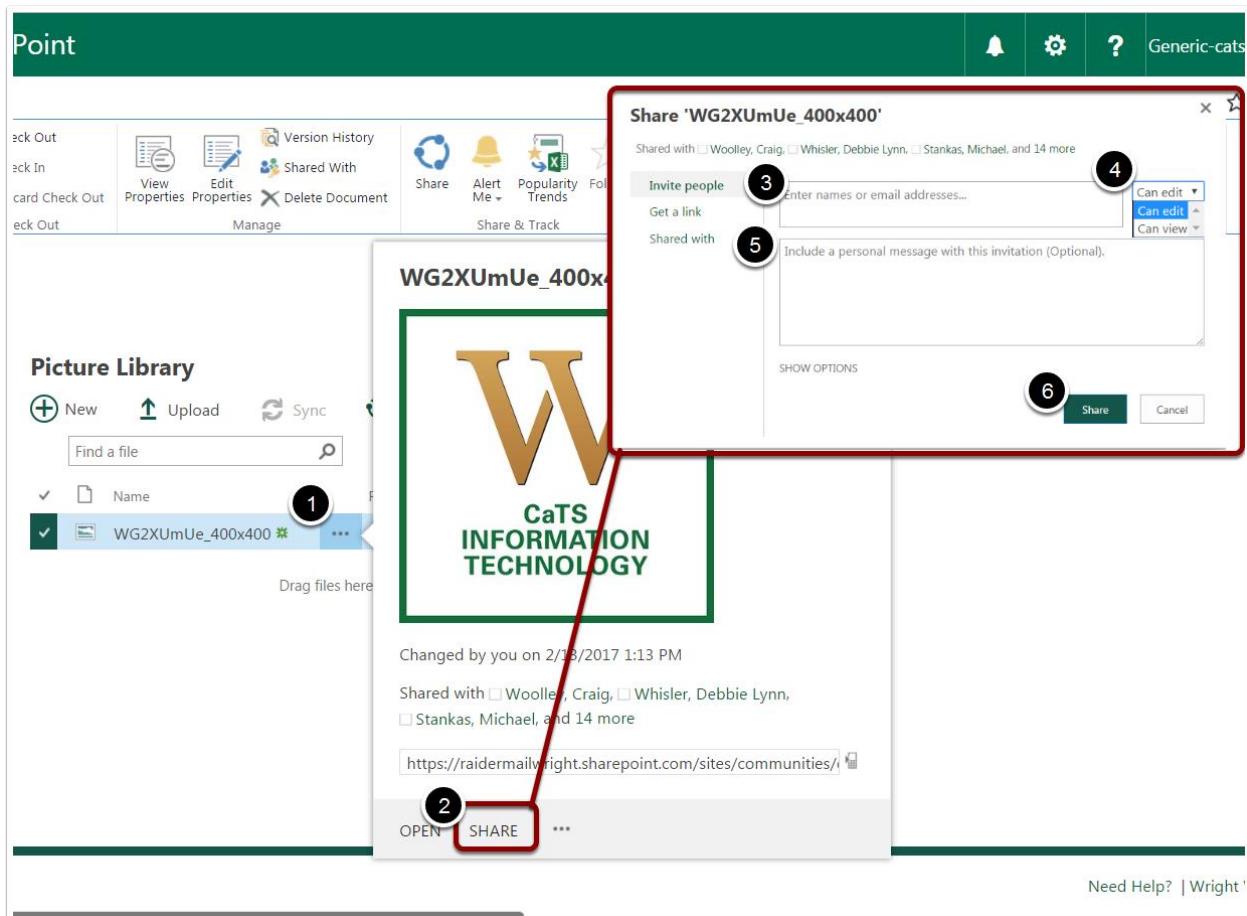
1. Right click the picture you would like to download.
2. Click **Download**.

Alternatively, you can select the picture you would like to download > Click the **File tab** > Click **Download a Copy**



Sharing a Picture

1. Click the **three dots** next to the picture you would like to share.
2. Click **Share**.
3. In the textbox provided, type the email address of the recipient(s) you wish to share the picture with.
4. Under the drop-down menu, select whether your recipient(s) can only edit or view the image.
5. In the textbox provided, include a message to your recipient(s). (Optional)
6. Click **Share**.



Viewing a Slideshow

1. Click the **Library tab**.
2. Click **Current View**.
3. Under the drop-down menu, click **Slides**.
4. Use the **arrow icon** to navigate through the pictures.

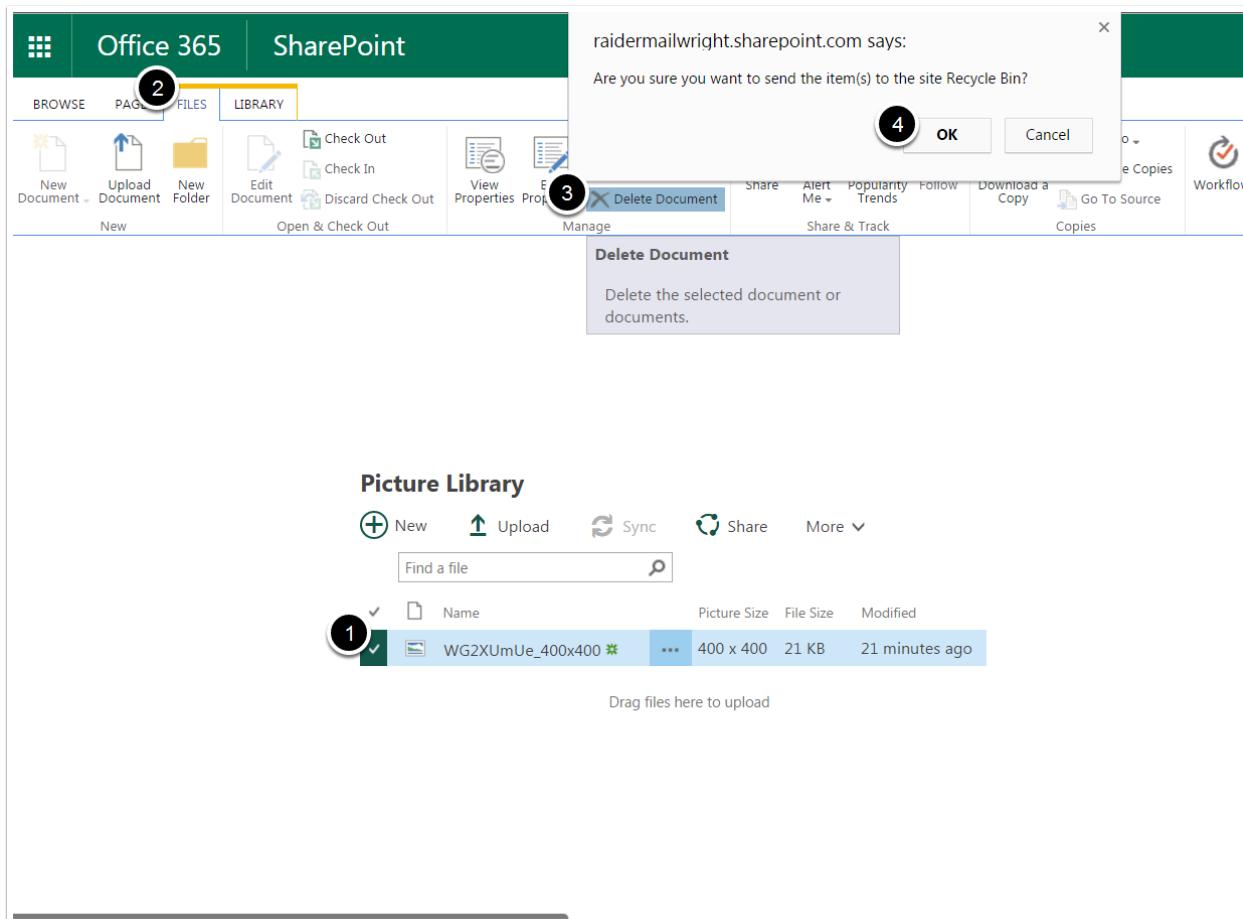
Alternatively, you can click **Slides** in the Picture Library.

The screenshot shows the SharePoint Picture Library interface. At the top, there's a navigation bar with 'Office 365' and 'SharePoint'. Below it, the 'FILES' tab is highlighted. A dropdown menu labeled 'Current View:' is open, showing options like 'Default', 'Public', and 'Slides'. The 'Slides' option is highlighted with a blue background and a circled number '3'. The main area is titled 'Picture Library' and contains a file named 'WG2XUmUe_400x400' with details: Name, Picture Size (400 x 400), File Size (21 KB), and Modified (21 minutes ago). There are also buttons for 'New', 'Upload', 'Sync', 'Share', and a search bar.

Deleting a Picture

1. Select the picture you would like to delete.
2. Click the **Files tab**.
3. Click **Delete Document**.
4. Click **OK**.

Alternatively, you can click the **three dots** next to the picture you would like to delete > In the new menu that appears, click the **three dots** > Click **Delete**



Calendar

The screenshot shows a SharePoint Online calendar interface for the month of February 2017. At the top, there are navigation links for "BROWSE", "EVENTS", and "CALENDAR". Below the header, the Wright State University logo is displayed. The main title "Calendar" is centered above the date "February 2017". A breadcrumb trail indicates the current location: "Office 365 Sites > Organizations > CaTS > Client Services > CaTS Communications & Marketing". A secondary navigation bar at the top of the page includes "CaTS" and "Test and Training Sites". On the left side, there is a sidebar with links to "Home", "Documents", "Announcements", "Discussions", "Contacts", and "Picture Library". The main content area displays a grid of days from Sunday, February 29, to Saturday, March 4. The 13th is highlighted with a blue border. A message at the bottom of the sidebar states "Today is Monday, February 13, 2017".

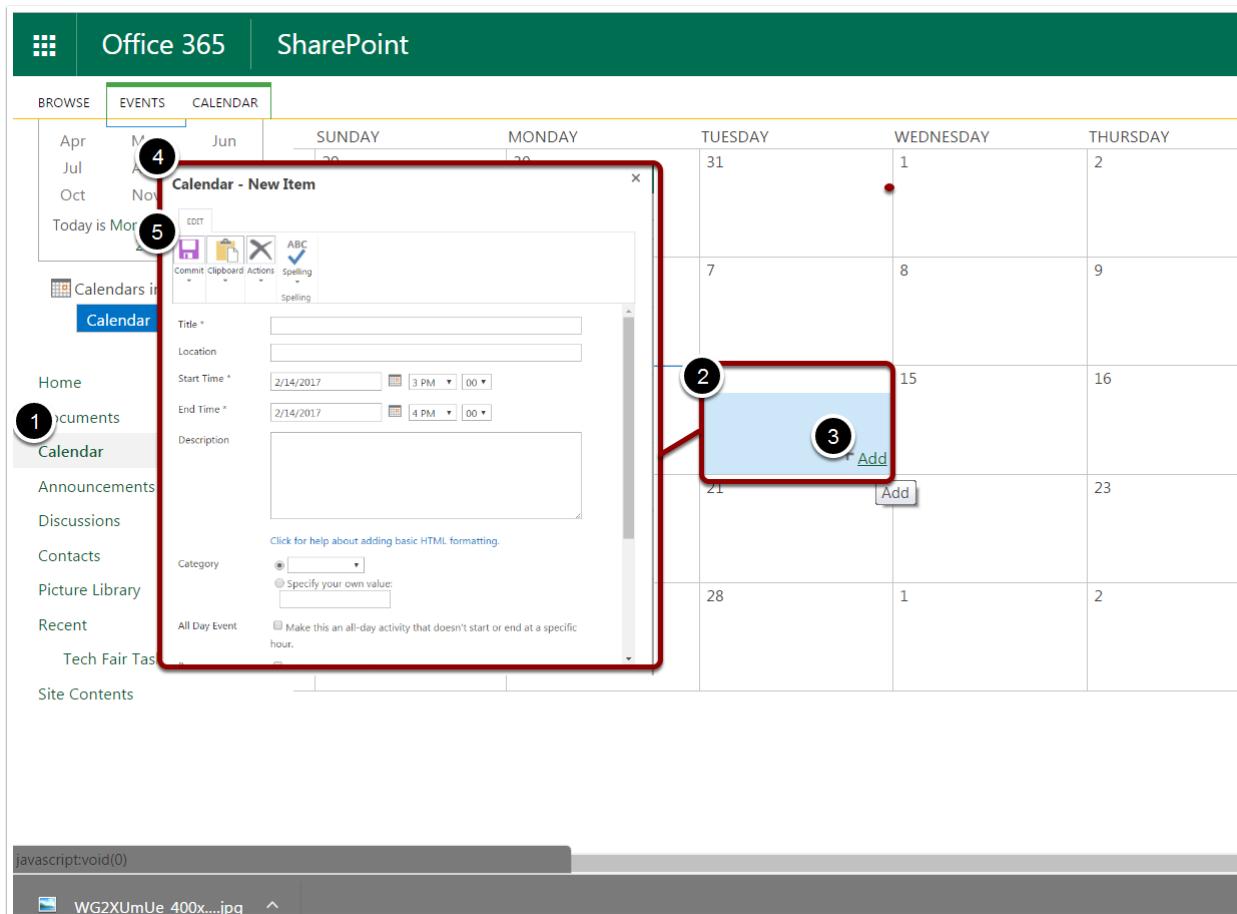
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	1	2

Adding a New Event

1. Click **Calendar**.
2. Select the date you would like the event to occur.
3. Click **Add**.
4. In the window that appears, enter the details of your event (e.g. title, start time, end time).
5. Click **Save**.

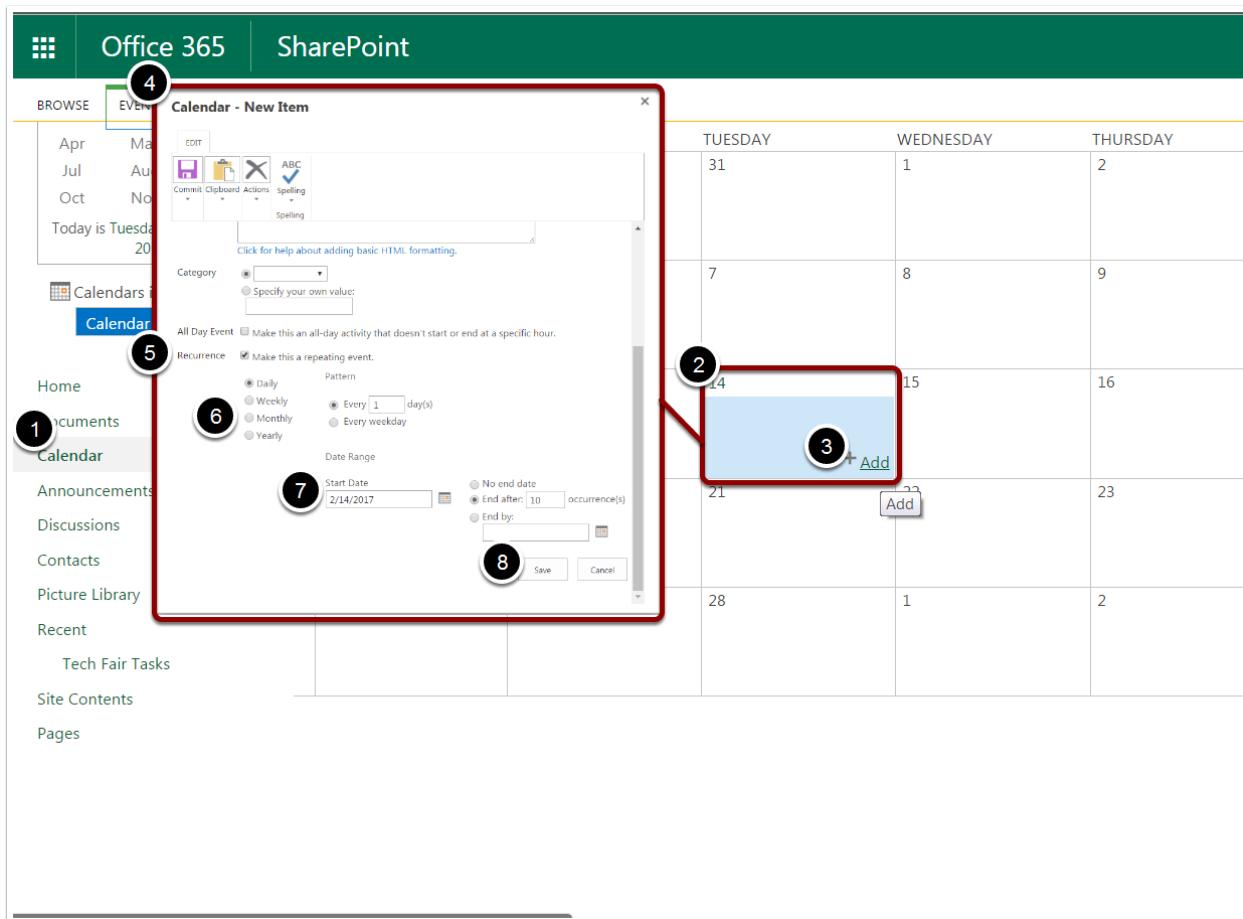
Alternatively, you can click the **Events tab** > Click **New Event**. Or click **Add New Event** under the **Calendar** link on your main SharePoint page.

****Note**** You can make the event an all-day event by checking the box next to **Make this an all-day activity** > Click **Save**.



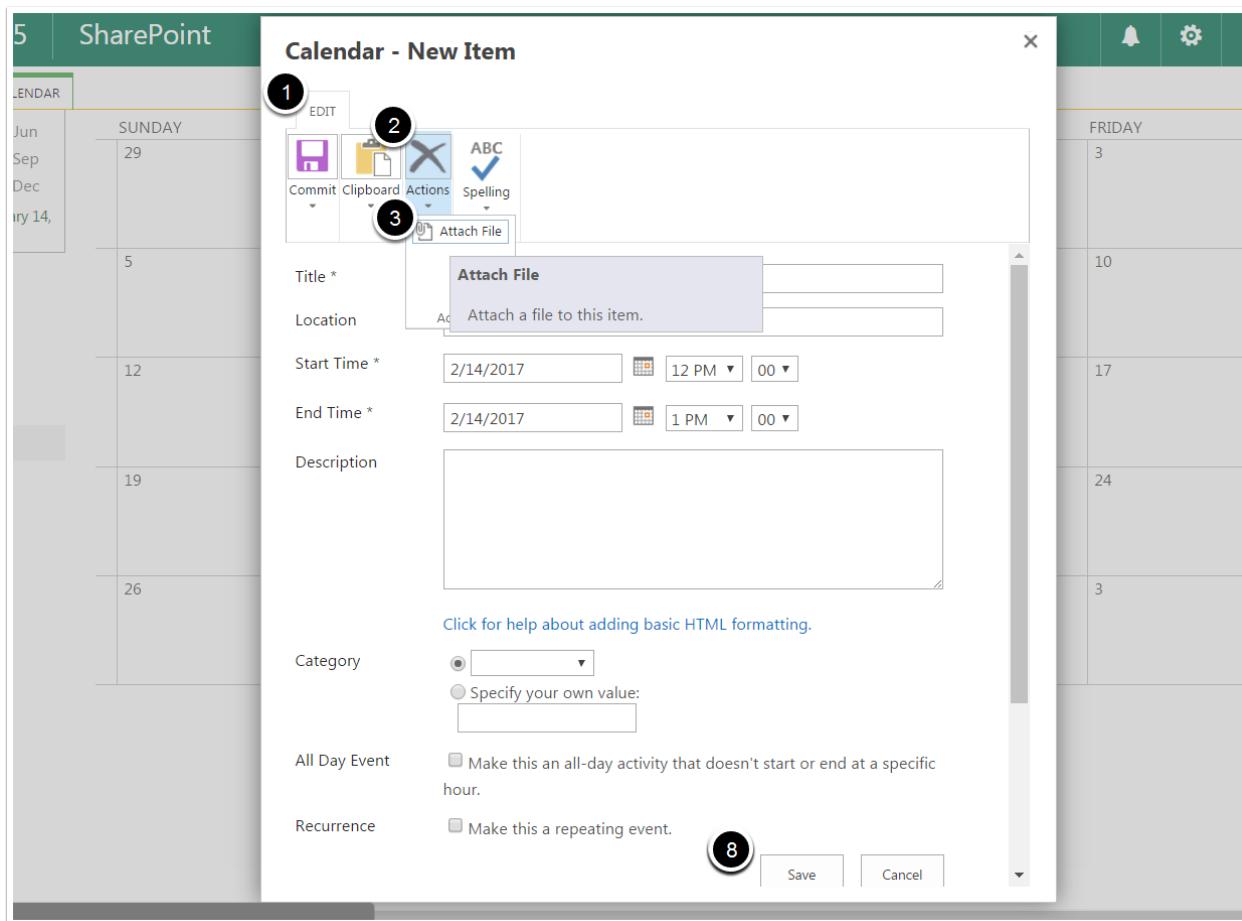
Creating a Recurring Event

1. Click **Calendar**.
2. Select the date you would like the event to occur.
3. Click **Add**.
4. In the window that appears, enter the details of your event (e.g. title, start time, end time).
5. Check the box next to **Make this a repeating event**.
6. Choose your frequency (e.g. Daily, Weekly, or Monthly).
7. Select a start and end date.
8. Click **Save**.



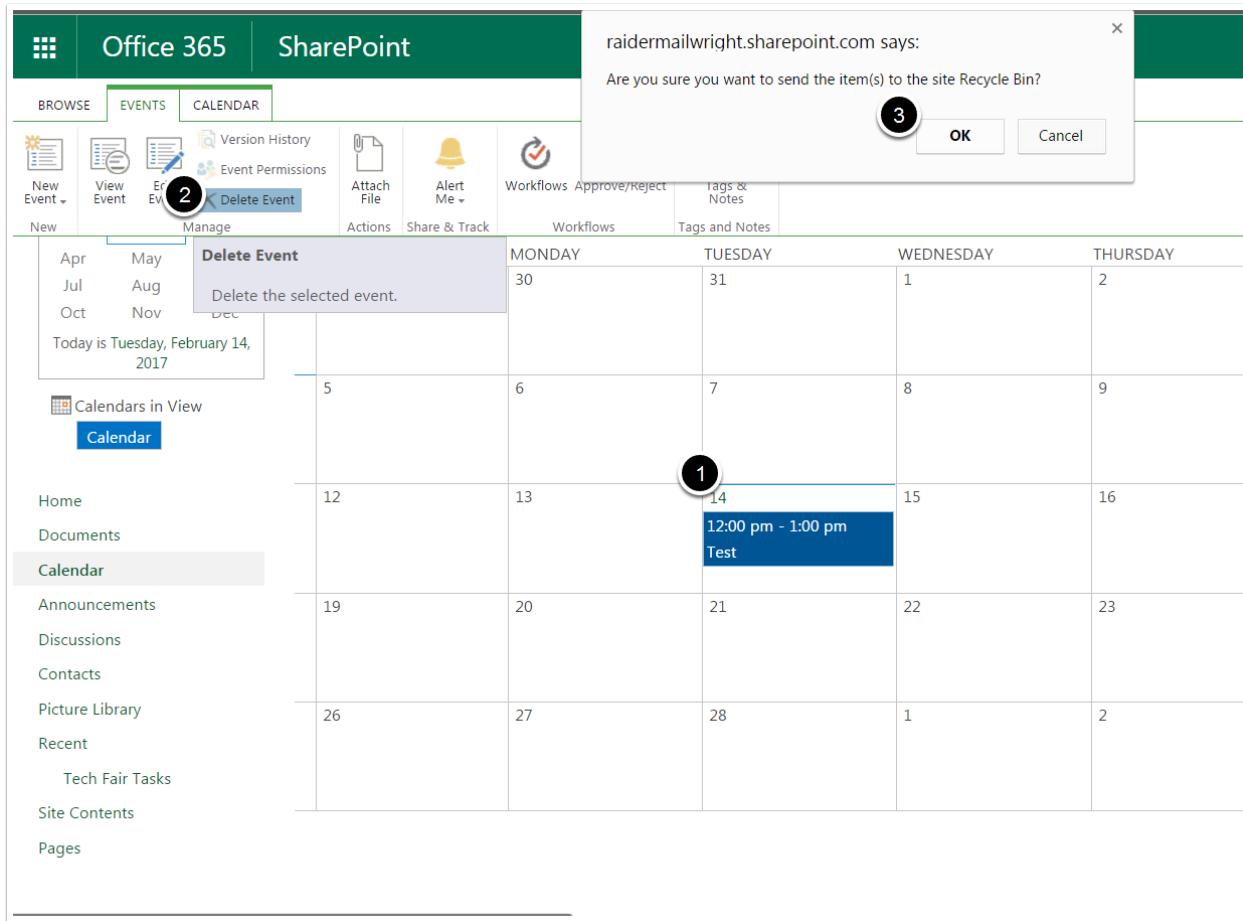
Attaching a File to an Event

1. When creating a new event, click the **Edit tab**.
2. Click **Actions**.
3. Click **Attach File**.
4. Click **Choose File**.
5. Select the file you would like to attach.
6. Click **Open**.
7. Click **Ok**.
8. Click **Save**.



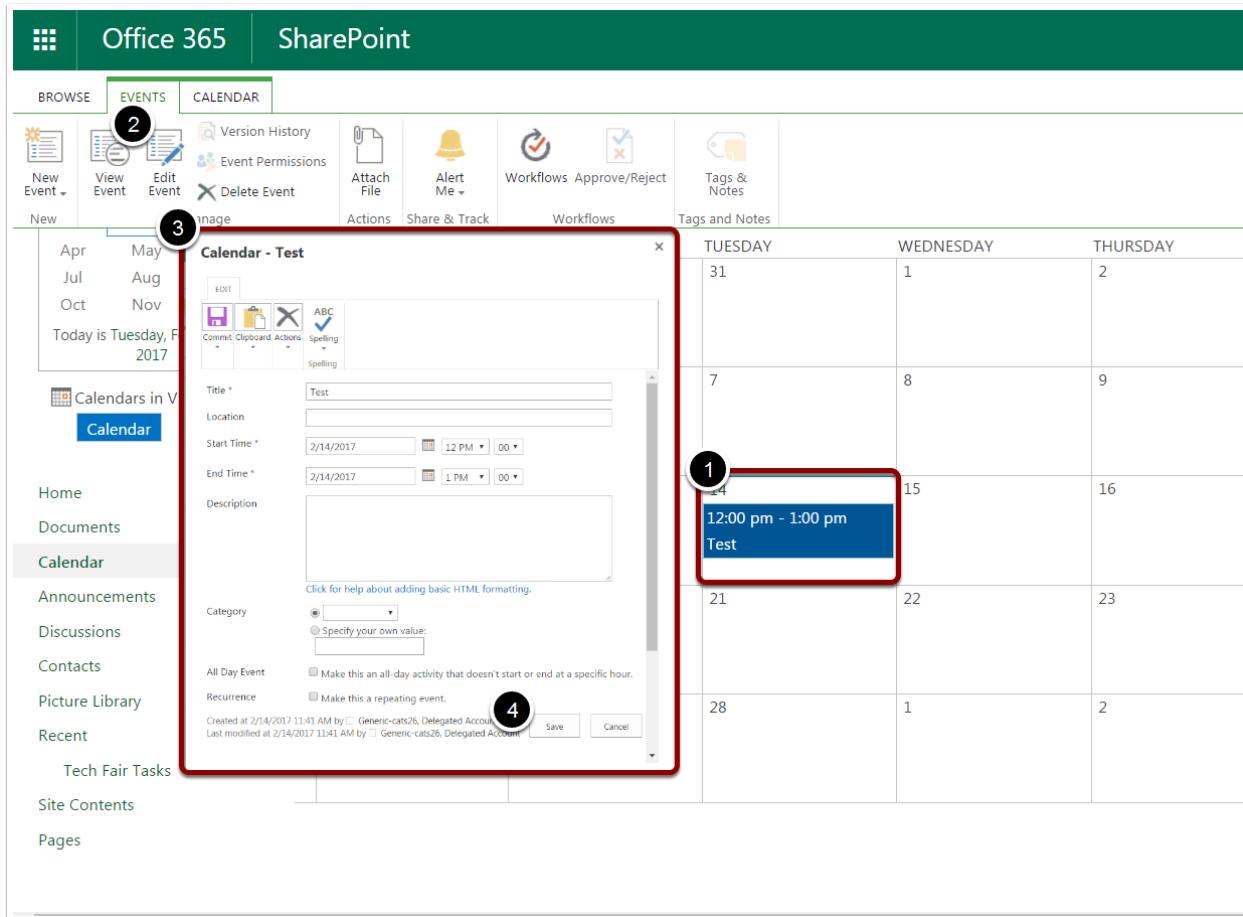
Deleting an Event

1. Select the event you would like to delete.
2. Click **Delete Event**.
3. Click **OK**.



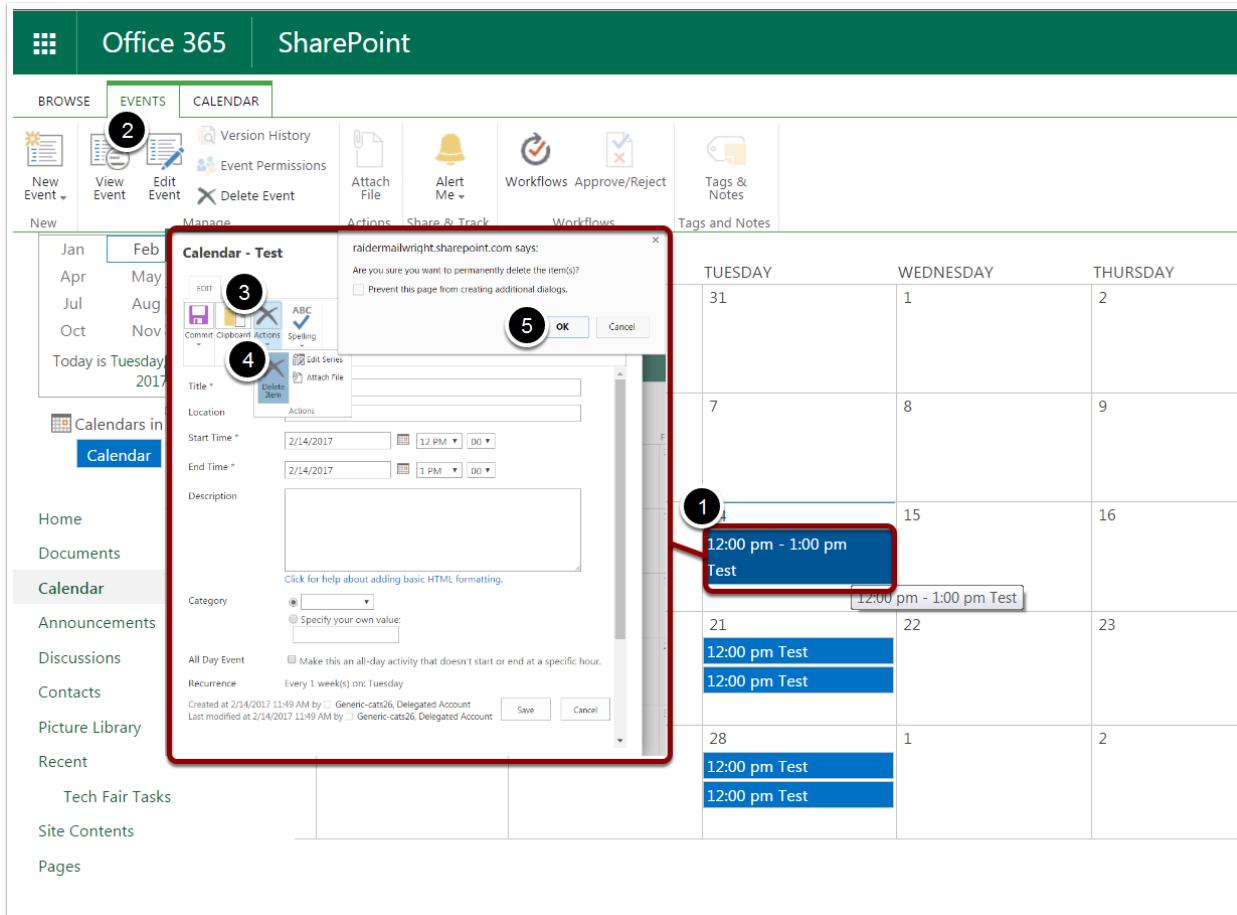
Editing a Recurring Event

1. Select the event you would like to edit.
2. Click **Edit Item**.
3. In the window that appears, make your necessary edits.
4. Click **Save**.



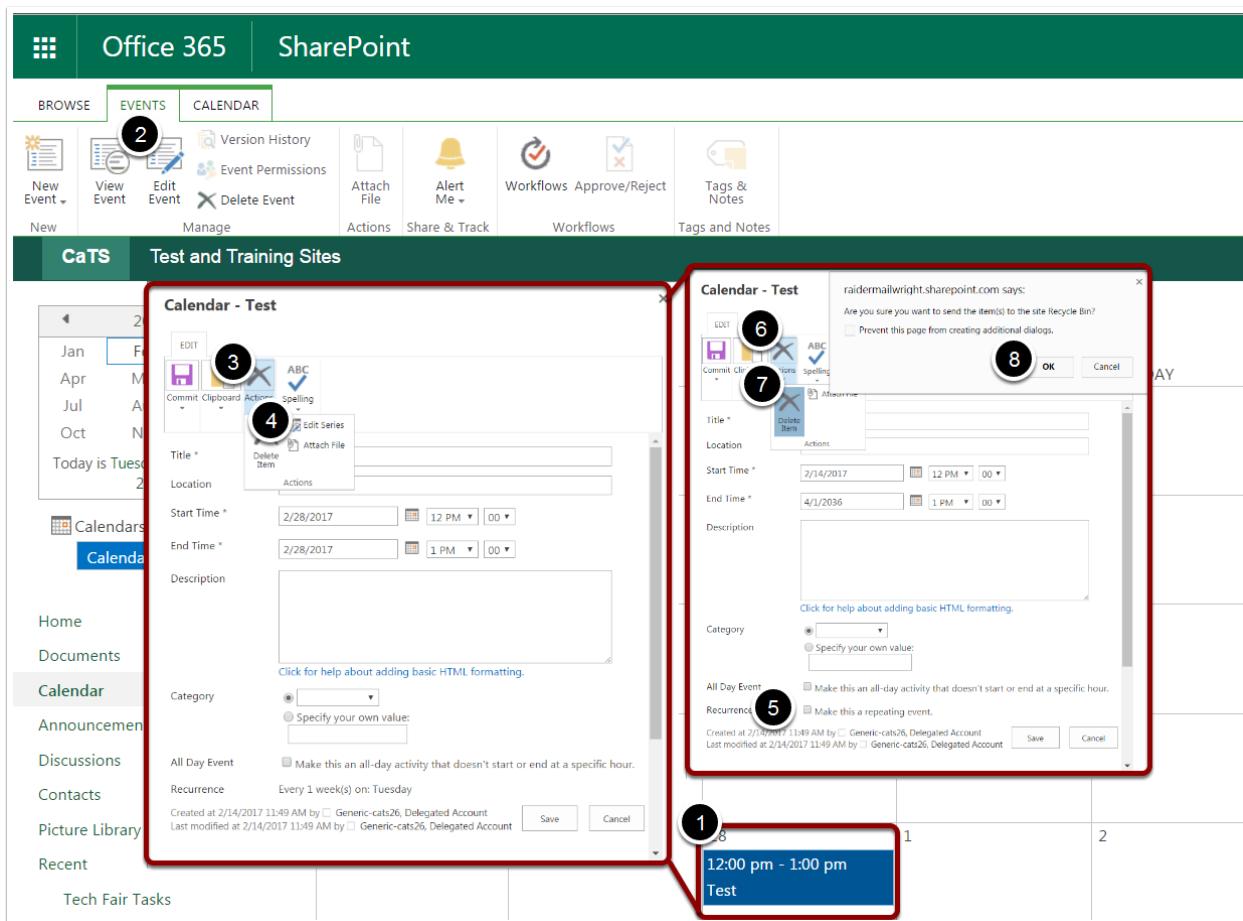
Deleting One Occurrence in a Recurring Event

1. Select the event you would like to delete.
2. Click **Edit Event**.
3. Click **Actions**.
4. Click **Delete Item**.
5. Click **OK**.



Deleting the Whole Series in a Recurring Event

1. Select the event you would like to delete.
2. Click **Edit Event**.
3. Click **Actions**.
4. Click **Edit Series**.
5. Uncheck the **Recurrence** box.
6. Click **Actions**.
7. Click **Delete Item**.
8. Click **OK**.



Task Lists

Adding a New Task

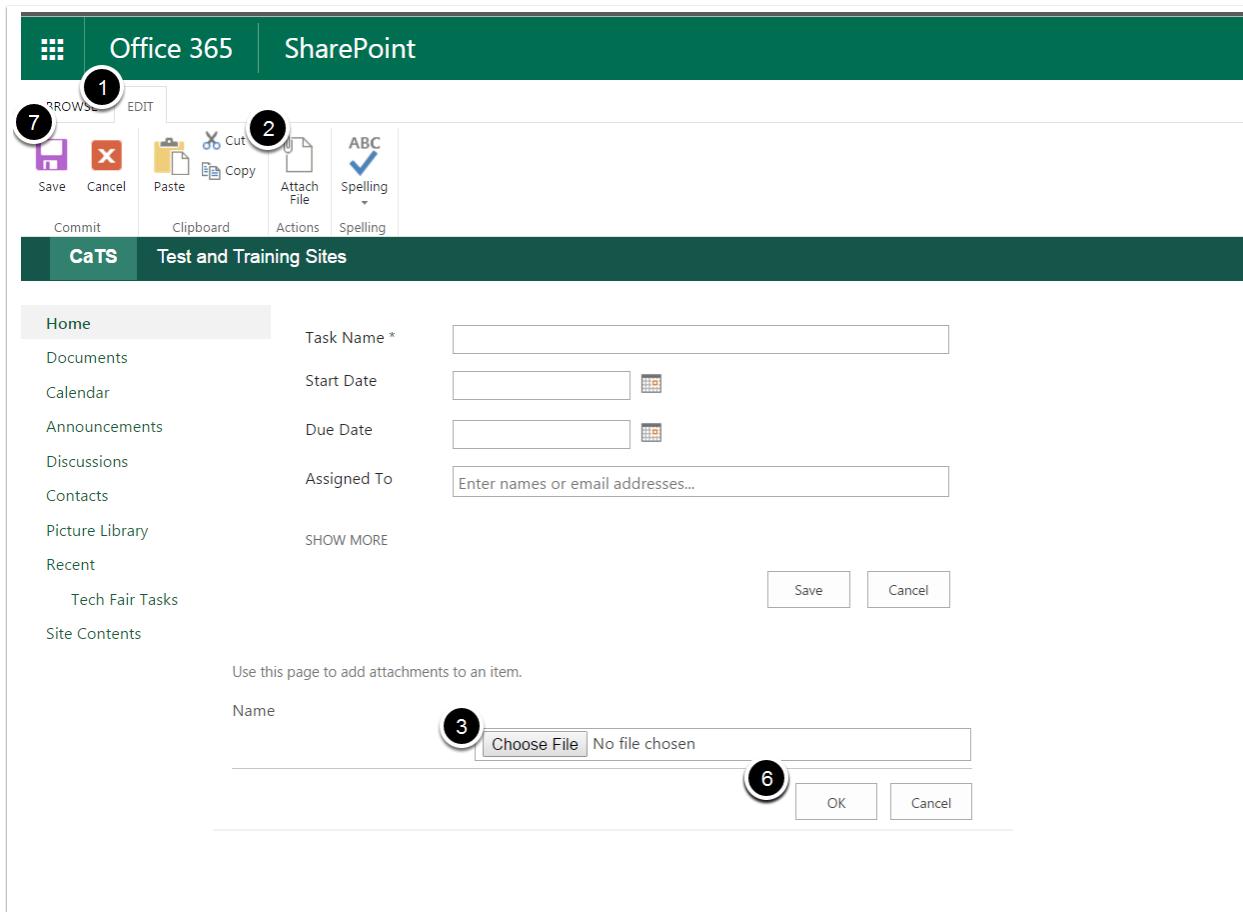
1. Click **Tasks**.
2. Click **New Task**.
3. In the textboxes provided, enter any details of the task you would like to add.
4. Click **Save**.

****Note**** You can add tasks to your timeline by selecting the task and clicking **Add to Timeline**.

The screenshot shows a SharePoint Online interface. At the top, there's a green header bar with the Office 365 logo, the word "SharePoint", and a ribbon menu with "EDIT" selected. Below the ribbon is a toolbar with icons for Save, Cancel, Paste, Cut, Copy, Attach File, and Spelling. The main content area has a dark header "CaTS Test and Training Sites". On the left, a navigation menu lists Home, Documents, Calendar, Announcements, Discussions, Contacts, Picture Library, Recent, Tech Fair Tasks, and Site Contents. In the center, a modal dialog box is open with a red border. It contains fields for "Task Name *", "Start Date" (with a calendar icon), "Due Date" (with a calendar icon), and "Assigned To" (a text input field with placeholder text "Enter names or email addresses..."). At the bottom of the dialog are "Save" and "Cancel" buttons. A circled number "3" is placed over the "Assigned To" field, and a circled number "4" is placed over the "Save" button in the toolbar.

Attaching a File

1. When you are creating a task, click the **Edit tab**.
2. Click **Attach File**.
3. Click **Choose File**.
4. Select the file you would like to attach.
5. Click **Open**.
6. Click **OK**.
7. Click **Save**.



Editing a Task

1. Select the task you would like to edit.
2. Click the **Tasks tab**.
3. Click **Edit Item**.
4. Make your necessary edits.
5. Click **Save**.

Alternatively, you can select the task > Click the **Edit tab** > Click **Edit Item** > Click **Save**

The screenshot shows the SharePoint Tasks tab interface. At the top, there are three tabs: BROWSE, TASKS (which is selected and highlighted in blue), and LIST. Below the tabs is a ribbon bar with various icons for creating new items, viewing items, and managing lists. The main area displays a list of tasks under the heading "vendor list (University)". The tasks are listed in a table format with columns for the task name, due date, and assigned to. The first task, "Test", has a circled number "1" below it, indicating it is the target for editing. The second task, "Finalize Budget", has a circled number "2" above it, indicating it is the target for the Tasks tab selection. The third task, "Edit Item", has a circled number "3" above it, indicating it is the target for the Edit Item button click. The tasks listed are:

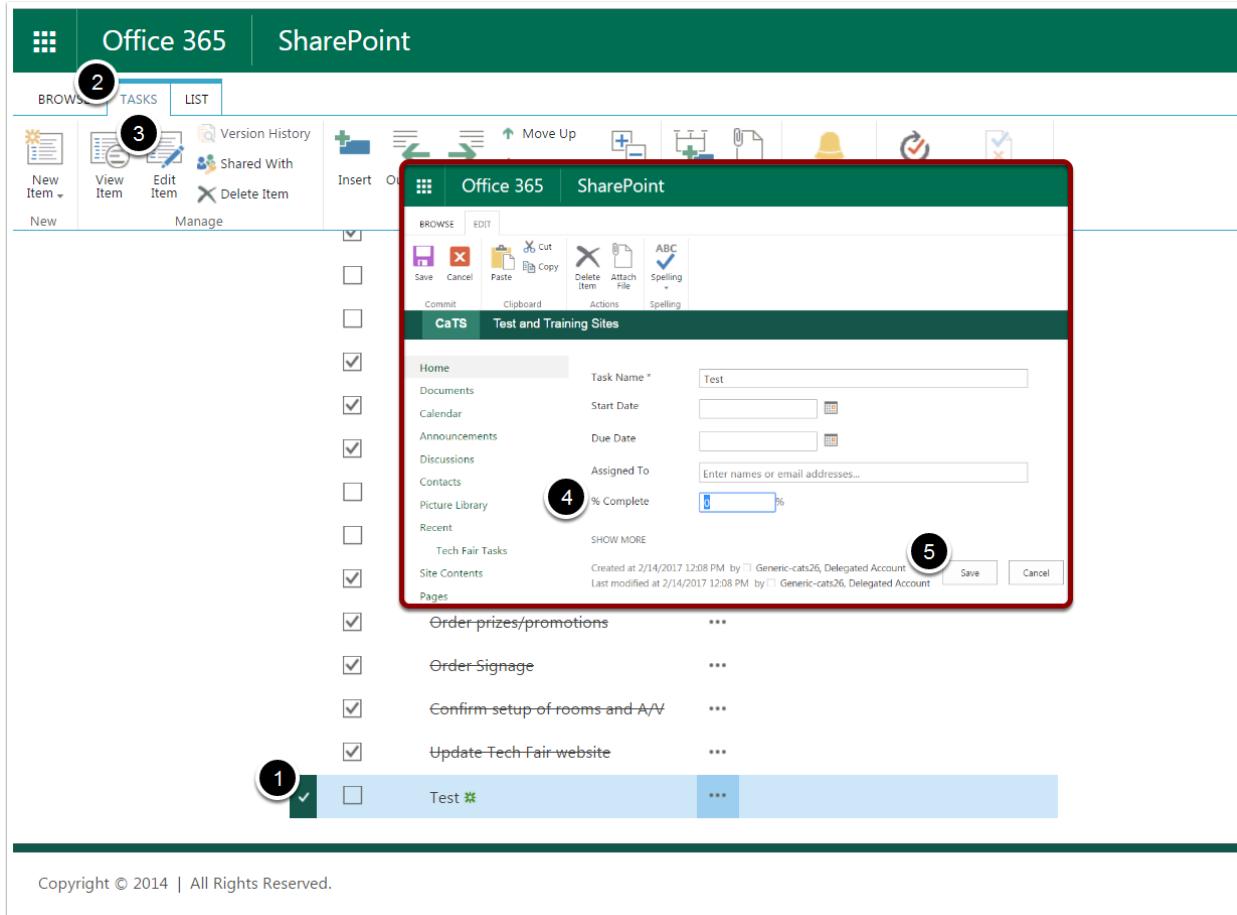
Task Name	Due Date	Assigned To
Finalize Budget	September 28, 2016	Branden Combs
Order Catering	September 14, 2016	
Announcement - 2 weeks out	October 5, 2016	
Announcement - Save the Date	October 11, 2016	
Announcement - 1 week out	October 12, 2016	
Announcement - 1 day out		
Announcement - day of		
Finalize Training Sessions		
Order prizes/promotions		
Order Signage		
Confirm setup of rooms and A/V		
Update Tech Fair website		
Test *		

At the bottom left of the page, there is a copyright notice: "Copyright © 2014 | All Rights Reserved."

Updating a Task

1. Select the task you would like to update.
2. Click the **Tasks tab**.
3. Click **Edit Item**.
4. In the page that appears, update the **Completeness Percentage**.
5. Click **Save**.

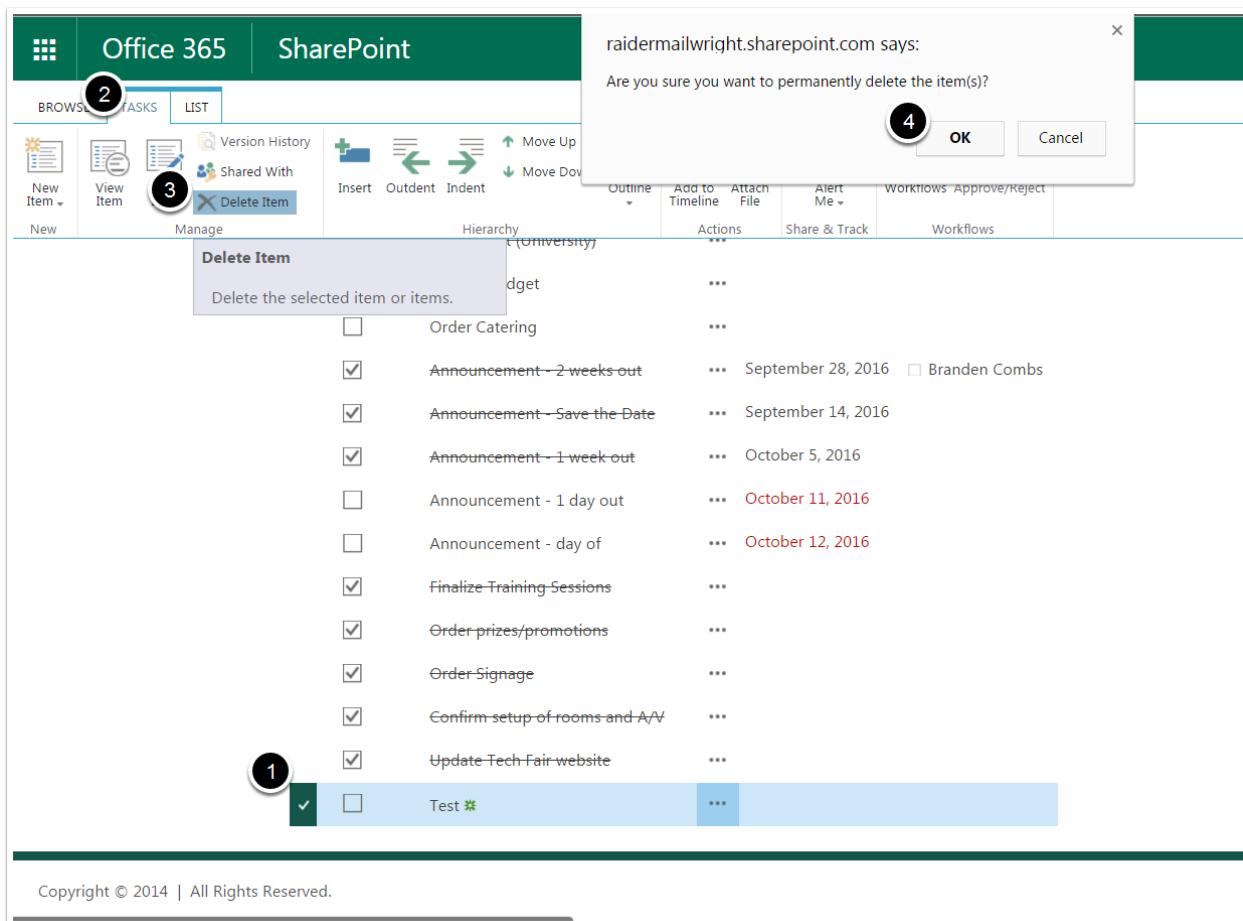
Alternatively, you can select the task > Click the **Edit tab** > Click **Edit Item** > Click **Save**



Deleting a Task

1. Select the task you would like to delete.
2. Click the **Tasks tab**.
3. Click **Delete Item**.
4. Click **OK**.

Alternatively, you can click the **three dots** next to the task > In the new menu that appears, click the **three dots** > Click **Delete Item**



Lists

Introduction to Lists

Your **Lists** are a collection of data you can share with other users. There are four different Lists:

1. **Announcements** - Here, you can make announcements and view announcements from other users.
2. **Calendar** - Here, you can view all of the events scheduled.
3. **Tasks** - Here, you can view assigned tasks and things to do.
4. **Contacts** - Here, you can view all of your contacts' information.

The screenshot shows a SharePoint Online site for 'CaTS Communications & Marketing'. The top navigation bar includes 'Office 365' and 'SharePoint' tabs. Below the navigation, there are four tabs: 'BROWSE', 'PAGE', 'ITEMS' (which is highlighted with a red box), and 'LIST'. The main content area displays several lists:

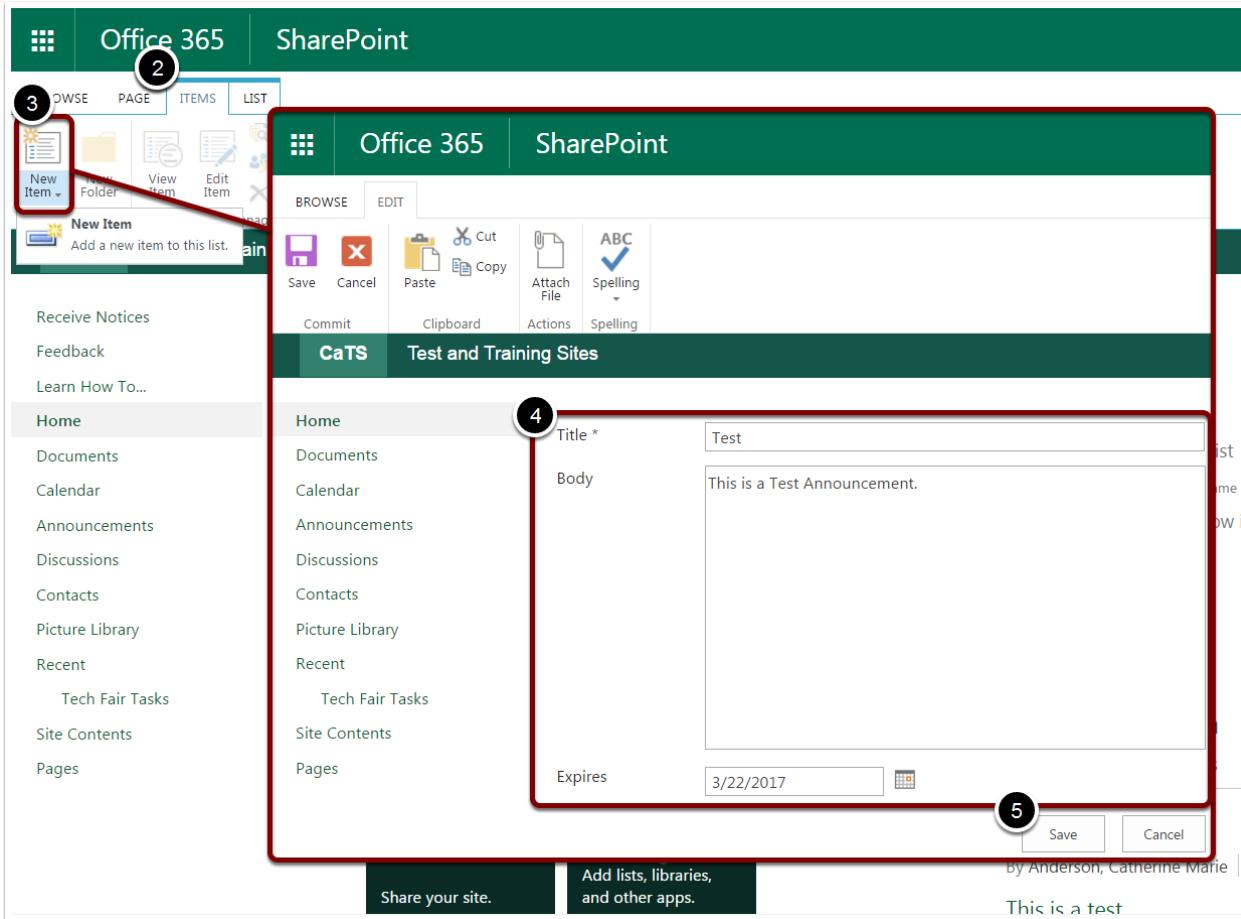
- Announcements**: A section with a 'new announcement' button and a message stating "There are no items to show in this view of the 'Announcements' list."
- Contacts**: A section with a 'new item' button and a message stating "There are no items to show in this view of the 'Contacts' list."
- Discussions**: A section with a 'new discussion' button and a message stating "This is a test test test test". It also shows a post by 'Anderson, Catherine Marie'.
- Get started with your site**: A section with two cards: one for 'Add lists, libraries, and more' and another for 'Add a page'.

The left sidebar contains a navigation menu with links like 'Home', 'Documents', 'Calendar', 'Announcements', 'Discussions', 'Contacts', 'Picture Library', 'Recent', 'Tech Fair Tasks', 'Site Contents', and 'Pages'.

Creating a New Item

1. Click under the list you would like to add a new item to.
2. Click **Items**.
3. Click **New Item**.
4. Fill in the necessary information.
5. Click **Save**.

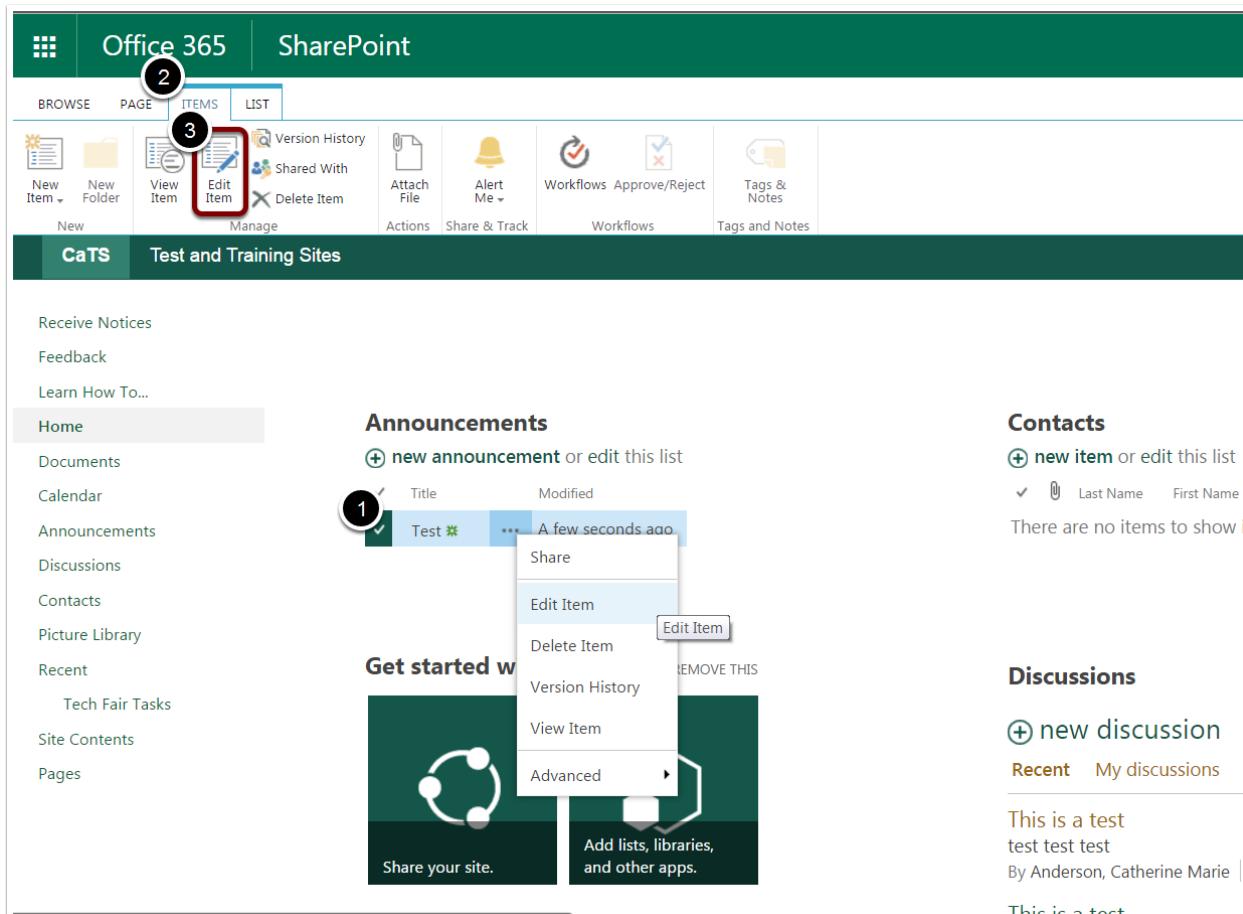
****Note**** The information provided will vary depending on which List you add the item under. For instance, if you add a new item to your **Contacts List**, it will require different information than if you add a new item to your **Calendar**. The image below shows the screen you will see if you add a new item to your **Announcements List**.



Editing an Item

1. Select the item you would like to edit.
2. Click **Items**.
3. Click **Edit Item**.
4. On the new page that appears, make your necessary edits.
5. Click **Save**.

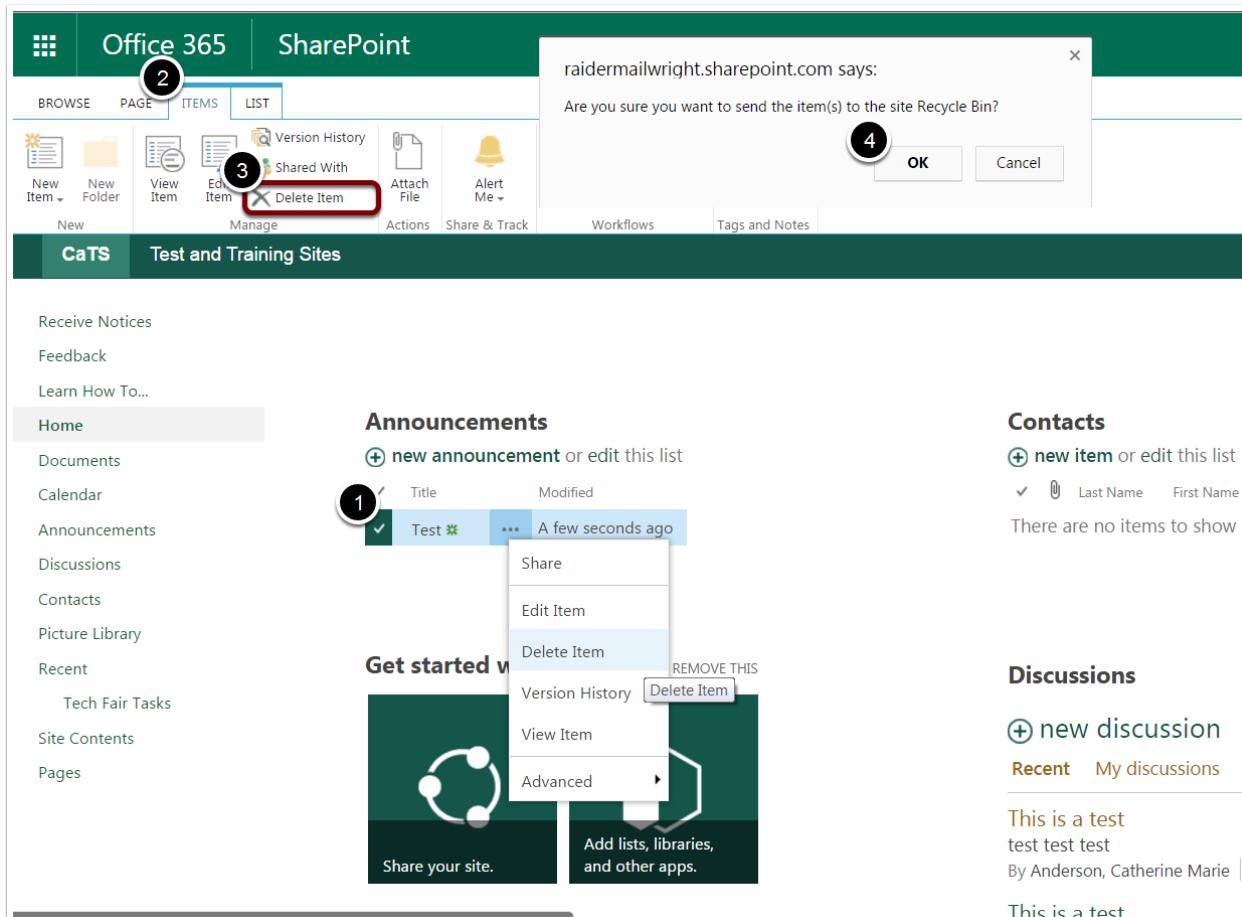
Alternatively, you can click the **three dots icon** > Click **Edit Item**.



Deleting an Item

1. Select the item you would like to delete.
2. Click **Items**.
3. Click **Delete Item**.
4. Click **OK**.

Alternatively, you can click the **three dots icon** > Click **Delete Item**.



Recovering an Item from the Recycle Bin

1. Click **Recycle Bin**.
2. Select the item you would like to recover.
3. Click **Restore**.

The screenshot shows the SharePoint Online interface. The top navigation bar includes the SharePoint logo, Office 365, and SharePoint links. Below the navigation is a search bar and a ribbon menu with Home, Documents, Calendar, Announcements, Discussions, Contacts, Picture Library, Site Contents, and a Recycle bin item (marked with a circled '1'). The main content area displays the 'CaTS Communications & Marketing' site. A banner for 'Test and Training Sites' and 'Departmental videos' is visible. The Recycle bin section shows a table with columns: Name, Date deleted, Deleted by, Created by, and Origin. A row for a file named 'Test' is selected (marked with a circled '2'), and a 'Restore' button is highlighted with a circled '3'. The table data is as follows:

Name	Date deleted	Deleted by	Created by	Origin
Test	3/21/2017 1:08 PM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 12:45 PM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 12:05 PM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 12:05 PM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 11:56 AM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 11:56 AM	Generic-cats26, De	Generic-cats26, De	sites/
	2/14/2017 11:48 AM	Generic-cats26, De	Generic-cats26, De	sites/

[Return to classic SharePoint](#)

Sorting Items

1. Click into the List of Items you would like to sort.
2. Click the drop down menu under whatever you would like to sort the items by.
3. Click **Ascending** or **Descending**. Your items will immediately be sorted and you can

The screenshot shows a SharePoint page titled "Announcements". The top navigation bar includes "Office 365" and "SharePoint". Below it are "BROWSE", "ITEMS", and "LIST" buttons, with "ITEMS" being the active one. The page header displays the "WRIGHT STATE UNIVERSITY" logo and the title "Announcements". The breadcrumb navigation shows "Office 365 Sites > Organizations > CaTS > Client Services > CaTS Communications & Marketing". A secondary navigation bar at the top of the content area has "CaTS" and "Test and Training Sites" buttons, with "CaTS" being the active one. On the left, there is a vertical navigation menu with links: Home, Documents, 1. Lendar, Announcements (which is highlighted), Discussions, Contacts, Picture Library, Recent, Tech Fair Tasks, Site Contents, and Pages. The main content area shows a list of announcements with a "new announcement or edit this list" button. Above the list are filters for "All items", "Title", "Modified", and a search bar. A dropdown menu is open over the "Title" filter, showing three options: "Ascending" (with an upward arrow icon), "Descending" (with a downward arrow icon), "Clear Filters from Title", and a checkbox labeled "Test". The number "3" is circled around the "Ascending" option. The "Close" button is at the bottom right of the dropdown.

Filtering Items

1. Click into the List of Items you would like to filter.
2. Click the drop down menu under whatever you would like to filter the items by.
3. Click the option to filter the list. A gray icon will appear next to the menu to indicate that it has been filtered.

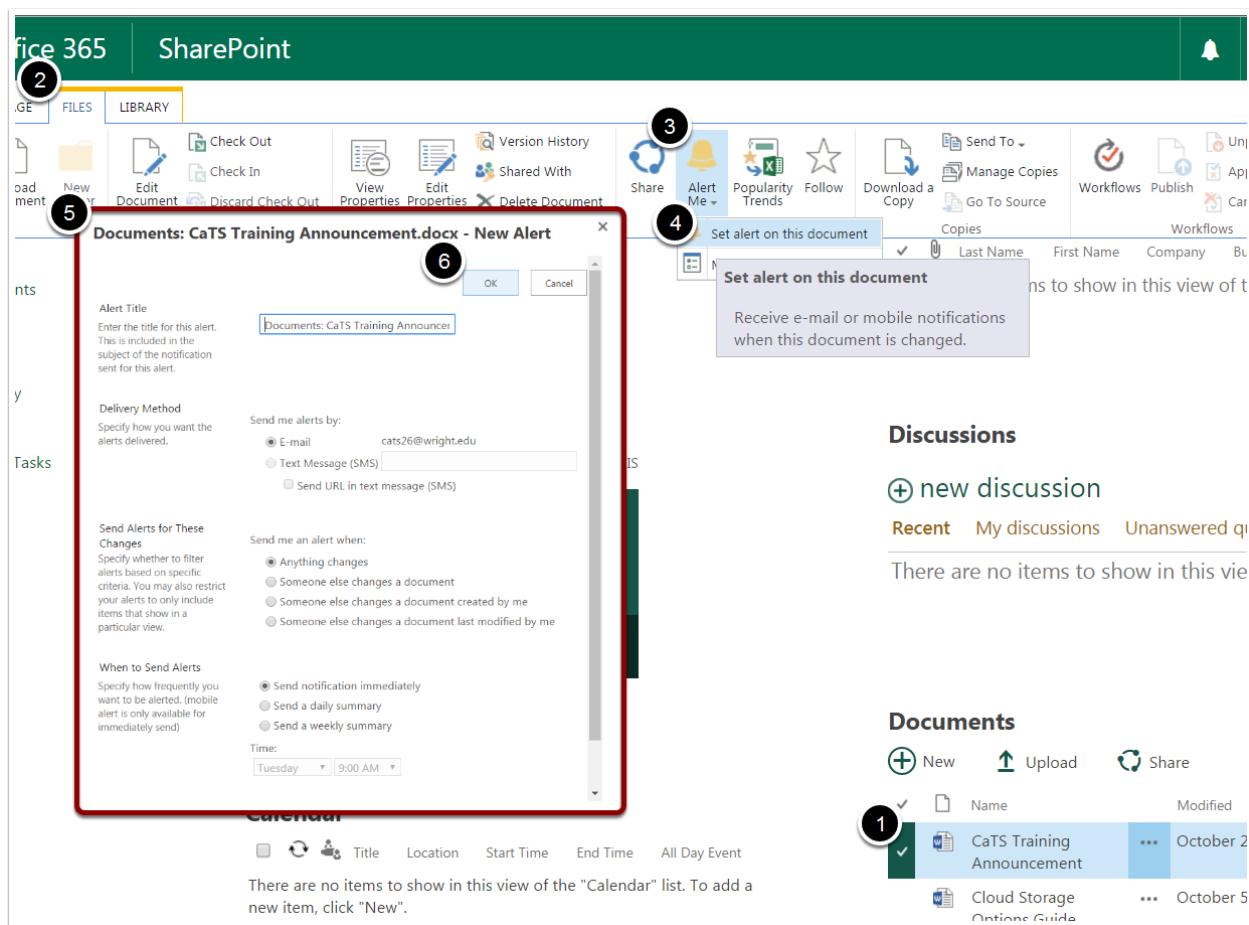
Note To clear your filters, simply click **Clear Filters** under the drop down menu.

The screenshot shows a SharePoint Online interface for the 'Announcements' list. The top navigation bar includes 'Office 365' and 'SharePoint'. Below it, 'BROWSE' and 'ITEMS LIST' tabs are visible. The main content area displays the 'Announcements' title and a breadcrumb trail: 'Office 365 Sites > Organizations > CaTS > Client Services > CaTS Communications & Marketing'. On the left, a navigation menu lists 'Home', 'Documents', '1 Calendar', 'Announcements' (which is highlighted), 'Discussions', 'Contacts', 'Picture Library', 'Recent', 'Tech Fair Tasks', 'Site Contents', and 'Pages'. The main content area shows a list of announcements with a 'new announcement' button and a search bar. A dropdown menu is open over the 'Modified' filter, with options 'Ascending' (selected), 'Descending', 'Clear Filters from Modified', and '3/21/2017'. The '3/21/2017' option is highlighted with a red box and circled with number 3.

Other Features

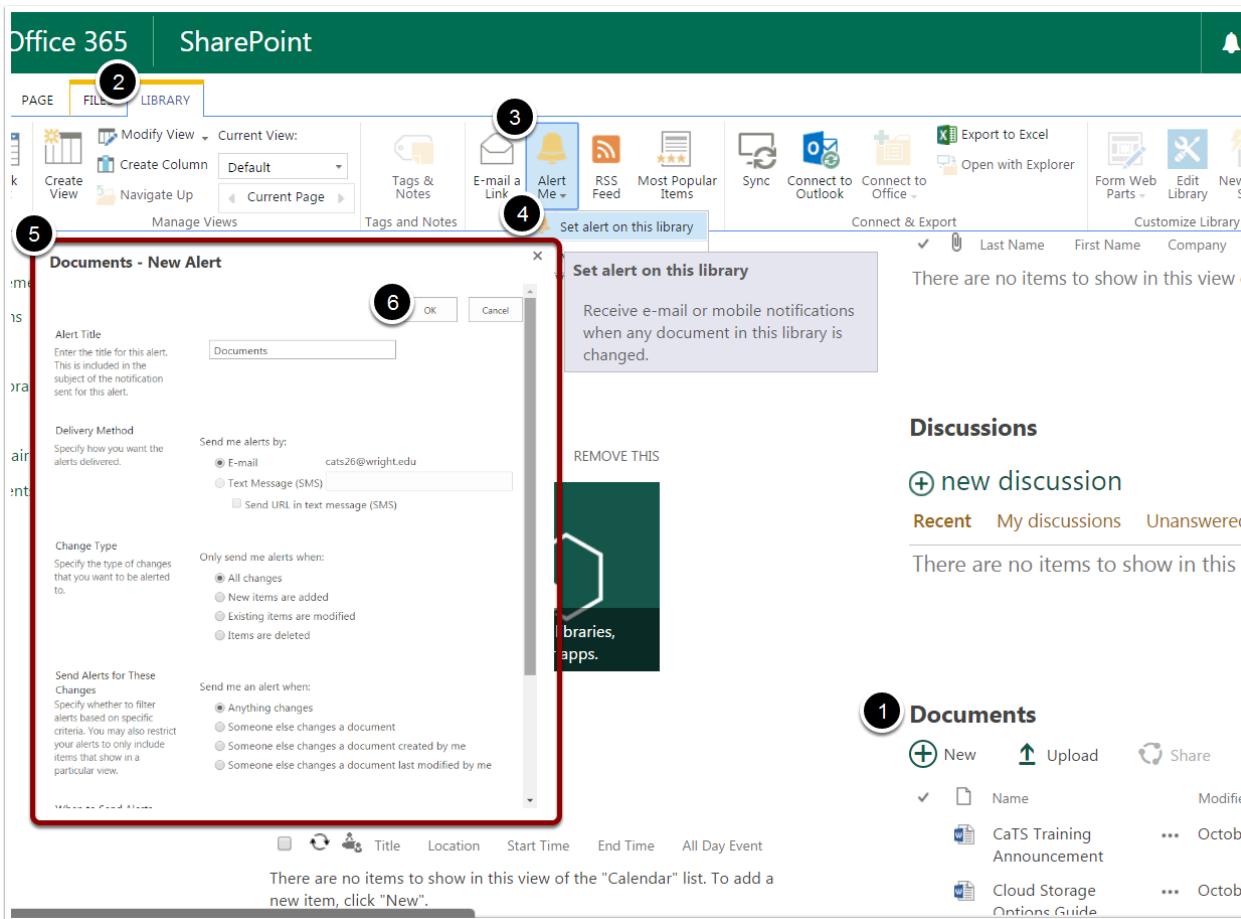
Setting an Alert for an Item or Document

1. Select the file for which you would like to set the alert.
2. Click the **Files tab**.
3. Click **Alert Me**.
4. Click **Set alert on this document**.
5. In the window that appears, add the email addresses of those whom you would like to alert. Here, you can also select when and how often the alert should appear.
6. Click **OK**.



Setting an Alert for a List or Library

1. Select the List or Library for which you would like to set the alert.
2. Click the **List/Library tab**.
3. Click **Alert Me**.
4. Click **Set alert on this list/library**.
5. In the window that appears, add the email addresses of those whom you would like to alert. Here, you can also select when and how often the alert should appear.
6. Click **OK**.



Managing and Removing Alerts

1. Click the **Page** tab.
2. Click **Alert Me**.
3. Click **Manage Alerts** from the dropdown menu.
4. From here, you can add, edit, or delete your alert(s).

The screenshot shows the SharePoint ribbon interface. Step 1 highlights the 'PAGE' tab. Step 2 highlights the 'Alert Me' button in the 'Page Actions' group. Step 3 highlights the 'Manage My Alerts' option in the 'Manage Alerts' dropdown menu. The main content area displays the 'Manage My Alerts' page with sections for 'Share your site.', 'Add lists, libraries, and other apps.', 'Discussions', and 'Documents'.

Office 365 SharePoint

BROWSE PAGE FILES LIBRARY

1 2 3

E-mail a Link Alert Me Popularity Trends Approve Reject Workflows Edit Mobile Page Make Homepage Title Bar Properties Tags & Notes

Edit Page Edit Properties Delete Page Edit Manage Set an alert on this page

Picture Library Recent Site Contents Pages

Manage My Alerts

Manage My Alerts

Go to the My Alerts page to manage the list of libraries, files, lists, and items for which you receive alerts.

MOVE THIS

Share your site.

Add lists, libraries, and other apps.

Discussions

+ new discussion

Recent My discussions

There are no items to show

Calendar

Previous Add new event

There are no items to show in this view of the "Calendar" list. To add a new item, click "New".

New Upload

Name

CaTS Training Announcement

Cloud Storage Options Guide

Document

IVDL Instructions

IVDL Training

FAQs and Notes

FAQs

Q: Can multiple users work on the same document simultaneously in SharePoint?

A: Yes! With SharePoint's real-time coauthoring of files, each employee can work on the same document at once, see the changes in real-time and rest assured that SharePoint is automatically updating the file as they go.

Q: Does SharePoint allow me to search the contents of files instead of just by filename?

A: Yes! Think of SharePoint's search tool like a web search for your business. It's constantly crawling your network analyzing file contents, titles, dates and metadata to deliver you relevant results and detailed previews. Find that file right away!

Q: Can we go back to look at previous file versions in SharePoint?

A: Yes! With SharePoint's unlimited file versioning, you can click on a specific document and retrieve previous versions, right back to the moment it was created. Not only that, you can see when the version was created and who made the changes. File versioning is particularly handy when business strategies change and an employee needs to retrieve a previous edit they thought had been lost forever!

Notes

- You have up to 10GB worth of storage space in SharePoint!
- Forget where something is saved? Office 365 Delve can help you find any documents you've uploaded, including shared documents from your team! Find out more about Delve at <http://www.wright.edu/information-technology/services/office-delve>.
- Working on the go? You can download the SharePoint app on any iOS or Android device! Visit your OS's app store and install the SharePoint app for free.