An Introduction to Microsoft 365 Community Docs

The Microsoft 365 Community Docs is a set of content written *by* the Microsoft 365 community *for* the community. This Github repo goes beyond Microsoft's documentation to provide use cases, ways to solve problems, or think about solving problems based on the experience of community members. The audience for the Microsoft 365 Community Docs are Business Analysts, Information Architects, Citizen Developers, Site Owners, or anyone else who wants to use the Microsoft 365 platform better.

Ways to Contribute

There are many ways to get involved in the Microsoft 365 Community Docs initiative:

- Suggest topics for new articles
- Fix mistakes or missing information in existing articles
- Expand content in existing articles
- Write new articles

Whichever way you choose to contribute, the community will be better for it! Your unique perspectives and experiences will add value to Microsoft 365 Community Docs.

Don't fancy yourself a write? No problem. That is where the community comes in to help. This open source repo creates a space for us all to collaborate and support each other. Start with sharing your ideas and reach out for any help you need along the way. You are never alone in your journey to become a Microsoft 365 Community Docs contributor. #ThisCommunityRocks and remember, #SharingisCaring!

Navigating the Microsoft 365 Community Docs Repo

Issues: Issues are directly about the content in the repo, even content that isn't there yet, like article suggestions. Sharing your article ideas ahead of time ensure there are not duplicated efforts. You can also offer article suggestions for other community members to author.

Discussions: Discussions are for asking about content in existing articles for more guidance or asking for opinions on an article idea. This is not a place for technical questions, and we recommend having those technical conversations in https://techcommunity.microsoft.com/.

Contributing to
Microsoft 365 Community Docs

Volunteer for an Article

Existing Article

1. Comment on the issue that you'd like to write the article. The repo administrators will then assign the issue to you.

New Article

1. Click "New Issue" **New issue**
2. Under Article Suggestion, click "Get Started" **Get started**

Now it is time to write your incredible content using the article template.

Fork the Repo

A fork is a copy of a repository. Forking Microsoft 365 Community Docs allows you to freely contribute content without affecting the original project. Your contributions will be reviewed for clarity and validity before publishing.
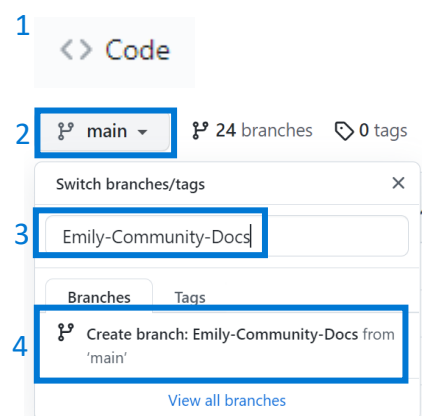
1. Navigate to the repo: https://github.com/MicrosoftDocs/microsoft-365-community.
2. In the top right, select "Fork." **Fork 52**
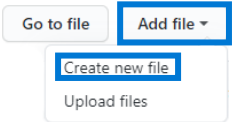
Create a Branch ▶️

Creating a branch in your fork supports making multiple changes to submit in one pull request. We recommend this method for one or many changes.

1. Navigate to the "<>Code" tab in your fork of the repo.
2. Click the "main" dropdown menu.
3. In the textbox, title your branch with "[Name]-Community-Docs."
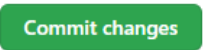4. Click "Create branch: [Name]-Community Docs."

1 <> Code

2 main | 24 branches | 0 tags

Switch branches/tags ✕

3 Emily-Community-Docs

Branches | Tags

4 Create branch: Emily-Community-Docs from 'main'

View all branches

Add the Article ▶️

1. Begin by using the article template to write your content in markdown.
2. Navigate to the Community folder and click "Add file" then "Create new file."

Go to file | Add file ▾
Create new file
Upload files

3. The file name should match your article title excluding any articles like "the" or "a" at the beginning of your title. Add ".md" to the end of your file name. You'll end up with a filename like: my-amazing-article-title.md.
4. Paste in your content and toggle to "Preview" tab to ensure it appears as intended.
5. Click "Commit new file" to commit to branch. **Commit new file**

Contributing to Microsoft 365 Community Docs

Add Media ▶️

1. Navigate to the <u>Media folder</u> and click "Add file" then "Create new file."
2. The file name should match your article title exactly excluding any articles like "the" or "a" at the beginning of your title. Add "/" to the end of your file name. This will create a folder.
3. In the new textbox, enter "test.md" and click "Commit new file" to finish creating the new folder.
4. On the next screen, click "Add file" then "Upload file" to upload the image you want to add to your contribution.
5. Click on "test.md" to open your placeholder file and click the trash icon in the top right to delete. This was only needed to force creation of the folder.
6. Click "Commit changes." **Commit changes**

Submit Pull Request ▶️

Now that all your contributions are complete, you can submit one pull request (PR) to the Microsoft 365 Community Docs main. A pull request is a counterintuitive title - think of it as Community Docs pulling your content into the repo.

1. Navigate to the "<>Code" tab in your fork of the repo.
2. Click "Pull Request." Pull request
3. Follow the instructions in the template to provide:

   - The category of contribution
   - An explanation of contribution(s) in the "contents of the pull request"
   - Reference to any open issues related to this contribution
   - Guidance on where new articles belong in the table of contents.

   As you are populating this information, delete the text which provides guidance. This text begins with ">" on each row.
4. Click "Create pull request." **Create pull request** ▾

The next screen you see will be running some automatic checks on your contribution. If this is your first time submitting, you will need to sign a contribution agreement. You will receive emails as these checks are passed. There are no additional action items you need to complete. The Community Docs administrator will reach out with any questions or recommendations for edits by adding comments to your pull request.

Thanks for contributing!

Microsoft 365 Community Docs Contritbution Checklist

Contribution Checklist

❑ Your branch of the Microsoft 365 Community Docs repo is up-to-date

If you are a few commits behind, we recommend deleting your repo and then forking again. Be sure not to delete your repo when you have open pull requests as this will also delete them. Watch the video to learn how to delete your repo.

❑ New article is added in the Community folder.

❑ All supporting images saved in a folder (directory) under Community/Media with a name that matches the article file's title.

❑ Title of file should mirror the title of article except for articles like "a" or "the", like: my-amazing-article-title.md.

❑ New contribution uses article template with YAML header.

❑ Article is formatted in markdown.

❑ All links to other Microsoft content should have language removed from URL (ex: remove "/en-us" from https://docs.microsoft.com/en-us/microsoft-365/community/).

❑ Pull request description includes explanation of contribution(s), reference to any open issues related to this contribution, and guidance on where new articles belong in the table of contents.

Questions?

We can help. Navigate to Discussions and ask away!

The Microsoft 365 Community Docs is a set of content written *by* the Microsoft 365 community *for* the community. Thank you for your time and contributions to this initiative. We appreciate you being part of it! #SharingIsCaring