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CIS 476 Sharepoint

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***SHAREPOINT:***

* a website-based collaboration platform that is easy to maintain, customizable, massively scalable and, at its fundamental level, easy for business users to understand while increasing productivity and return on investment.

**CREATING YOUR OWN SHAREPOINT SITE:**

1. **Create/login** to Office 365.
   1. Access via UNA portal/UNA outlook
   2. If the option above does not apply. You must create an account.
2. Click SharePoint app from menu.
   1. \*Usually recognized by large S.
3. Click **Create Site** then select **Team Site.**

**Graphical user interface, application

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1. Name your site.
   1. Group email is automatically created for all members participating.
   2. Option: Private or Public
2. (Optional)Adding owners/members.
   1. Owners: modify site & control over users.
      1. Full control over site.
      2. Permission controls.
   2. Members: Creating & modifying content

**Graphical user interface, application

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1. Finalize work.
2. **SSSUUUCCCCCEEEEESSSSSSSSSS! Creation of SharePoint Site.**

**Graphical user interface, application

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