Create a Sharepoint site and Upload a List

1.

From the lab folder link, download the file ‘Backupfile.xlsx’ to your downloads folder. You will upload this to Sharepoint later. This contains a mockup export of IT helpdesk requests which you can view in Excel.

2.

Sign in to portal.office.com as Holly

Go to Admin portal in App launcher

Select Sharepoint Admin Centre on left pane (click Show all if necessary)

3.

In Sharepoint Admin centre, click on Sites / Active Sites

Click ‘+ Create’ to create a new site

Select ‘Team site’

Site name: IT Services

Group owner: Holly Dickson

Advanced Settings / Time Zone: ‘(UTC) Dublin, Edingurgh, Lisbon, London

Click Next

Add members: Holly Dickson

4.

Select IT Services site in the ‘Active sites’ page

Click on the site address URL

IT Services page:

Ignore any pop-ups

Click on ‘Site contents’ on the left-pane

Click ‘+ New’ and select ‘List’

Click ‘From Excel’

Click ‘upload file’

Select ‘Backupfile.xlsx’ that was downloaded at the beginning to your local Downloads folder.

Click Next

Name: Service Desk Requests

Click Create