

Using SharePoint for Research

When to use it, organization, and sharing

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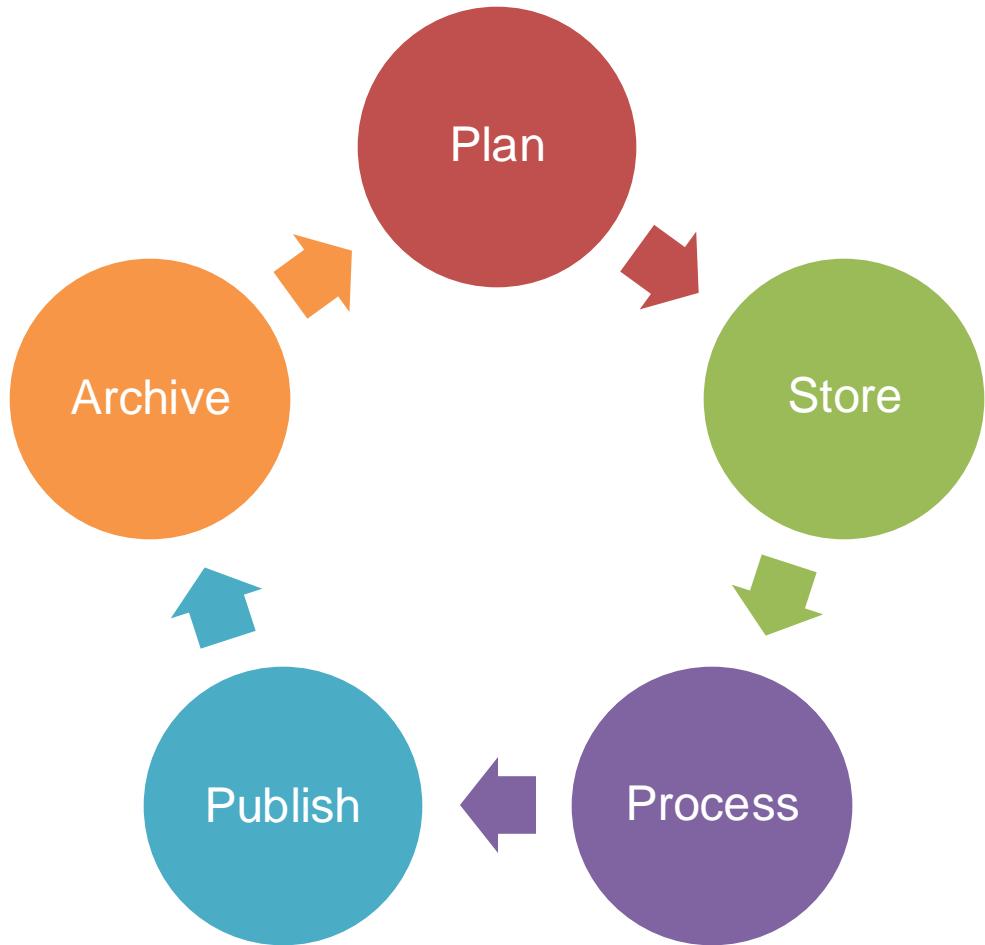
Date: February 12, 2025

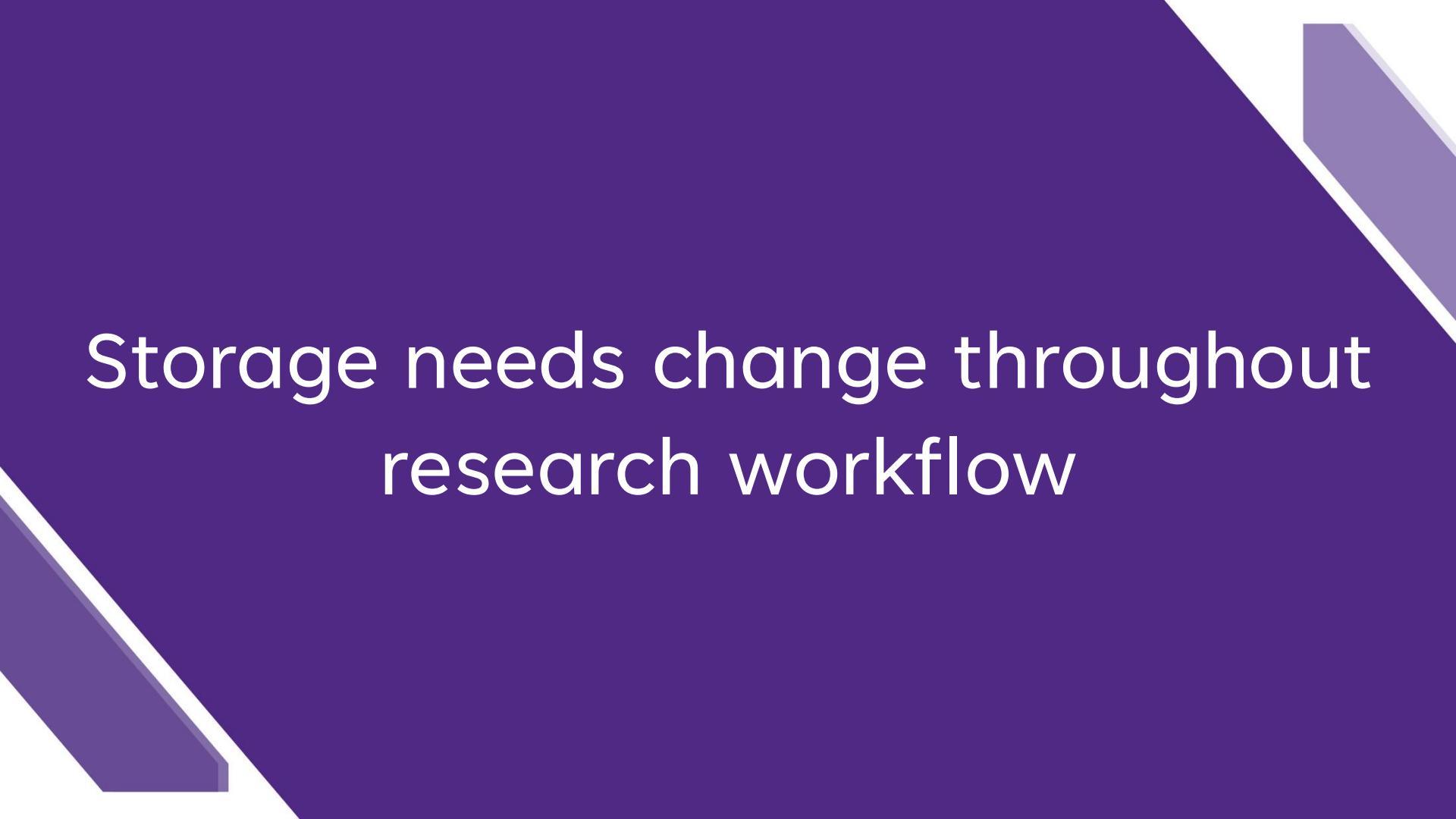
Materials: <https://github.com/nuitrcs/rdm-workshops>

Outline

- What is SharePoint?
- When to use SharePoint
- SharePoint Overview
 - Structure
 - Data Organization
 - Access controls

Research Data-Cycle





Storage needs change throughout
research workflow

Types of storage

What do you want to do with your data?

PROCESS	SHARE	STORE	ARCHIVE
Clean, Analyze, and Visualize	Collaborate	Ensure data integrity	Retain data long-term
Fast storage	Access for all group members	Access for core group members	"Cold" storage
Near compute source	Collaboration Tools	Replication	Less accessible
Costly	Free*	Versioning	Inexpensive retention period

* licensing changes, pricing/limits may apply

Storage Options

What do you want to do with your data?

PROCESS

Clean, Analyze, and Visualize

Quest

SHARE

Collaborate

SharePoint



STORE

Ensure data integrity

Research Data Storage Service (RDSS)

Cloud Storage (AWS, GCP, Azure)

ARCHIVE

Retain data long-term

Research Data Archival Service



What is SharePoint?

"Your mobile, intelligent intranet"

- Content management system for teams
- Part of Microsoft 365
- Approved by Northwestern for research
- Share with anyone who has a Microsoft account
- Secure: encryption and auditing



Related Microsoft Products



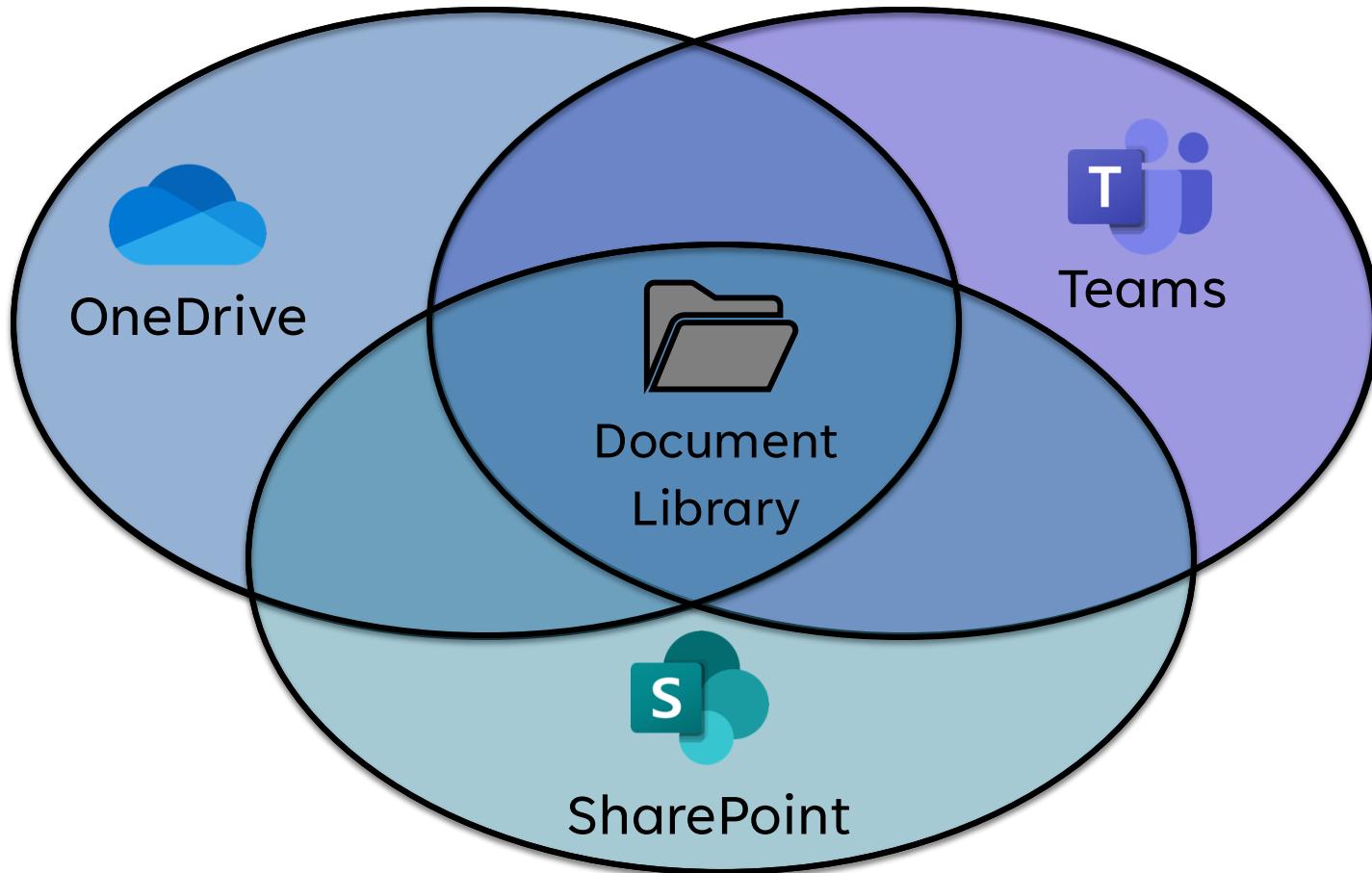
OneDrive
Personal Files



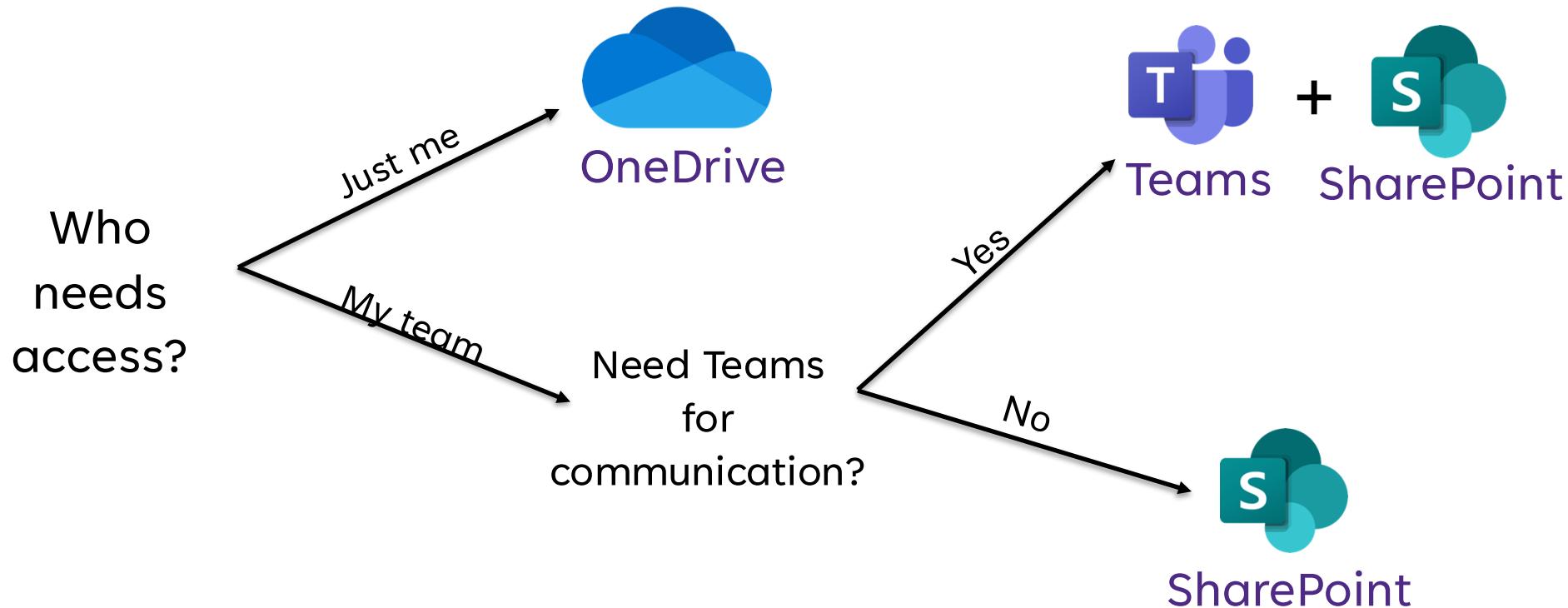
SharePoint
Team files



Teams
Team Collaboration



OneDrive vs. SharePoint vs. Teams



<https://support.microsoft.com/en-us/office/should-i-save-files-to-onedrive-or-sharepoint-d18d21a0-1f9f-4f6c-ac45-d52afa0a4a2e>

SharePoint

When to use it

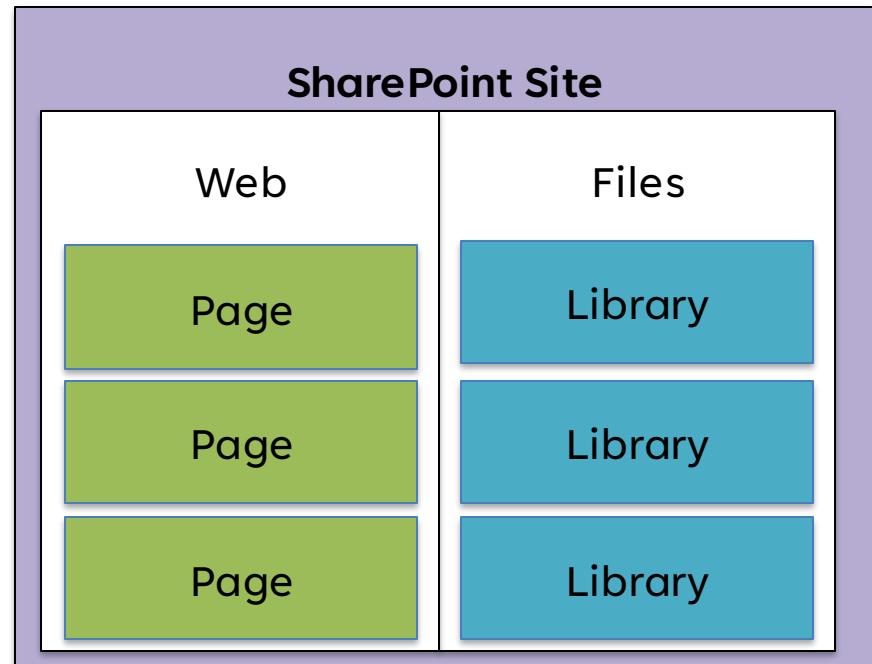
- Store files that need to be accessible to groups of users
- Collaborate on documents
- Share with people who don't have NetIDs

When not to use it

- Storing private-personal files
- Archiving data
- Very large files (> 250 GB per file)
- Many small files (> 50,000)

SharePoint Structure

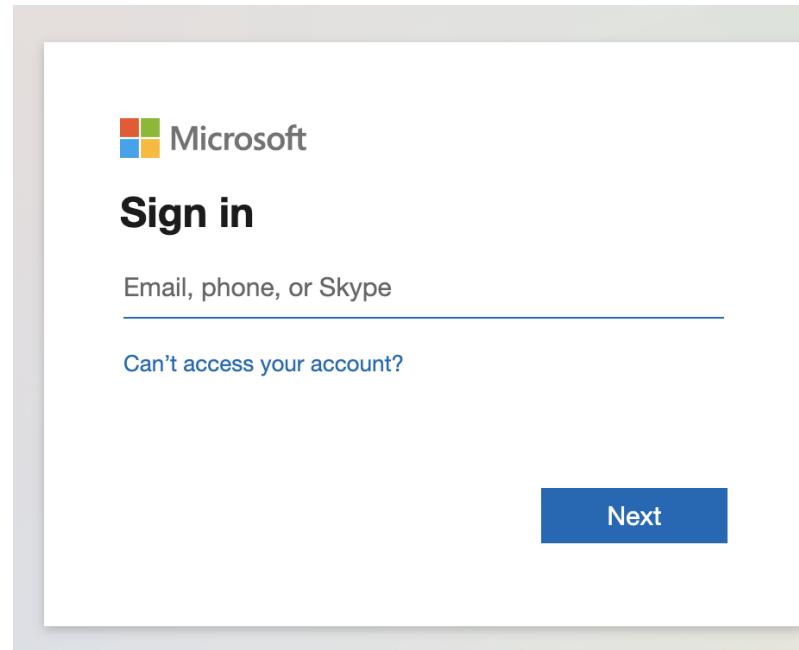
- **Sites** are made up of **pages** and **libraries**
- **Pages:** Organize content (like a webpage)
- **Libraries:** Store documents



SharePoint Overview

Log In

<https://nuwildcat.sharepoint.com/>



Types of SharePoint sites

Communication

- Content hosting only
- Default: Empty folder
- Visible in SharePoint or OneDrive interfaces
- Create directories to group content

Teams

- A folder for every channel
- Default: General
- Visible in SharePoint or Teams
- Can add additional folders
 - Not visible in teams

Share Site example

The screenshot shows a SharePoint site interface. At the top, there's a purple header bar with the word "SharePoint". Below it, the site name "RCDS-TEST" is displayed next to a user icon labeled "RT". The left sidebar contains navigation links: Home, Notebook, **Documents**, Pages, Site contents, Recycle bin, and Edit. The main content area is titled "Documents" and lists three shared folders: "Brian's Shared", "Kevin's Shared folder", and "Tobin's Shared". There are buttons for "+ New", "Upload", and search.

The screenshot shows a OneDrive interface. At the top, there's a purple header bar with the word "OneDrive" and a search bar. Below it, there are buttons for "Add shortcut to My files", "Pin to Quick access", "Sync", and more. The navigation bar shows "RCDS-TEST > Documents". The main content area displays a list of shared folders: "Brian's Shared" (October 3, 2023), "Kevin's Shared folder" (October 31, 2023), and "Tobin's Shared" (October 3, 2023). The columns are "Name" and "Modified".

Teams site example

RCDS - Research Data Management

+ New ▾ Upload ▾ Edit in grid view

Documents

> In channels

< In site library

Name

- Administration
- Cloud Computing
- General
- Globus
- LabArchives

RCDS - Research Data Management

+ New ▾ Upload ▾ Edit in grid view Sync

Documents

< In channels

Name

- General
- Administration
- Cloud Computing
- Globus
- LabArchives
- RDSS
- Sensitive Data - Secure Data Enclave

All teams

Activity

Chat

Teams

Calendar

Planner

Calls

...

Apps

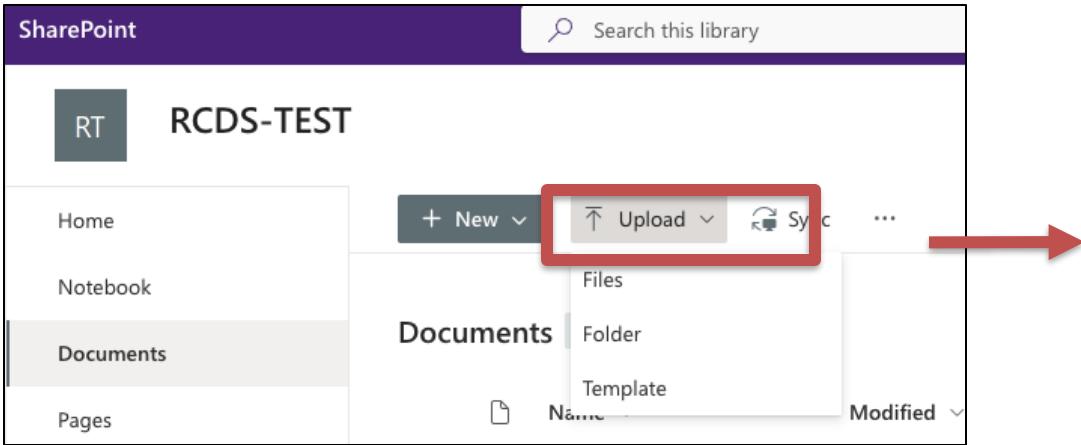
RCDS - Research Data Managem... ⋮

Main Channels

- General
- Administration
- Cloud Computing
- Globus
- LabArchives
- RDSS
- Sensitive Data - Secure Data Enclave
- TDX Tickets-Consults
- Workshops and Events

Transferring files in and out of SharePoint

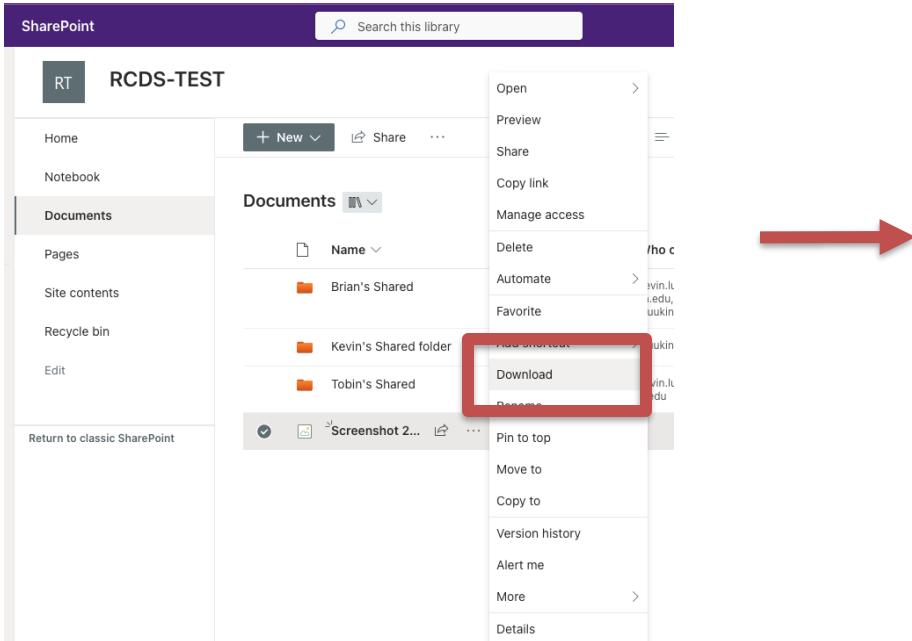
Upload



Opens file browser window

Or drag and drop

Download



Downloads to downloads
folder

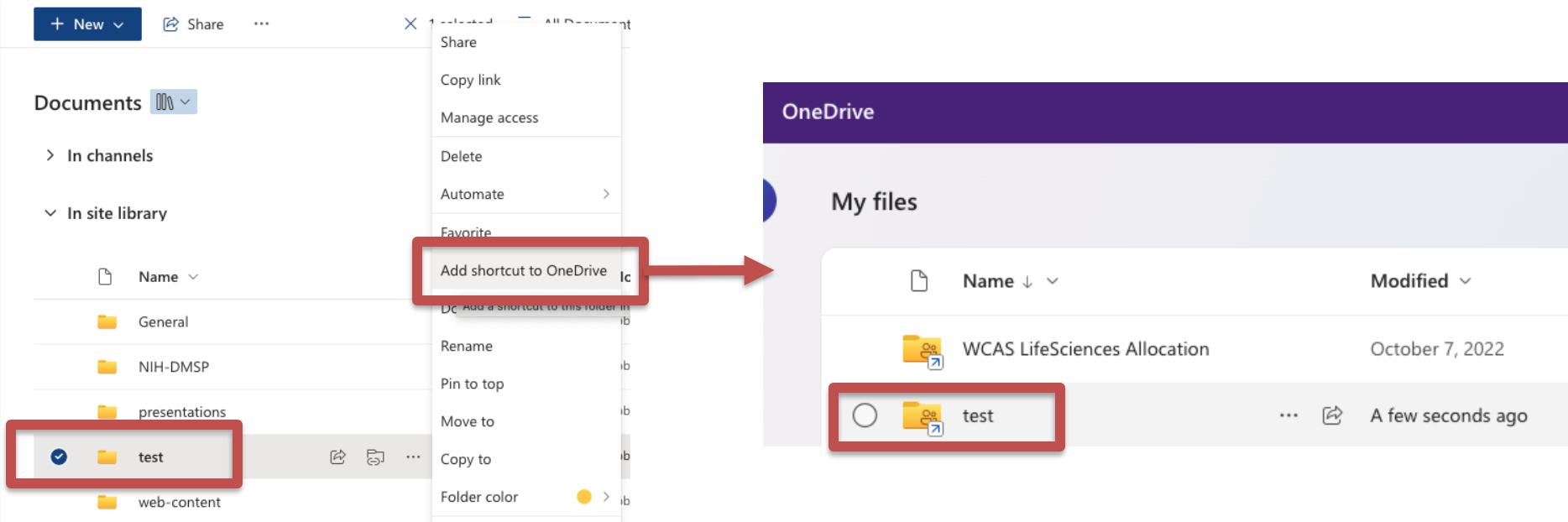
Syncing to your computer

- Install OneDrive App
- "Files on Demand" - ON
- Choose SharePoint files to sync
 - Add shortcuts to OneDrive.
 - Sync document library.

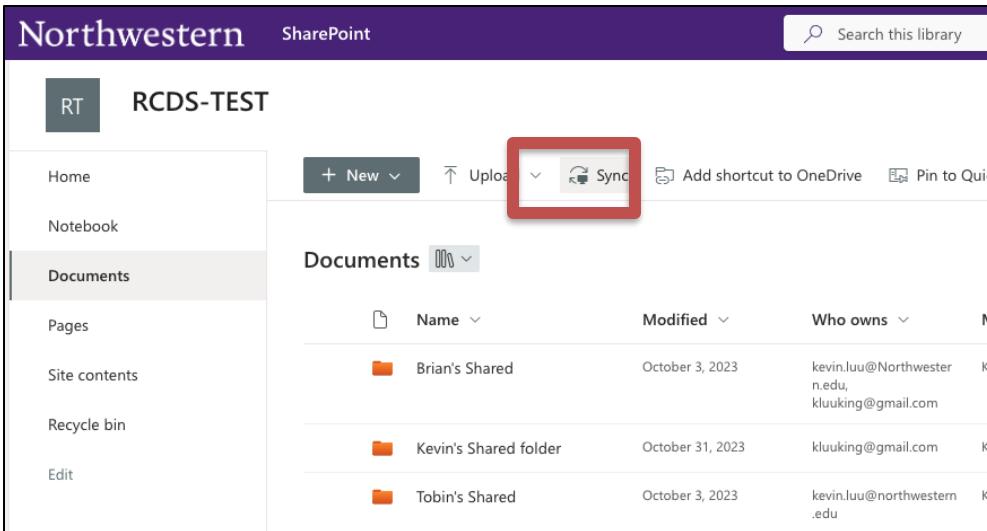


<https://support.microsoft.com/en-us/office/sync-sharepoint-files-and-folders-87a96948-4dd7-43e4-acd1-53f3e18bea9b>

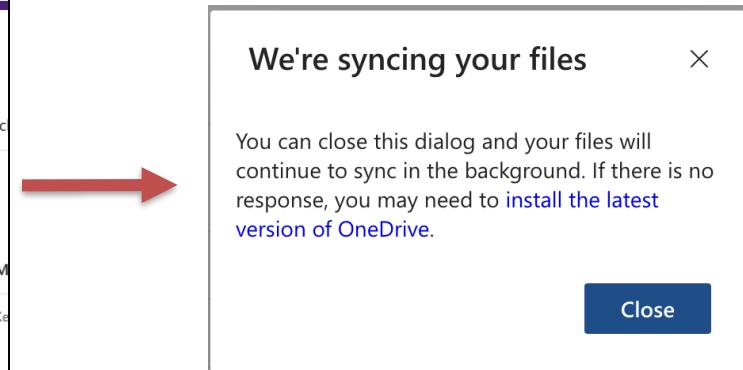
Add Shortcuts to OneDrive



Sync Document Library



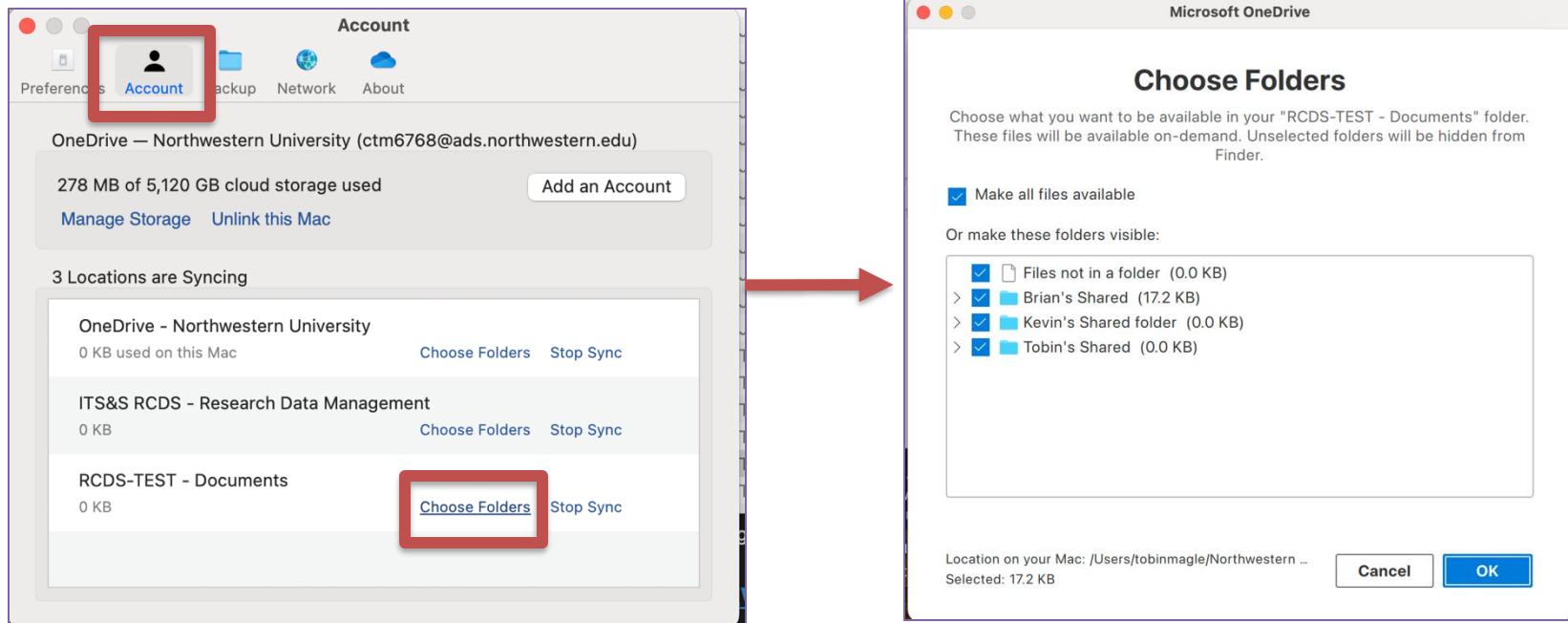
A screenshot of a SharePoint document library interface. The top navigation bar shows "Northwestern" and "SharePoint". The page title is "RCDS-TEST". On the left, a sidebar menu includes "Home", "Notebook", "Documents" (which is selected), "Pages", "Site contents", "Recycle bin", and "Edit". The main content area shows a list of documents under the heading "Documents". The first three items in the list are "Brian's Shared", "Kevin's Shared folder", and "Tobin's Shared". At the top of the content area, there are buttons for "+ New", "Upload", "Sync" (which is highlighted with a red box), "Add shortcut to OneDrive", and "Pin to Quick Launch". A search bar at the top right says "Search this library".



Document Library > 300,000 files

Choose files

Open OneDrive App



Globus data transfer tool

Move large amount of data
between storage platforms

- High-speed transfers
- Data integrity checks
- Resumes interrupted data transfers
- Easy-to-use interface
- Automation features



SharePoint Limitations

Feature	Limit
Total amount of data	25 TB
Total number of files	30 million
Individual file size	250 GB
Data uploaded/download	250 GB or 10k files per day
File movement	30,000 files at once
Syncing files	300,000 files total across sites

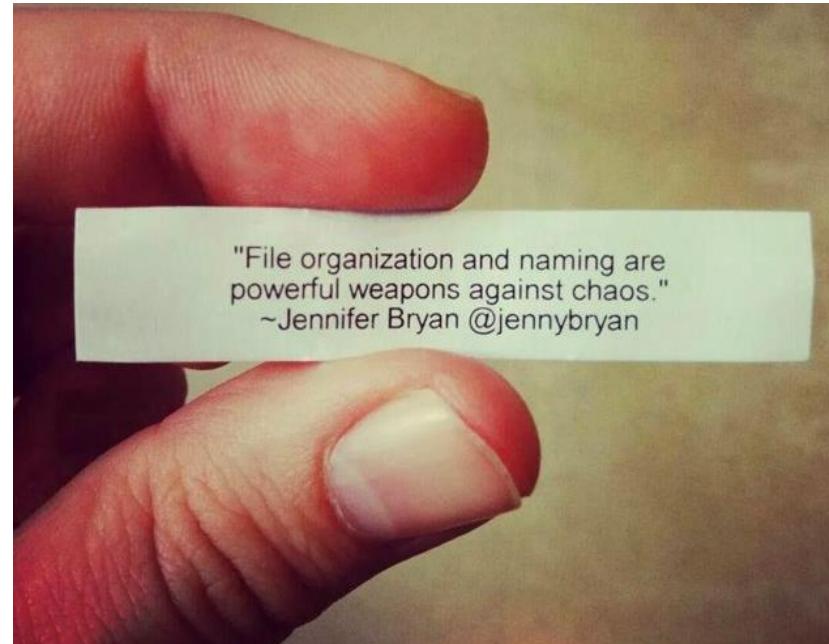
<https://learn.microsoft.com/en-us/office365/servicedescriptions/sharepoint-online-service-description/sharepoint-online-limits>

File Organization

Good Organization Practices

There's no one right answer

- Make a system that works for you
- Think about who needs access
- Group similar files into folders
- Use descriptive names



SharePoint Library tips

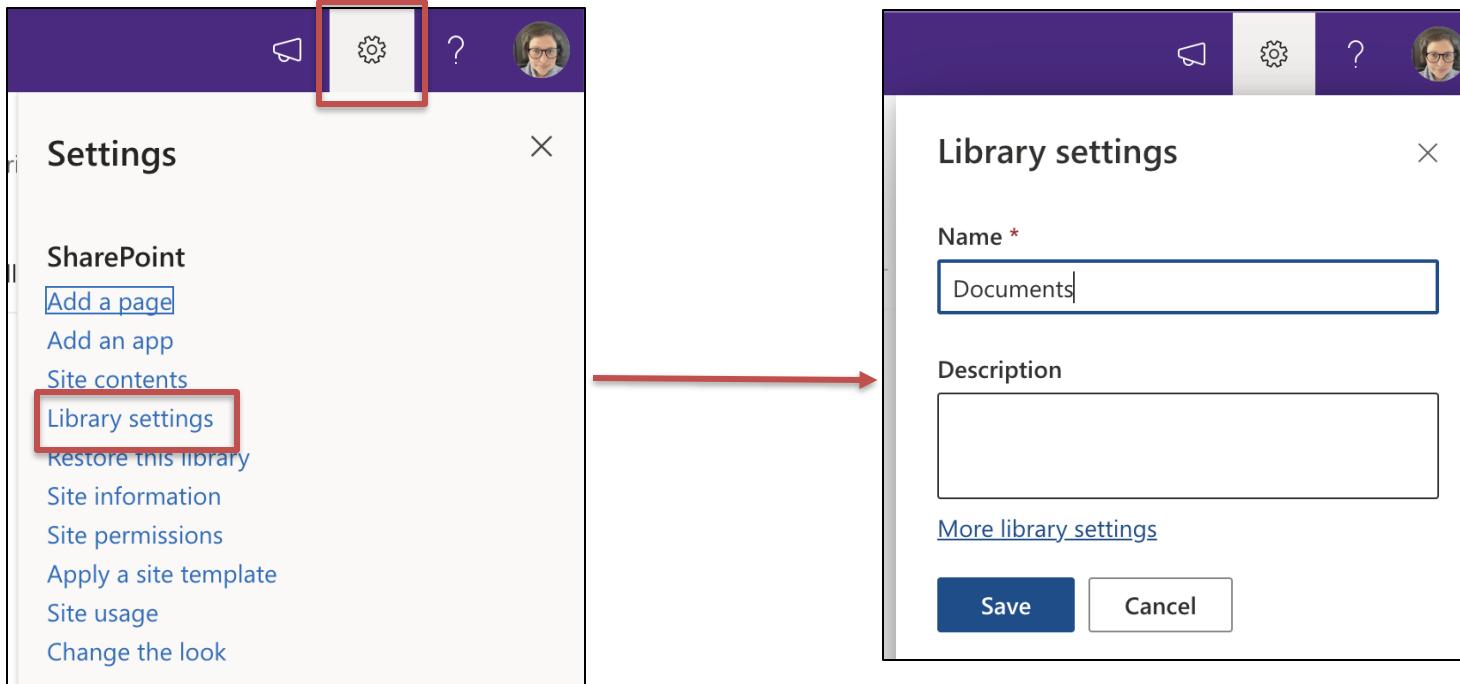
- Keep the number of files <100,000
- Organize based on who needs access
- E.g.: A library for files only visible to your team and a separate library for content shared outside your team
- Rename your Libraries descriptively

Naming advice

- Names should tell you what's in the file
- Make sure to include information that differentiates files
- Use sort to your advantage
 - General to specific
 - Ex: YYYY-MM-DD vs MM-DD-YY)
- Pick a convention and stick to it

Path Length Limit 400 characters

Rename library



Create a new Library

Research Data Management

Home

Documents

Recycle bin

Edit

+ New

List

Document library

Page

Space

News post

News link

Plan

App

presentations

Create new document library

Blank library

From existing library

Copies metadata fields

Templates

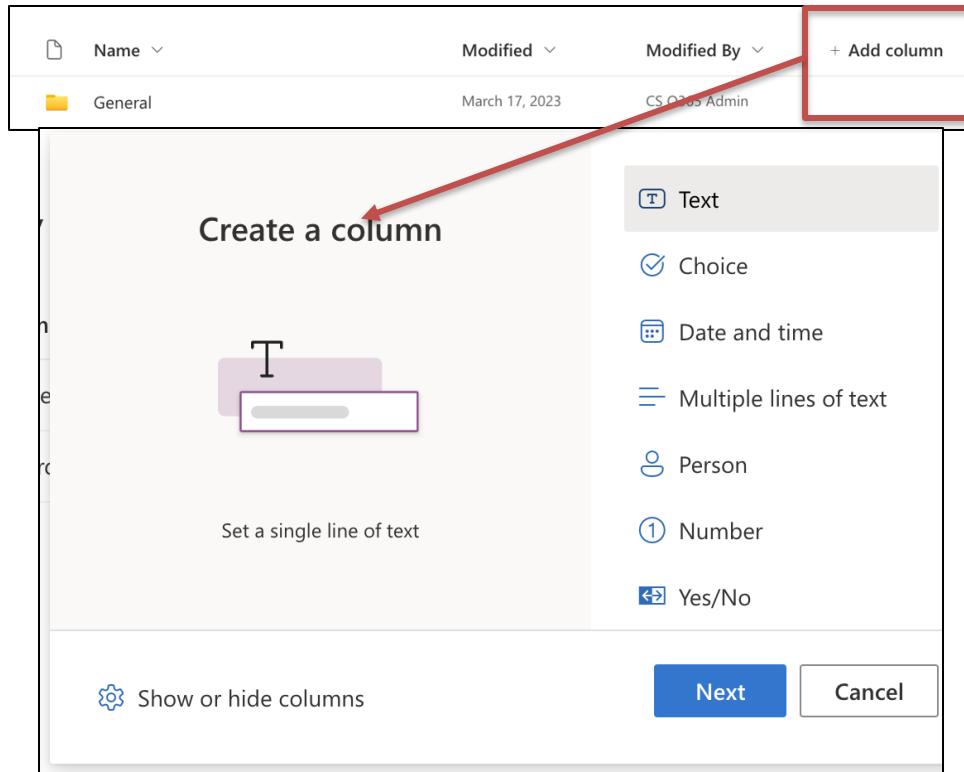
Media library

Invoices

Learning



Metadata



Custom Metadata

The image shows two overlapping windows from a Microsoft SharePoint interface. The left window is titled 'Create a column' and displays a list of column types: Text, Choice, Date and time, Multiple lines of text, Person, Number, and Yes/No. The 'Text' option is highlighted with a red box and selected. The right window is also titled 'Create a column' and provides more detailed settings for the chosen 'Text' type. It includes fields for 'Name *' (with a placeholder 'New column'), 'Description' (with a placeholder 'A single line of text'), 'Type' (set to 'Single line of text'), 'Default value' (with a placeholder 'Enter a default value'), and a checkbox for 'Use calculated value'. A red arrow points from the 'Text' option in the left window to the 'Type' dropdown in the right window.

Create a column

T

Set a single line of text

Text

Choice

Date and time

Multiple lines of text

Person

Number

Yes/No

Next Cancel

Create a column

Name *

Description

Type

Single line of text

Multiple lines of text

Number

Yes/No

Person or Group

Date and time

Choice

Hyperlink

Currency

Location

Image

Managed metadata

Lookup

Save Cancel

System Metadata

The image shows two overlapping windows from a Microsoft SharePoint interface. The left window, titled 'Create a column', displays a text input field with a placeholder 'Set a single line of text'. Below it is a list of column types: Text (selected), Choice, Date and time, Multiple lines of text, Person, Number, and Yes/No. The right window, titled 'Edit view columns', lists various metadata fields with checkboxes. A red arrow points from the 'Text' option in the first window to the 'Type' checkbox in the second window.

Create a column

Set a single line of text

Text

Choice

Date and time

Multiple lines of text

Person

Number

Yes/No

Next Cancel

Show or hide columns

✓ Apply

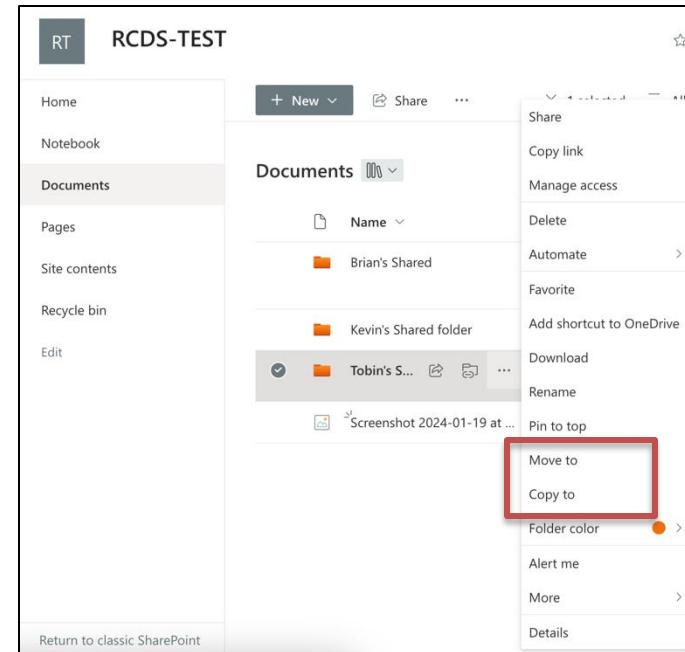
Edit view columns

Select the columns to display in the list view. To change ordering, use drag-and-drop or the "up" and "down" buttons next to each column.

Type
Name
Modified
Modified By
Compliance Asset Id
Description
ID
Content Type
Created
Created By
Check In Comment
File Size
Item Child Count

Moving and copying files

- Reorganizing content within OneDrive and SharePoint
- Differences in behavior
- Files that are copied or moved in a single operation must be:
 - No more than 100 GB total file size
 - No more than 30,000 files
 - Less than 15 GB



Moving and copying files

Moving

- Creates the file in the new location
- Deletes the original from the source (Recycle bin)
- Retains version history

Copying

- Creates a copy of the original file at the destination
- File remains at the origin
- Loses version history

Moving files

OneDrive to SharePoint

- SharePoint changes the file metadata (changes checkpoint)
- Hyperlinks stop working
- Follows stop working
- Microsoft suggests replacing the original doc with a link to the new doc

SharePoint to OneDrive

- Collaborators will lose access

<https://nuwildcat.sharepoint.com/sites/WNB-College-Commons/SitePages/WITS-Tool-Tip-2.aspx>

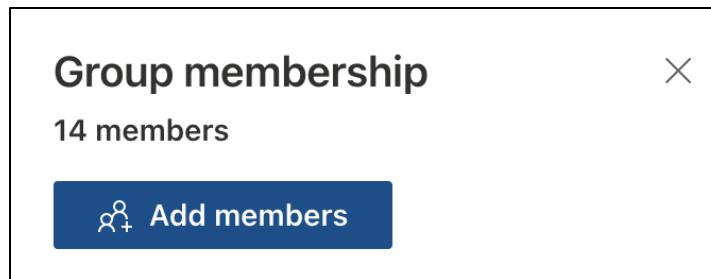
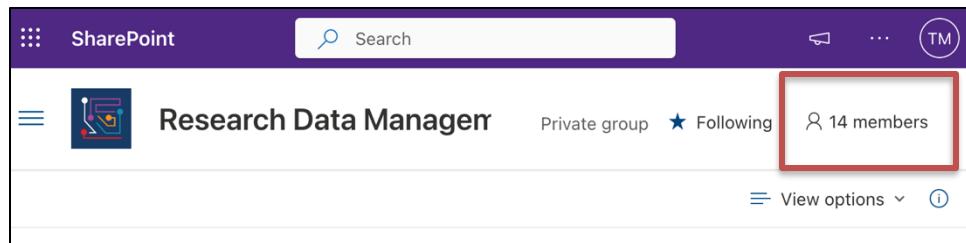
Access and Sharing

Access best practices

- **Tradeoff** between openness and security
- **Least privilege** - limit access to a minimal number of people
- Required by some DUAs
- Groups based on role can help with large groups and large libraries

Site Level Access

- People who have access to **all the content** on the site
- Includes documents (unless otherwise specified)
- **Roles:** Owner, Member, Visitor



SharePoint User Roles

Owner

- Manage site features
- Delete a site
- See all content

Member

- Add content
- Edit content
- Delete content
- Share

Visitor

- Read only
- Can Download
- Can share with approval

Custom groups

- Create groups of people who you can share specific content with
- **Note:** by default, people in these groups have access to everything in the library when the group is created. Need to be removed manually.

The image consists of two side-by-side screenshots from a SharePoint site's settings menu. The left screenshot shows a vertical list of options under 'SharePoint': 'Add a page', 'Add an app', 'Site contents', 'Site information', 'Site permissions' (which is highlighted with a red box), 'Apply a site template', 'Site usage', 'Site reviews', 'Site performance', and 'Change the look'. The right screenshot shows a 'Permissions' page with the heading 'Manage who has access to this site.' It includes sections for 'Add members', 'Site owners - full control', 'Site members - limited control', 'Site visitors - no control', 'Site Sharing', 'Guest Expiration', and a note about additional permissions. The 'Advanced permissions settings' link at the bottom is highlighted with a red box.

Custom groups

The screenshot shows the SharePoint Permissions page for a site collection. The top navigation bar includes the App launcher, Northwestern logo, SharePoint title, settings gear, help question mark, and user profile. Below the navigation is a ribbon with BROWSE and PERMISSIONS tabs, with PERMISSIONS selected. A secondary ribbon below shows four main sections: Grant Permissions (Grant), Create Group (Modify), Edit User Permissions (Check), and Remove User Permissions (Manage). The main content area displays a list of items with their permissions. A yellow callout box highlights a note about limited access users.

	Name	Type	Permission Levels
<input type="checkbox"/>	Galter	SharePoint Group	Edit
<input checked="" type="checkbox"/>	NU Libraries	SharePoint Group	Edit
<input type="checkbox"/>	Research Data Management Members	SharePoint Group	Edit
<input type="checkbox"/>	Research Data Management Owners	SharePoint Group	Full Control
<input type="checkbox"/>	Research Data Management Visitors	SharePoint Group	Read

Custom permission Level

Apply to groups

- Add and remove permissions
- Document library in List permissions menu
- Dependencies: If you have edit permissions, you also need View permissions
- E.g.: Create an edit, no delete permission level

Select the permissions to include in this permission level.

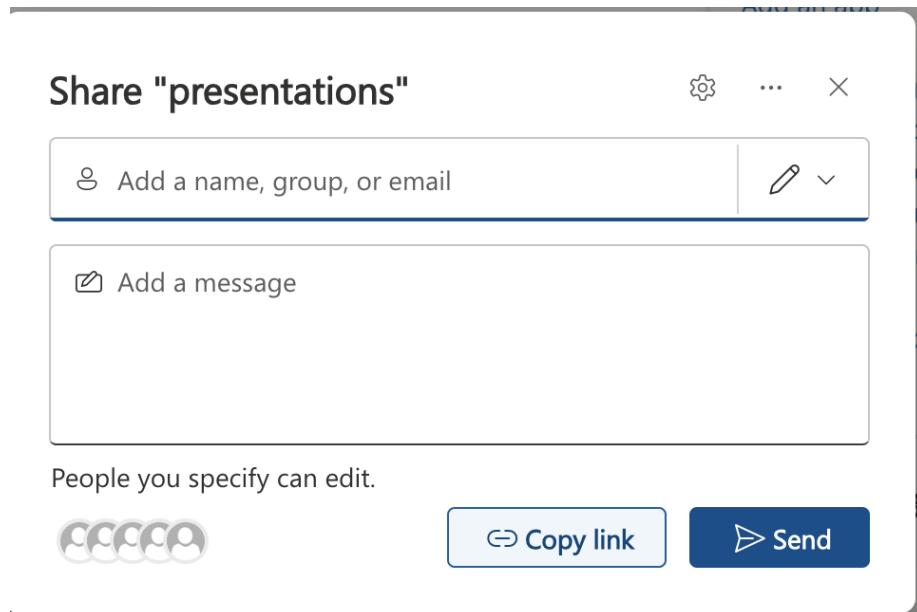
Select All

List Permissions

- Manage Lists - Create and delete lists, add or remove columns in a list, and add or remove public views of a list.
- Override List Behaviors - Discard or check in a document which is checked out to another user, and change or override settings which allow users to read/edit only their own items
- Add Items - Add items to lists and add documents to document libraries.
- Edit Items - Edit items in lists, edit documents in document libraries, and customize Web Part Pages in document libraries.
- Delete Items - Delete items from a list and documents from a document library.
- View Items - View items in lists and documents in document libraries.
- Approve Items - Approve a minor version of a list item or document.

Sharing outside site level access

- Can **share** files/folders with additional people
- Choose type of access (edit or view)
- Limit: <50,000 files



Anonymous sharing

Anyone with the link can...

- Sharing with no authentication (ie: public)
- Can see which files are shared this way
- Can't track who has accessed it
- Can be disabled at the site level

Anonymous sharing

The image shows a comparison between two OneDrive sharing interfaces. On the left, a 'Share' dialog is open over a list of files in a folder named 'Research Data M...'. The dialog has fields for 'Add a name, group, or email' and 'Add a message'. A red box highlights the gear icon at the top right of the dialog. Below it, a note says 'People you specify can edit.' followed by a list of user icons. At the bottom are 'Copy link' and 'Send' buttons. A red box highlights the 'Send' button. On the right, a 'Sharing settings' modal is shown for the file 'RCDS Data Management Team Meetings.docx'. It lists sharing options: 'Anyone' (selected, highlighted with a red box), 'People in Northwestern University', 'People with existing access' (with a small group icon), and 'People you choose'. Under 'More settings', there are options for 'Can edit', date range, password, and 'Block download' (disabled). A red arrow points from the 'Send' button in the dialog to the 'Sharing settings' modal.

**But what if you need to restrict
access to files?**

Breaking Inheritance

Permission Inheritance in SharePoint

- In SharePoint, lists, libraries, folders, and items typically inherit permissions from their parent (e.g., a document library inherits from a site)
- You can **break inheritance** to assign unique permissions to a specific item, folder, or list.

Share a document library with a different set of users than the main site

- Remove access from site level access
- Add new set of users

Breaking Inheritance

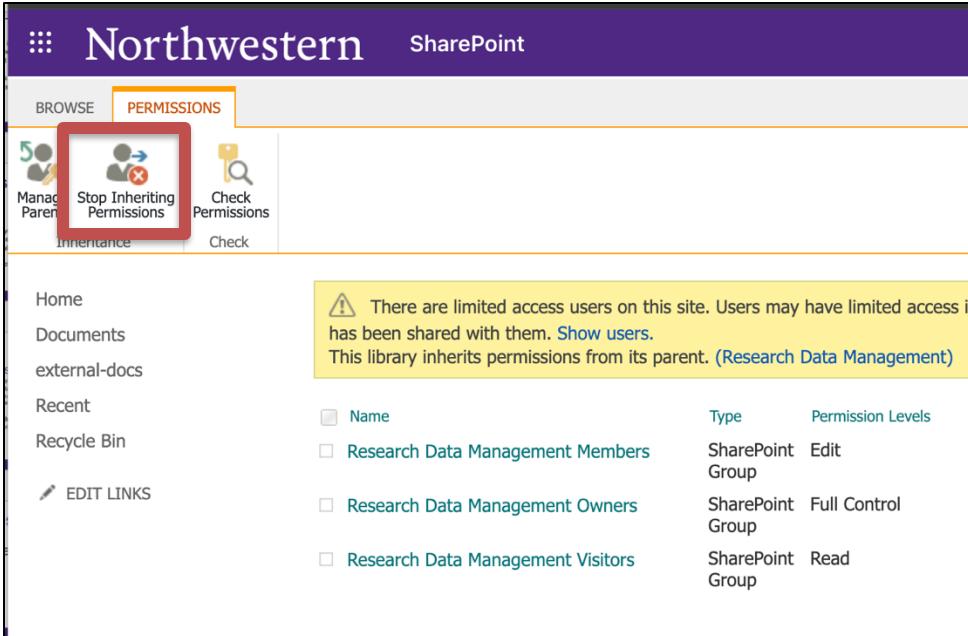
Settings >
Library Settings >
More Library Settings>

The screenshot shows the 'Documents' settings page in SharePoint. At the top, there's a navigation bar with 'EDIT LINKS' and the title 'Documents > Settings'. Below the title, there's a sidebar with links: Home, Documents, external-docs, Recent, and Recycle Bin. The main content area has two columns: 'List Information' and 'General Settings'. Under 'List Information', the 'Name' is 'Documents', 'Web Address' is 'https://nuwildcat.sharepoint.com/teams/gl_NUIT_RCSDataManagement/Shared Documents/Form', and 'Description' is 'Form'. Under 'General Settings', there's a list of settings: 'List name, description and navigation' (which is highlighted with a blue border), 'Versioning settings', 'Advanced settings', 'Validation settings', 'Column default value settings', 'Audience targeting settings', 'Rating settings', and 'Form settings'. To the right of these settings is a 'Permissions and Management' section. This section contains a list of permissions: 'Permissions for this document library', 'Manage files which have no checked in version', 'Workflow Settings', and 'Enterprise Metadata and Keywords Settings'. The 'Permissions for this document library' item is also highlighted with a red border. At the bottom of the page, there's a 'Columns' section with a table showing a single column named 'Column (click to edit)' with type 'Type' and 'Required' status.

Breaking Inheritance

Settings >
Library Settings >
More Library Settings>

Permissions for this
Document Library >
Stop Inheriting Permissions

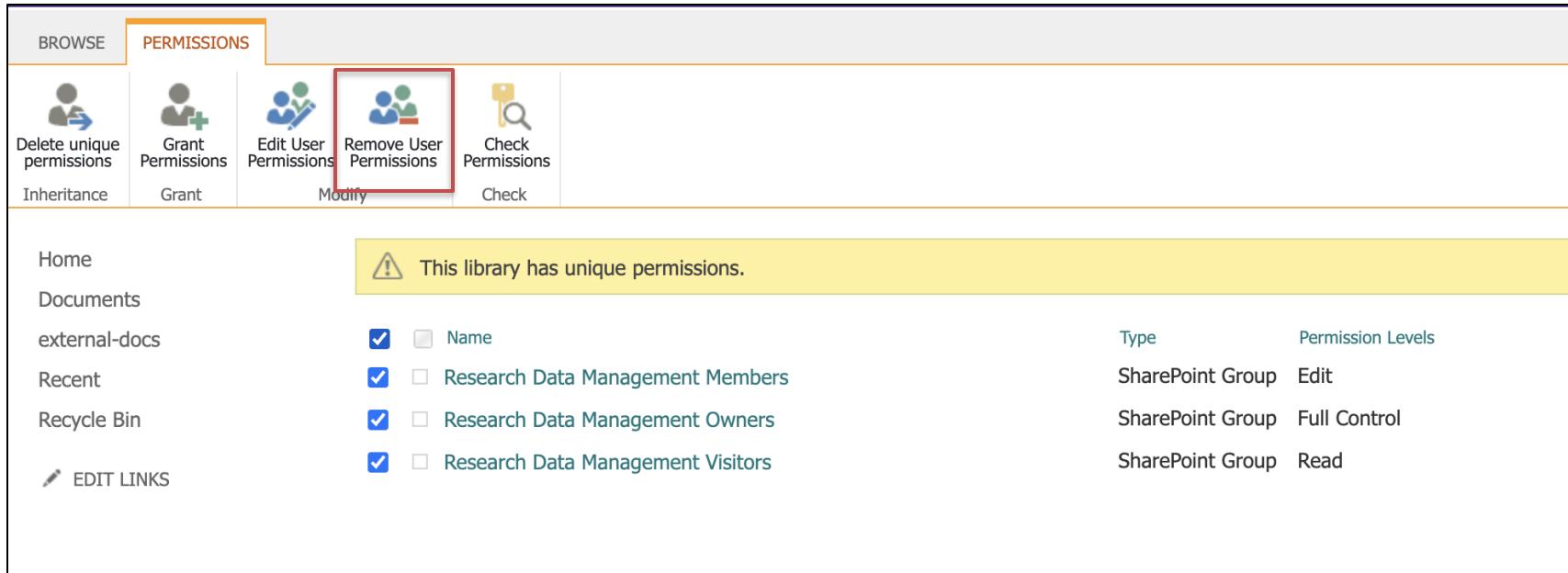


The screenshot shows a SharePoint interface titled "Northwestern SharePoint". The "PERMISSIONS" tab is selected. A red box highlights the "Stop Inheriting Permissions" button, which has a user icon with a red "X" over it. Below the button are links for "Manage Parent Permissions", "Inheritance", "Check Permissions", and "Check". On the left, there's a navigation menu with links to Home, Documents, external-docs, Recent, and Recycle Bin. At the bottom left is an "EDIT LINKS" button. On the right, there's a table showing permissions for three groups:

Name	Type	Permission Levels
Research Data Management Members	SharePoint Group	Edit
Research Data Management Owners	SharePoint Group	Full Control
Research Data Management Visitors	SharePoint Group	Read

A yellow warning box contains the message: "There are limited access users on this site. Users may have limited access if has been shared with them. [Show users.](#) This library inherits permissions from its parent. ([Research Data Management](#))"

Remove Group permissions



The screenshot shows a SharePoint permissions interface. At the top, there are two tabs: 'BROWSE' and 'PERMISSIONS'. The 'PERMISSIONS' tab is selected, indicated by an orange border. Below the tabs are six buttons arranged in two rows: 'Delete unique permissions' (Inheritance), 'Grant Permissions' (Grant), 'Edit User Permissions' (Modify), 'Remove User Permissions' (highlighted with a red box), and 'Check Permissions' (Check). In the main content area, there's a yellow banner with an exclamation mark icon and the text 'This library has unique permissions.' To the left of the banner is a sidebar with links: 'Home', 'Documents', 'external-docs', 'Recent', 'Recycle Bin', and 'EDIT LINKS'. To the right of the banner is a table showing permission details:

	Type	Permission Levels
<input checked="" type="checkbox"/> <input type="checkbox"/> Name	SharePoint Group	Edit
<input checked="" type="checkbox"/> <input type="checkbox"/> Research Data Management Members	SharePoint Group	Full Control
<input checked="" type="checkbox"/> <input type="checkbox"/> Research Data Management Owners	SharePoint Group	Read
<input checked="" type="checkbox"/> <input type="checkbox"/> Research Data Management Visitors		

Add other users

The image shows two overlapping windows. The left window is a 'PERMISSIONS' tab within a SharePoint interface. It has tabs for 'BROWSE' and 'PERMISSIONS'. Under 'PERMISSIONS', there are several options: 'Delete unique permissions', 'Grant Permissions' (which is highlighted with a red box), 'Inheritance', 'Grant', 'Edit User Permissions', 'Remove User Permissions', 'Modify', 'Check Permissions', and 'Check'. A red arrow points from the 'Grant Permissions' button in the SharePoint interface to the 'Invite people' section of a sharing dialog window on the right.

Share 'external-docs' and its contents

Shared with SharePoint Admins and gl_NUIT_RCSDataManagement Owners

Invite people

Shared with

Enter names or email addresses...

Include a personal message with this invitation (Optional).

Share everything in this folder, even items with unique permissions.

SHOW OPTIONS

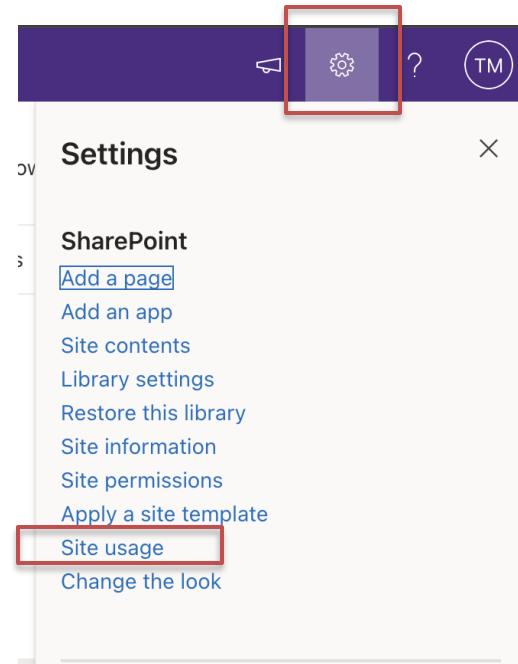
Share Cancel

Who has access?

Audit File Sharing

Check to make sure only people who need access have access

- Which files are shared?
- Who has access?
- What kind of access?



Audit File Sharing

- Check to make sure only people who need access have access

Under Settings > Site Usage:

- Scroll to bottom to "Shared with External Users" section
- Click "Run Report"
- Can take a while to run

Shared with external users		
	Name	Modified ↓
	Run report	
	_sitelcon_.jpg	15 hours ago
	Data-Archiving.aspx	5 days ago

Audit Report

	A	B	C	D	E	F	G	H	I
1	Resource Path	Item Type	Permission	User Name	User Email	User Or Group Type	Link ID	Link Type	AccessViaLinkID
2	File	Role	ear	ear	ear	SharePointGroup			
3			ear	ear	ear	SharePointGroup			
4			ear	ear	ear	SharePointGroup			
5			ear	ear	ear	SharePointGroup			
6	teams/gl_NUIT_List	Read	Research Data Management Visitors			SharePointGroup			
7	teams/gl_NUIT_List	Edit	Research Data Management Members			SharePointGroup			
8	teams/gl_NUIT_pptx	Full Control	Research Data Management Owners			SharePointGroup			
9	teams/gl_NUIT_pptx	Read	Research Data Management Visitors			SharePointGroup			
10	teams/gl_NUIT_pptx	Edit	Research Data Management Members			SharePointGroup			
11	teams/gl_NUIT_pptx	Contribute	Mike Lasky	mike.lasky@northwestern.edu		Internal			
12	teams/gl_NUIT_Folder	Full Control	Research Data Management Owners			SharePointGroup			
13	teams/gl_NUIT_Folder	Read	Research Data Management Visitors			SharePointGroup			
14	teams/gl_NUIT_Folder	Edit	Research Data Management Members			SharePointGroup			
15	teams/gl_NUIT_Folder	Contribute	SharingLink			SharePointGroup	c5167a74-ca88-44e6-8f27 Specific People		
16	teams/gl_NUIT_Folder	Contribute	tobin.magle	tobin.magle@gmail.com		External			c5167a74-ca88-44e6-8f27-d8cc630a4b68
17	teams/gl_NUIT_Folder	Contribute	Tobin Magle	tobin.magle@northwestern.edu		Internal			c5167a74-ca88-44e6-8f27-d8cc630a4b68
18	teams/gl_NUIT_docx	Full Control	Research Data Management Owners			SharePointGroup			
19	teams/gl_NUIT_docx	Read	Research Data Management Visitors			SharePointGroup			
20	teams/gl_NUIT_docx	Edit	Research Data Management Members			SharePointGroup			
21	teams/gl_NUIT_docx	Contribute	SharingLink			SharePointGroup	c5f93680-0044-4a0e-be40 Specific People		
22	teams/gl_NUIT_docx	Contribute	Annie M Speicher	annie.speicher@northwestern.edu	Internal				c5f93680-0044-4a0e-be40-63151296277a
23	teams/gl_NUIT_docx	Contribute	Christina Maimone	christina.maimone@northwestern.edu	Internal				c5f93680-0044-4a0e-be40-63151296277a

Reach out!

FIND WHAT YOU NEED



PLANNING

- Writing a Data Management Plan
- Protecting the Sensitive Information in My Data



DATA COLLECTION AND STORAGE

- Choosing Appropriate Storage
- Documenting Your Research
- Transferring Data to or from Northwestern
- Sharing Data with an External Collaborator



DATA SHARING AND ARCHIVING

- Making Your Data Reusable
- Sharing Data Publicly
- Archiving Data When a Project is Done



SUPPORT AND RESOURCES

- Talk to a Data Management Expert
- Northwestern Research Data Management Resources
- External Research Data Management Resources

[Research Data Management Website](#)

Office Hours: Every Monday
3 p.m. – 4 p.m.
Mudd Library,
GIS Lab

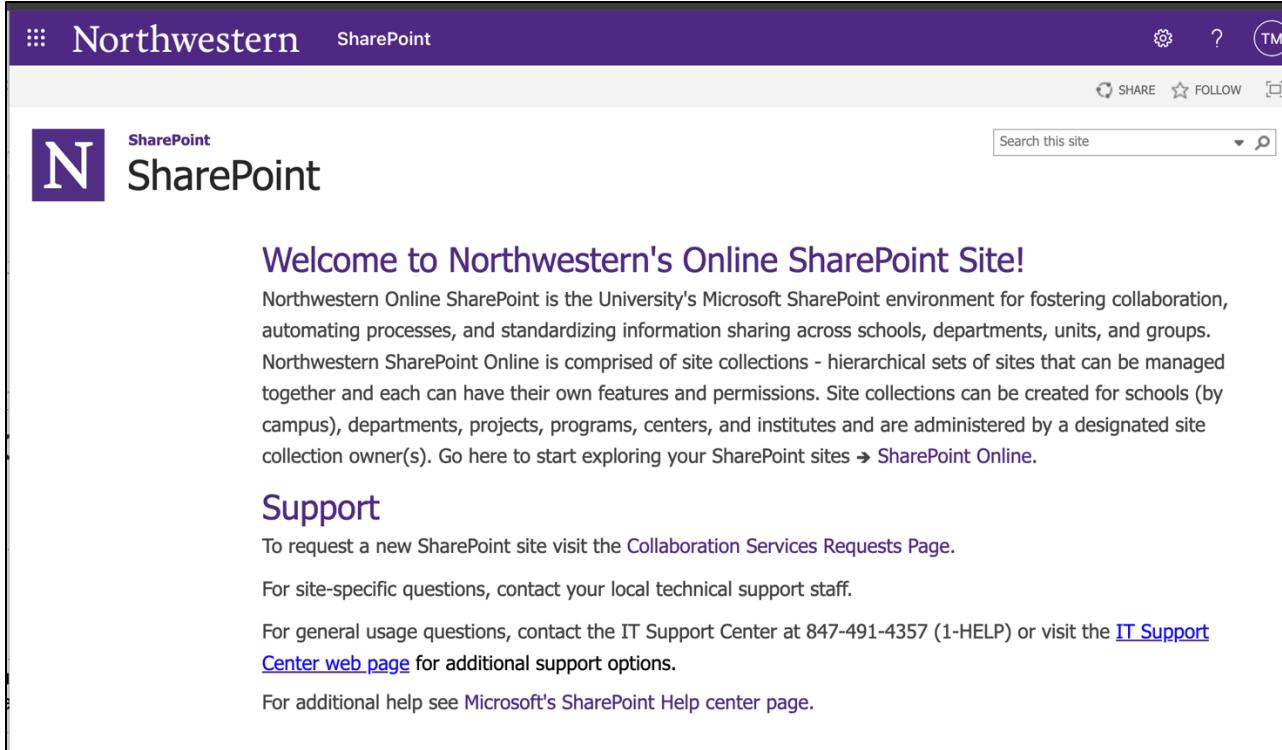
Emails:
researchdata@northwestern.edu

[Consultation Calls](#)

Thank You

Appendix

Landing page



The screenshot shows the Northwestern SharePoint Online landing page. The header features the Northwestern logo and the word "SharePoint". The main content area has a purple header with the "N" SharePoint logo and the word "SharePoint". A search bar at the top right contains the placeholder "Search this site". Below the header, a large purple section displays the title "Welcome to Northwestern's Online SharePoint Site!" and a detailed description of the SharePoint environment. It mentions the University's Microsoft SharePoint environment for fostering collaboration, automating processes, and standardizing information sharing across schools, departments, units, and groups. It describes SharePoint Online as being comprised of site collections - hierarchical sets of sites that can be managed together, each with its own features and permissions. Site collections can be created for schools (by campus), departments, projects, programs, centers, and institutes and are administered by a designated site collection owner(s). It encourages users to start exploring their SharePoint sites by visiting [SharePoint Online](#). Below this, a "Support" section provides links for requesting new sites, contacting local support staff, and reaching out to the IT Support Center for general usage questions. It also links to Microsoft's SharePoint Help center page.

Northwestern SharePoint

Welcome to Northwestern's Online SharePoint Site!

Northwestern Online SharePoint is the University's Microsoft SharePoint environment for fostering collaboration, automating processes, and standardizing information sharing across schools, departments, units, and groups. Northwestern SharePoint Online is comprised of site collections - hierarchical sets of sites that can be managed together and each can have their own features and permissions. Site collections can be created for schools (by campus), departments, projects, programs, centers, and institutes and are administered by a designated site collection owner(s). Go here to start exploring your SharePoint sites → [SharePoint Online](#).

Support

To request a new SharePoint site visit the [Collaboration Services Requests Page](#).

For site-specific questions, contact your local technical support staff.

For general usage questions, contact the IT Support Center at 847-491-4357 (1-HELP) or visit the [IT Support Center web page](#) for additional support options.

For additional help see [Microsoft's SharePoint Help center page](#).

Navigate to your sites

The screenshot shows a SharePoint Online site page. At the top, there's a purple header bar with the Northwestern logo, the word "SharePoint", and a red-bordered button labeled "Click". Below the header is a white navigation bar with the "SharePoint" logo, the word "SharePoint", and a search bar. The main content area has a purple header with the text "Welcome to Northwestern's Online SharePoint Site!". Below this, there's a paragraph of text about the SharePoint environment, followed by a section titled "Support" with several bullet points.

Northwestern

SharePoint

Click

SHARE FOLLOW

Search this site

N SharePoint

SharePoint

Welcome to Northwestern's Online SharePoint Site!

Northwestern Online SharePoint is the University's Microsoft SharePoint environment for fostering collaboration, automating processes, and standardizing information sharing across schools, departments, units, and groups. Northwestern SharePoint Online is comprised of site collections - hierarchical sets of sites that can be managed together and each can have their own features and permissions. Site collections can be created for schools (by campus), departments, projects, programs, centers, and institutes and are administered by a designated site collection owner(s). Go here to start exploring your SharePoint sites ➔ [SharePoint Online](#).

Support

To request a new SharePoint site visit the [Collaboration Services Requests Page](#).

For site-specific questions, contact your local technical support staff.

For general usage questions, contact the IT Support Center at 847-491-4357 (1-HELP) or visit the [IT Support Center web page](#) for additional support options.

For additional help see [Microsoft's SharePoint Help center page](#).

Your Sites

The screenshot shows the SharePoint 'Your Sites' page with a purple header bar containing the SharePoint logo, a search bar, and navigation icons.

Following:

- Team Site Example
- RCDS-Teams
- CoP - Cloud
- Research Data Management
- ITS&S RCDS

Recent:

- SharePoint
- ITS & S RCDS
- Weinberg College Commons
- Ithaka Data Study
- OneDrive Home

Frequent sites:

Site	Last Activity
IR	You viewed Using SharePoint for research 4 minutes ago
WC	Leticia Vega modified Symposium_Ag...Planning 23 hours ago
gN	You viewed 3. Tool Tip: Repo...Point Sharing 7 minutes ago
N	You viewed choosing-data-storage 7 minutes ago
SharePoint	Home is popular
RDMG	You viewed 1. Tool Tip: Use...r Local Files 10 minutes ago
OH	Data Management Guide for Ithaka study is popular
SP	You viewed Home on 1/2/2024
RDMSG	You viewed data-security on 12/8/2023

Recent activity:

- You viewed Home 3 minutes ago
- Page not found is popular
- You viewed Home on 1/2/2024
- You viewed data-security on 12/8/2023

See all

Sites you've visited

The screenshot shows the SharePoint homepage with a purple header. The header includes the SharePoint logo, a search bar with the placeholder "Search in SharePoint", and various navigation icons.

The main content area features a "Frequent sites" card with a red border. This card displays a grid of frequently visited sites:

- IR** ITS&S RCDS
- WC** Weinberg College Commons
- gN** Ithaka Data Study Group
- N** SharePoint
- RDMG** Research Data Management Group
- OH** OneDrive Home

Each site entry includes a star icon for favoriting and a "See all" link. Below the card, there's a message: "There's no recent activity on this site."

On the left side of the page, there are two sections: "Following" and "Recent".

Following:

- Team Site Example
- RCDS-Teams
- CoP - Cloud
- Research Data Management
- ITS&S RCDS

Recent:

- SharePoint
- ITS&S RCDS
- Weinberg College Commons
- Ithaka Data Study
- OneDrive Home

Each recent item has a star icon and a "See all" link.

Sites you follow

The screenshot shows the SharePoint homepage with a purple header. The header includes the SharePoint logo, a search bar with the placeholder "Search in SharePoint", and various navigation icons.

The main content area is titled "Following" and displays a list of sites:

- Team Site Example
- RCDS-Teams
- CoP - Cloud
- Research Data Management
- ITS&S RCDS

A red box highlights the "Following" section. Below it is the "Recent" section:

- SharePoint
- ITS&S RCDS
- Weinberg College Commons
- Ithaka Data Study
- OneDrive Home

On the right side, there is a "Frequent sites" section with three cards:

- IR** ITS&S RCDS: You viewed Using SharePoint for research 4 minutes ago. Leticia Vega modified Symposium_Ag...Planning 23 hours ago. You viewed choosing-data-storage 7 minutes ago.
- WC** Weinberg College Commons: You viewed 3. Tool Tip: Repo...Point Sharing 7 minutes ago. Home is popular. You viewed 1. Tool Tip: Use...r Local Files 10 minutes ago.
- gN** Ithaka Data Study Group: You viewed Interviewees_Ithaka_Study_2023 5 hours ago. You viewed Home on 1/8/2024. Data Management Guide for Ithaka study is popular.

Below these is another row of cards:

- N** SharePoint: You viewed Home 3 minutes ago. Page not found is popular. How To Use This Library is popular.
- R** Research Data Management Group: You viewed Home on 1/2/2024. You viewed data-security on 12/8/2023.
- OH** OneDrive Home: There's no recent activity on this site.

Inside a SharePoint Site

The screenshot shows the homepage of a SharePoint site named "Ithaka Data Study". The top navigation bar includes the SharePoint logo, a search bar, and various site settings icons. On the left, a vertical navigation menu lists "Home" (selected), "Conversations", "Documents", "Notebook", "Pages", "Site contents", "Recycle bin", and "Edit". The main content area features a "News" section with a "Keep your team updated with news on your team site" message, an "Add News" button, and an illustration of a smartphone displaying a news feed. Below this is an "Activity" section with a "See all" link. To the right, there are "Quick links" for learning about team sites and adding pages, and a "Documents" section with a "See all" link and a "Name" filter dropdown.