* Video on sharepoint that I thought was helpful: <https://www.youtube.com/watch?v=5nrxp7lc0>
* Sharepoint is used for making intranet sites for a team
* Sharepoint allows you to publish news posts to keep your team informed
* Sharepoint can only be used on Work or School Office 365 accounts
* On the homepage you can see news from sites you are a member of
* When you click ‘Create a site’, you have the option of creating either a Team site or a Communication site
* A Team site is used as a place for a team to come together and work, share files, share a calendar, etc
* A Communication site is used to broadcast information to a wider audience
* Click on ‘members’ in the top right corner to add members to a site
* Click ‘Create a Team’ in the bottom left corner to quickly create a team in Microsoft Teams based on your sharepoint site
* Use <https://lookbook.microsoft.com> for sharepoint design ideas
* Sharepoint hub sites help organize sites based on project, department, division, region, etc.