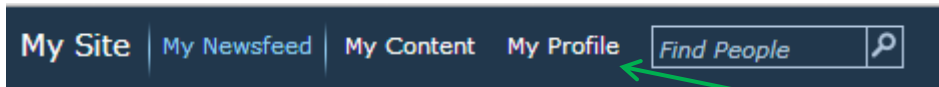
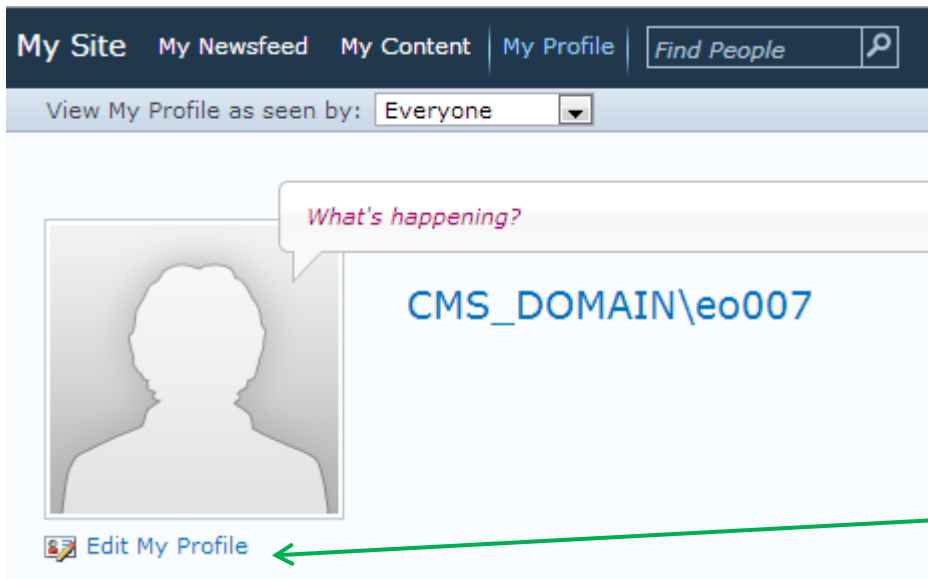


Aim: Create SharePoint "My Site" including your profile and a blog with entries for each day.

1. To edit profile, click on **My Profile**




Click on My Profile




Click on "edit my profile"

2. Fill in the basic information and upload a profile picture.

Basic Information		Show To
Account name:	CMS_DOMAIN\eo007	Everyone
Name:	CMS_DOMAIN\eo007	Everyone
About me:	<div>Hi, my name is <u>Oluwatosin Ekolie</u>, but you can call me <u>Tosin</u>. I am a Web Designer / Developer based in London, UK.</div> <div>My Web design / development journey began when I first built my first basic website using Notepad, as my knowledge grew stronger I began to see the web in a different perspective, so I decided to study Web Technologies at University to advance my skills and knowledge. In my spare time I love exploring new</div> <div>Provide a personal description expressing what you would like others to know about you.</div>	Everyone
Picture:	<div></div> <div><input type="button" value="Choose Picture"/> <input type="button" value="Remove"/></div> <div>Upload a picture to help others easily recognize you at meetings and events.</div>	Everyone
Ask Me About:	Update your "Ask Me About" with topics you can help people with, such as your responsibilities or areas of expertise.	Everyone

Fill in the fields.

 Save and Close

[Cancel and Go Back](#)

Basic Information

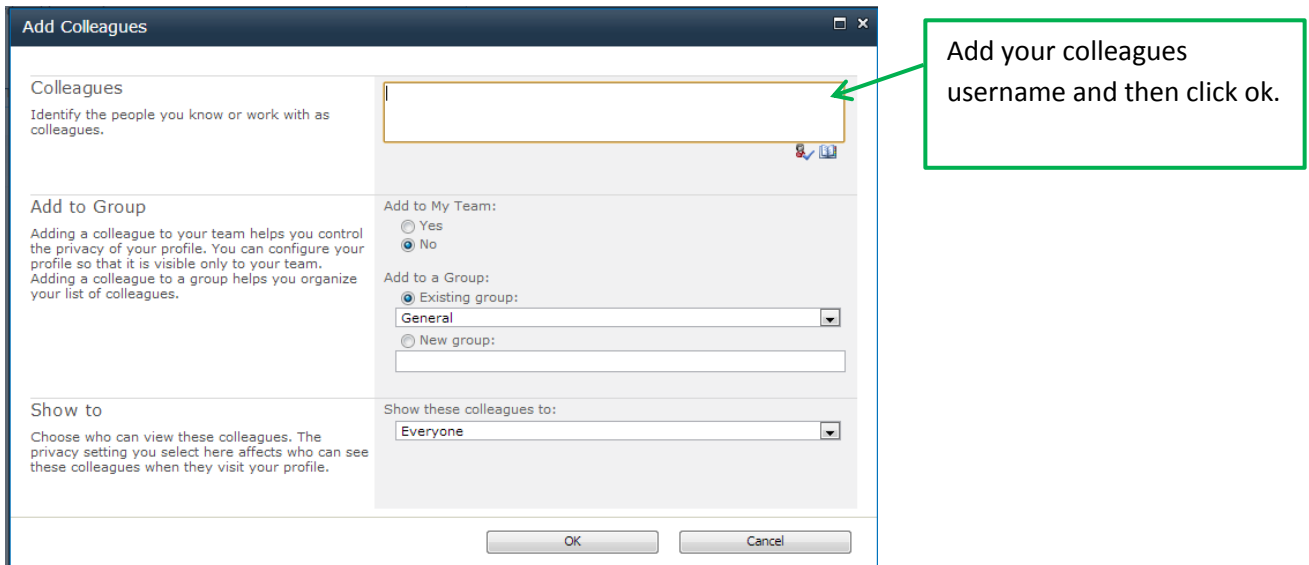
Show To

Account name:	CMS_DOMAIN\eo007	Everyone
Name:	CMS_DOMAIN\eo007	Everyone
About me:	<div>Hi, my name is Oluwatosin Ekolie, but you can call me Tosin. I am a Web Designer / Developer based in London, UK. My Web design / development journey began when I first built</div>	Everyone

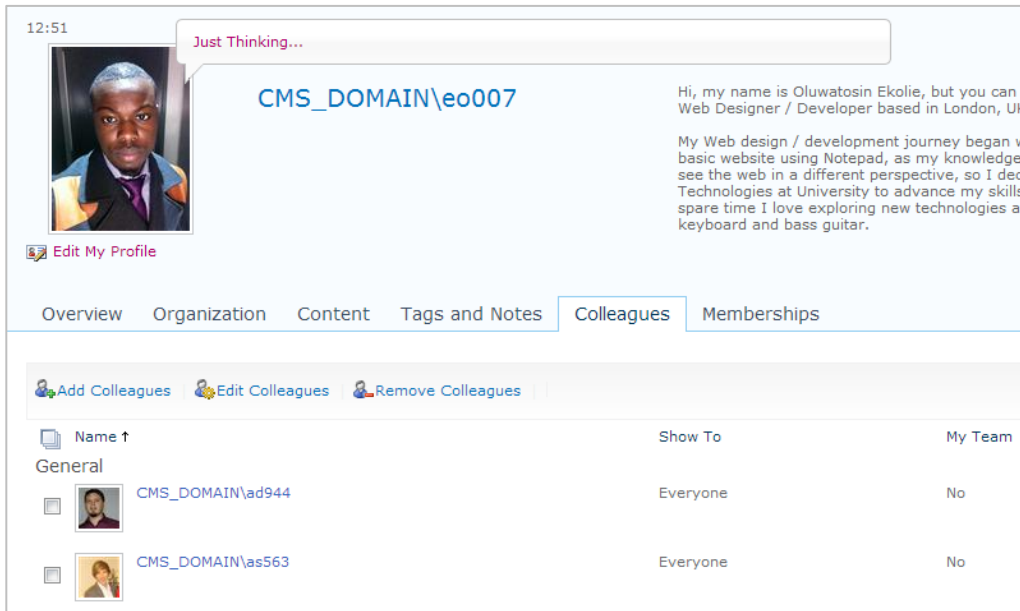
Save and Close

Adding a Colleague:

SharePoint enables users to add colleagues to their colleague network. To add a colleague, simply select the **Colleagues** tab



As illustrated below, the user has two colleagues in their colleagues' network.



12:51

Just Thinking...

CMS_DOMAIN\eo007



Hi, my name is Oluwatosin Ekolie, but you can call me Olu. I am a Web Designer / Developer based in London, UK.

My Web design / development journey began with a basic website using Notepad, as my knowledge of web development was limited. I decided to see the web in a different perspective, so I decided to study Web Technologies at University to advance my skills. In my spare time I love exploring new technologies and playing the keyboard and bass guitar.

[Edit My Profile](#)

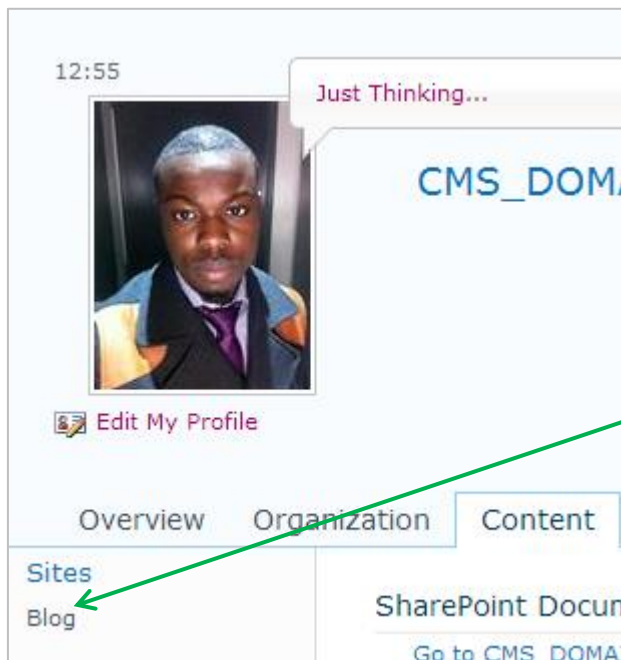
Overview Organization Content Tags and Notes **Colleagues** Memberships

[Add Colleagues](#) [Edit Colleagues](#) [Remove Colleagues](#)

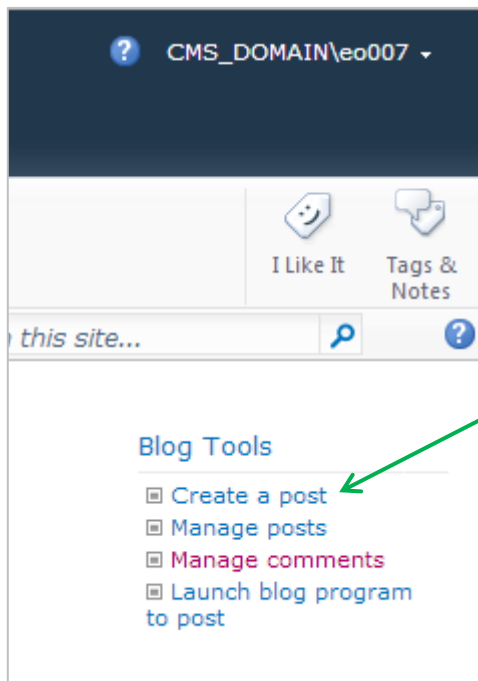
Name ↑	Show To	My Team
General		
 CMS_DOMAIN\ad944	Everyone	No
 CMS_DOMAIN\as563	Everyone	No

Creating a blog post

SharePoint also enables the user to public blog post. Go to my profile and select the **Content** tab



Click on **Blog**



Click on **Create a post**

Edit

Commit Clipboard Actions

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Title *

Body

Category

Other
Personal
Work

Published *


Created at 27/09/2013 12:25 PM by CMS_DOMAIN\eo007
Last modified at 27/09/2013 12:25 PM by CMS_DOMAIN\eo007

Fill the fields, upon completion click on **Publish** to publish the post.

This illustration below is a user profile with a blog post, as highlighted in red below.

[My Site](#) [My Newsfeed](#) [My Content](#) [My Profile](#)

12:26




What's happening?

CMS_DOMAIN\eo007

Hi, my name is Oluwatosin Ekolie, but you can call me Tosin. I am a Web Designer / Developer based in London, UK.

My Web design / development journey began when I first built my first basic website using Notepad, as my knowledge grew stronger I began to see the web in a different perspective, so I decided to study Web Technologies at University to advance my skills and knowledge. In my spare time I love exploring new technologies and playing the drums, keyboard and bass guitar.

 [Edit My Profile](#)

[Overview](#) [Organization](#) [Content](#) [Tags and Notes](#) [Colleagues](#) [Memberships](#)

[Sites](#)
Blog

[Libraries](#)
Personal Documents
Shared Documents

[Pictures](#)
Shared Pictures

SharePoint Documents
[Go to CMS_DOMAIN\eo007](#)
There are no items to show in this view.

Recent Blog Posts

27/09/2013
[Welcome to your Blog!](#)
To begin using your site, click **Create a Post** under **Blog Tools**.
What is a Blog?
A Blog is a Web site designed to help you share information related to a particular subject area in the form of text, images, links, and other media such as video. Blogs can be used as team sites, news sites, journals, diaries, and more.
Blog posts usually consist of frequent short postings and are typically displayed in reverse chronological order (newest entries first). Blogs encourage site visitors to interact with one another by leaving comments on posts.
Blogs can be also be used as a team communication tool. Keep team members informed by providing a central place for links and relevant news.
Posted By **CMS_DOMAIN\eo007** on 27/09/2013 12:24 | [Permalink](#) | [Comments\(0\)](#)


27/09/2013
[Hello World!](#)
This is my first post on SharePoint. Woohoo!
Posted By **CMS_DOMAIN\eo007** on 27/09/2013 12:24 | [Permalink](#) | [Comments\(0\)](#)

Viewing your colleagues blog post.

Under your profile, select the **Colleagues** tab and click on the colleague you are interested in viewing. For example, **ad44**

12:51

Just Thinking...

 **CMS_DOMAIN\eo007**



Hi, my name is Oluwatosin Ekolie, but you can call me Olu. I am a Web Designer / Developer based in London, UK.

My Web design / development journey began with a basic website using Notepad, as my knowledge of web development was very limited. I decided to see the web in a different perspective, so I decided to study Web Technologies at University to advance my skills. In my spare time I love exploring new technologies and playing the keyboard and bass guitar.

[Edit My Profile](#)

Overview Organization Content Tags and Notes **Colleagues** Memberships


[Add Colleagues](#) [Edit Colleagues](#) [Remove Colleagues](#)

Name ↑	Show To	My Team
General		
 CMS_DOMAIN\ad944	Everyone	No
 CMS_DOMAIN\as563	Everyone	No

In your colleague's profile, select the **Content** tab and you will see the recent blog post.

12:28

I am using SharePoint

 **CMS_DOMAIN\ad944**

I am a third year student studying web tech.

[More information](#)

Overview Organization **Content** Tags and Notes Colleagues Memberships

Sites
A blog

Libraries
Shared Documents

Pictures
Shared Pictures

SharePoint Documents

[Go to CMS_DOMAIN\ad944](#)

There are no items to show in this view.

Recent Blog Posts

27/09/2013

I have created a blog in SharePoint
This is a blog on SharePoint. Its very good.
Posted By [CMS_DOMAIN\ad944](#) on 27/09/2013 12:06 | Category: [Category 2](#) | [Permalink](#) | [Comments\(0\)](#)

Errors:

An error message appears when you try to delete a blog post.

