



Microsoft Office 365

SharePoint



SharePoint is a web-based collaboration tool that allows groups of colleagues to manage and edit a wide range of shared content (such as documents, lists and calendars) in secure team sites. Sites can be created either for temporary, short-term projects, or as permanent locations for shared content. With Office 365, you can upload or create and save new documents to Team Sites using both the client versions of Microsoft Word, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an internet connection, which is helpful when you don't have access to the client version of Office.

Site navigation links.

The Settings menu, with links to add an app, display all site contents, change site themes, and other tools.

A document library. See Document Libraries, page 2.

When Should I use SharePoint?

When you are looking for a centralized hub for file sharing and storage.
 When you want to formally communicate and discuss projects with team members.
 When you want to track task progress related to a projects and documents.
 When you want a quick newfeed on a project's progress.

Why Should I use SharePoint?

So you can ensure team members are working on the most up-to-date documents.
 So you can build a fully-customizable landing page for a project or team.
 So you can keep relevant project-related files organized and accessible.

Which Office Apps Work with SharePoint?



Problem: Team members are located at various offices, making communication and decision making difficult.

Solution: Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.



Problem: File versions quickly get mixed up, as multiple people share files back and forth.

Solution: Use Teams SharePoint and to provide real time collaboration and version control.



Problem: Projects require nuanced apps, lists, and timelines in order to keep track of progress.

Solution: Use SharePoint apps to customize your project's landing page or team site.



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Microsoft Sharepoint 2quick Reference Guide

David Sterling



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using Office 365 A comprehensive guide covering every aspect of planning and managing this multifaceted collaboration system Book Description Office 365 is suite of advanced collaboration tools used by many well known organizations and their system administrators This book starts with an introduction to Office 365 and its basic fundamentals Then we move towards workload management and deployment You will delve into identities authentications and managing office 365 We also cover concepts such as collaboration with Microsoft teams and tools such as Delve and Skype for collaboration Towards the end of the book you ll master monitoring and security concepts By the end of this book you will have hands on experience working with Office 365 and its collaboration tools and services What you will learn Learn how to implement Office 365 from scratch and how to use best practices to be a successful Office 365 professional Understand Microsoft productivity services to take your organization or business to the next level by increasing productivity Learn how workloads and applications interact and integrate with each other Learn to manage Skype for Business Online Get support and monitor service health with Office 365 Manage and administer identities and groups efficiently Who this book is for If you are working as a system administration or an IT professional and are keen to learn the fundamentals of Office 365 then this book is for you No prior knowledge of office 365 is necessary

The Rational Guide to Building Sharepoint Web Parts Darrin Bishop,2004 Learn how to use manage customize and deploy web parts for Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services 2 0 cover [Microsoft SharePoint Products and Technologies Resource Kit](#) Bill English,2004 This official Microsoft RESOURCE KIT provides in depth technical information and timesaving tools to deploy and support Microsoft Office SharePoint Portal Server 2003 and Microsoft Windows SharePoint Services in medium and large organizations The Adobe Reader format of this title is not suitable for use on the Pocket PC or Palm OS versions of Adobe Reader *SharePoint 2003 User's Guide* Seth Bates,Tony Smith,2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier s books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios

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Using Personal Links This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

Microsoft SharePoint 2003 Unleashed Lynn Langfeld, Colin Spence, Michael Noel, 2004 As businesses attempt to maximize every employee hour knowledge management and collaboration tools have become more popular Written by experts with valuable experience with enterprise level solution design and implementation this book shows users how to create and manage robust Web sites with the help of Microsoft SharePoint Portal Server 2003

Microsoft SharePoint Portal Server 2001 Resource Kit Microsoft, 2001

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Microsoft® Office SharePoint® Server 2007: A Beginner's Guide Ron Gilster, 2007-09-11 Microsoft Office SharePoint Server 2007 A Beginner s Guide helps you get up and running quickly on the new version of this versatile collaboration tool by providing vital application and implementation strategies You will learn to centrally store documents and Web content simplify information sharing create custom dashboards and enable team collaboration

[Essential SharePoint](#) Jeff Webb, 2005-05-17 Provides information on the installation use and administration of Microsoft SharePoint

Microsoft® Office SharePoint® Server 2007: The Complete Reference David Sterling,2007-10-16 The definitive guide to Microsoft Office SharePoint Server 2007 This well planned and well written book offers a comprehensive reference for IT professionals application developers and business analysts working with SharePoint applications James A Robertson MCSD NET Senior Software Engineer Applied Information Sciences Deploy and manage Microsoft Office SharePoint Server 2007 in the enterprise with help from this one stop resource Through detailed instructions screenshots and code samples this comprehensive guide shows you step by step how to use SharePoint Server and make the most of all its powerful tools and utilities Microsoft Office SharePoint Server 2007 The Complete Reference explains how to develop a customized installation plan configure the server for optimal performance and administer users documents and content You ll get full details on designing feature rich portals and collaboration sites creating user friendly forms and workflows using modular Web Parts and incorporating business data Install and configure SharePoint Server for the entire enterprise Manage the server from the Central Administration site Design SharePoint Server portals websites lists and document libraries Work with SharePoint Web Parts or build your own Ensure cross site consistency using site columns and content types Create site definitions and templates using SharePoint Designer and Visual Studio Build custom workflows using SharePoint Designer Extend SharePoint Server using the Object Model and Event Receivers Import and map enterprise information using the Business Data Catalog Use the advanced services of Office Search and Excel Web Services

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SharePoint User's Guide Infusion Development Corp. (Infusion Development Corporation),2005-03-08 There s nothing like teamwork for making progress on a project but sharing information and building on each other s successes can be challenging when your team is scattered across the miles Microsoft s SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It s the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User s Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You ll learn how to create sites that your organization can use to work together or independently from an end user s point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You ll learn how you can receive alerts to tell you when existing

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