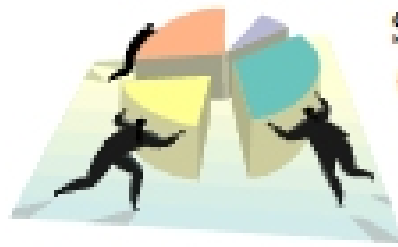


### What is SharePoint?



SharePoint is a Microsoft Office suite of integrated server applications that improves organizational

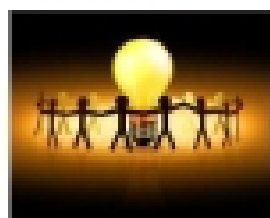
effectiveness. It enhances team collaboration by allowing you to save all of your project documents and all project-related functions such as calendaring, contacts, tasks, issues lists, reports, surveys, and electronic discussions in one central website known as a "portal." The information you save to the portal is searchable.

MOSS is short for Microsoft Office SharePoint Server. A portal is created upon request of the project manager (PM) through the UNIT Helpdesk. The PM will be given the portal's URL when the portal has been created and a general template applied to the site. Your SharePoint team administrators will then customize the portal for the team's use and assign various security permissions.



The most difficult concept to grasp will be the fact that you are no longer using your local c:> drive to create and save your documents; and

that you are now using a shared access area where everyone can create, access and update the team's documents when needed. There is no more emailing the documents back and forth for review/approval.




You may wish to make the portal URL a favorite or your default home page for easy access.

### Login/Logout



There is no login or logout to use SharePoint.

### Getting Help

Click the help button  located in the upper right corner of your SharePoint window. Help is broken down by main topics or you can perform a specific text search.

You may contact the Helpdesk at 610-519-7777.

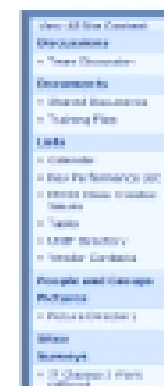
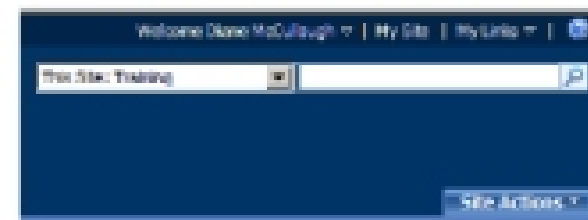
### Navigating a SharePoint Portal

SharePoint is broken down into several sections.

The top left section contains the name of the portal and tabs for different areas of your project. Each tab pertains to a different area of the master project or team.



The top right section contains your profile, an area to customize the portal, an area to add links, and help. A search feature is available to quickly find anything on the entire site. The "Site Actions" button allows Administrators of the portal to customize and create web parts and functions.



The left side contains a Quick Launch Bar for easy access to the various areas in the portal. Note areas for team discussions, documents, links, documents, people, pictures, group worksites and surveys.

The main area contains a navigation

“breadcrumb trail” so you can click anywhere on the link to be redirected to that area. (e.g., Click Training to go back to the main Training area.)

UNIT Site Directory > Training > Team Discussion > Word 2007 Tips  
**Team Discussion**

**Announcements, Calendar, and Links** are individual web parts included with the standard template. You can add more webparts as you deem necessary (e.g., Tasks, etc.)

UNIT Site Directory > Training

Fast Site Created for UNIT Training

**Announcements**

<p><b>Welcome to the UNIT SharePoint 2007 Training Site</b>          by Diane McCullough          This site is to be used for becoming acquainted with various functions of UNIT SPC Training.</p>	5/1/2009 4:24 PM
<p><b>ElementK Classes Now Being Offered!</b>          by Diane McCullough          UNIT is proud to offer a new class on How to Use ElementK for Online Learning.</p>	4/27/2009 2:44 PM
<p><b>2009 PC Faculty Refresh Rollout Starts May 11, 2009</b>          by Diane McCullough</p>	3/26/2009 4:31 PM

**Calendar**

<p>5/14/2009 9:00 AM - 2009 Faculty PC Refresh Class Start</p>
--

**Links**

- American Society for Training and Development
- Trainers Warehouse
- ElementK Online Learning
- UNIT Training Site

## Announcements



You can add, edit and delete announcements regarding the project. You can attach files to the announcement. Announcements are listed by the most recent creation date.

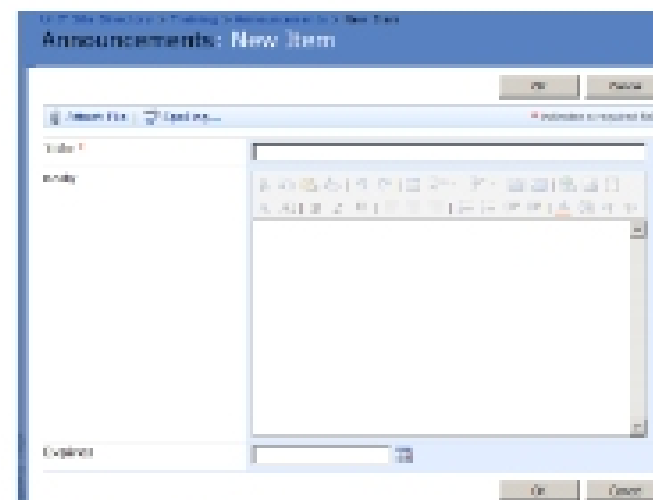
**Announcements**

<p><b>Welcome to the UNIT SharePoint 2007 Training Site</b>          by Diane McCullough          This site is to be used for becoming acquainted with various functions of UNIT SPC Training.</p>	5/1/2009 4:24 PM
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<p><b>2009 PC Faculty Refresh Rollout Starts May 11, 2009</b>          by Diane McCullough</p>	3/26/2009 4:31 PM

### To Add an Announcement:

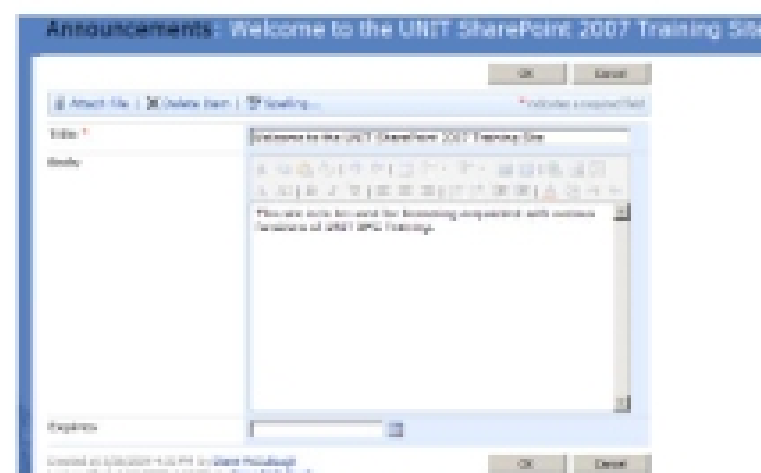
- Click the “Add new announcement” link.
- Type the Title of your announcement.

- Type the announcement message in the area below the formatting buttons. Format the announcement text as needed.
- Set an expiration date so you don’t have to manually delete the announcement.
- Click “OK” to save the announcement.



### To Edit an Announcement:

- Click the announcement name to open the options window.
- Click the “Edit Item” button.
- Make your changes.
- Click the “OK” button.



### Calendar

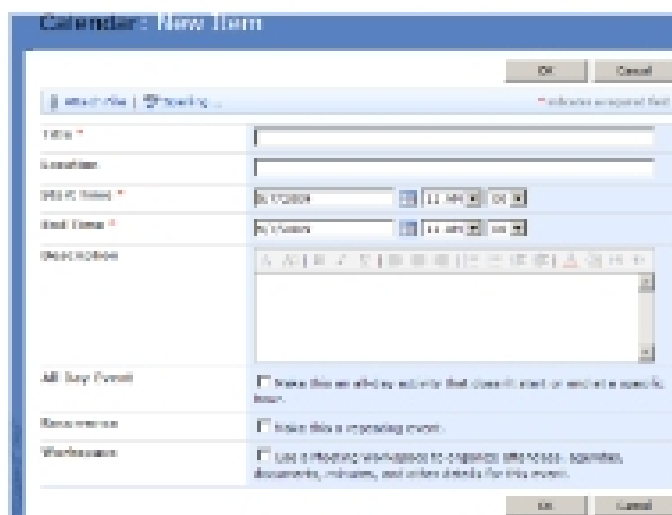


Your team must decide whether to use the team calendar in SharePoint or your own Outlook calendars. You can link items on the team

calendar to your own Outlook calendar. The SharePoint Calendar may be redundant in favor of Outlook.

#### To Add an Event to the Calendar:

- Click the “Add new event” link.
- Type the event Title, Location, Start Time, End Time, and Description.
- Select the applicable check boxes for “All Day Event,” “Recurrence,” and/or “Workspace.”
- Click “Attach file” if necessary.
- Click “OK” to save the event.

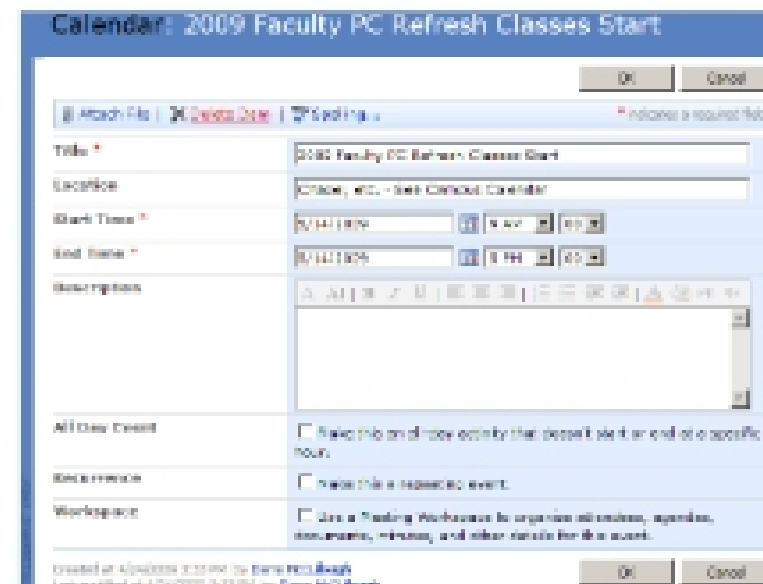


#### To Edit an Event:



You can edit an event if the time, location etc. changes.

- Click the title of the event to be edited.
- Click “Edit item” to display the event fields.
- Make your changes.
- Click “OK” to save the changes.



#### To Link the Event to Your Outlook Calendar:

You can display the SharePoint calendar in your Outlook calendar and synchronize appointments from SharePoint to Outlook.

- Open the SharePoint Calendar.
- Click the “Actions” button.
- Click “Connect to Outlook.”
- Any appointments you make on the SharePoint calendar will sync with your Outlook calendar, but not vice versa.

### Links



You can add project-related links to webpages on the main page for all team members to access shared/common websites. They can link to external websites or internal

VU sites.

#### Links

- [American Society for Training and Development](#)
- [Trainers Warehouse](#)
- [ElementK Online Learning](#)
- [UNIT Training Site](#)

☐ [Add new link](#)

#### To Add a Link:

- Click “Add new link.”
- Type the URL or paste it from the website itself.
- Type the description which is the name which appears on the main list of links,