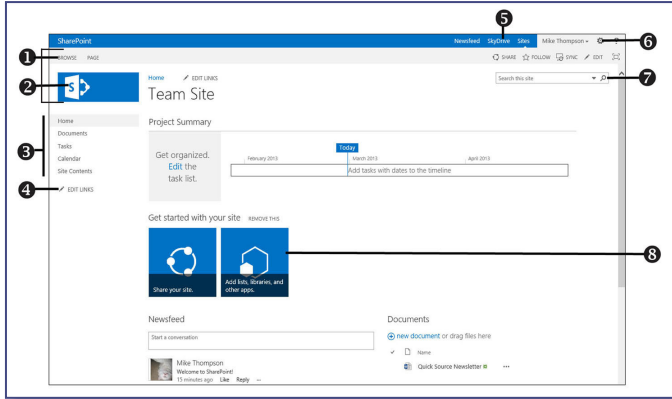


Getting Started

The SharePoint Server Window



- 1 **Tab Bar** – allows the user to open the Ribbon commands.
- 2 **SharePoint Icon** – returns you to the default home page.
- NEW!** 3 **Quick Launch Pane** – contains shortcuts to common content areas of the SharePoint site.
- 4 **Edit Links Command** – add a link to the Quick Launch section.
- 5 **Global Navigation Bar** – contains shortcuts to major hub centers of SharePoint.
- 6 **Site Actions Menu** – contains SharePoint settings and simple tools and page actions.
- 7 **Search Bar** – allows the user to search the site.
- NEW!** 8 **Getting Started Tiles** – displays shortcuts to common actions.

Note: SharePoint Server is a highly customizable application; your views and features may be different and you may not have permission to perform all tasks highlighted in this guide. If you do not have access to a certain feature, contact your system administrator.

Changing Quick Launch Links

To optimize your **Quick Launch** pane, add shortcuts to SharePoint hubs you use often and delete those that you seldom access.

1. On your **Master** page, click the **Edit Links Command** button.
2. Click the **link +** button.
3. Enter a display name in the **Text to display** box.
4. Enter the link in the **Address** space.
5. Click the **OK** button when you are finished.

*Note: To return to your **Master** page, click the **SharePoint** icon above the **Quick Launch** pane.*

Using the Quick Launch Pane

By default, the following content areas are located on the **Quick Launch** pane:

- **Documents** – a library of shared files.
- **Tasks** – lists of items with set due dates.
- **Calendars** – calendar and event features.
- **Recent** – recently added or accessed apps.
- **Site Content** – all options on the current site.

*Note: As additional content is added to the site, additional shortcuts will also appear on the **Quick Launch** pane.*

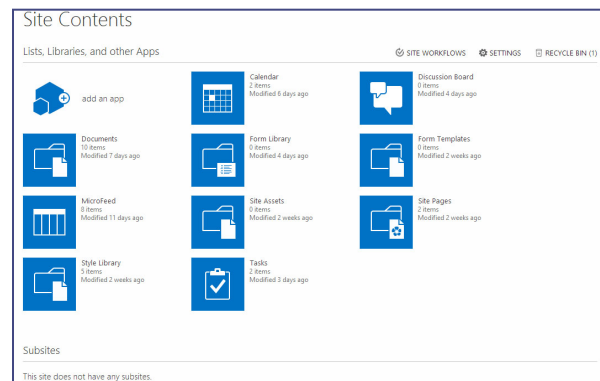
Using the Ribbon

The Ribbon contains command buttons grouped by task that allow you to quickly and efficiently work within the site. The Ribbon appears when you click on a tab on the **Tab bar** and in some pop-up windows. For example, when you create a new event in the **Calendar**, the **Edit** ribbon appears in the **New Item** window.

Adding Apps **NEW!**

In SharePoint 2013, you can customize your experience by adding useful content in the form of apps. Instead of appearing automatically in your Quick Launch pane, most features now appear in an app format that you can add as needed. Lists, libraries, and apps will appear on your Master page as tiles.

1. On the **Master** page, click the **Add lists, libraries and apps** tile from the **Getting Started** section. You can also click the **Site Contents** shortcut on the **Quick Launch** pane.
2. In the **Site Contents** section, click the tile for one of the apps or lists you wish to add.
3. Enter a specific name for the app in the **Name** box.
4. *Optional:* Click **Advanced Options** and add a description for the app.
5. Click the **Create** button when you are finished. The new app will appear on your **Master** page.



Searching for an App **NEW!**

1. To add an app that doesn't already appear in **Site Content**, click **Add an App**.
2. From here, you can do one of the following:
 - *To add a popular app*, select an option under the **Noteworthy** section.
 - *To add an app from a list of all apps*, select an option under the **Apps you can add** section. You can sort the apps by **Newest** or **Name**.
 - *To add an app from the SharePoint store*, click the **SharePoint Store** link in the **Quick Launch** pane. Select an app by category and click **ADD IT**.
 - *To search for an app*, enter the name or keyword into the **Find an app** box and click the **Search** button.
3. Enter a specific name for the app in the **Name** box.
4. *Optional:* Click **Advanced Options** and add a description for the app.
5. Click the **Create** button when you are finished. The new app will appear on your **Master** page.