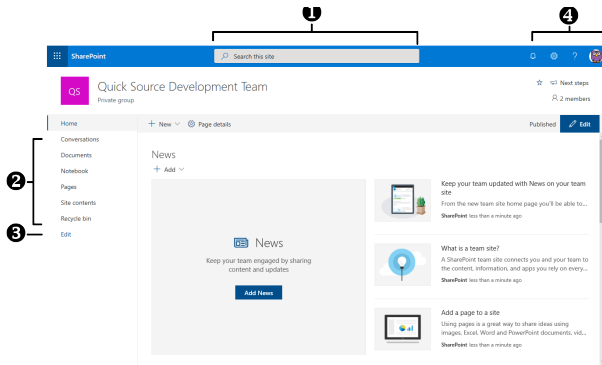


Getting Started

The SharePoint Window



- 1 **Search Bar** – allows the user to search the site.
- 2 **Quick Launch Pane** – contains shortcuts to common content areas of the SharePoint site.
- 3 **Edit Command** – allows you to make changes to your Quick Launch pane and other areas of your site.
- 4 **Global Navigation Bar** – contains shortcuts to common content areas of the SharePoint site.
- 5 **Settings Menu** – contains SharePoint settings and simple tools and page actions.

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

Using the Quick Launch Pane

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

- **Conversations** - a link to your group conversations in Outlook.
- **Documents** - a library of shared files.
- **Notebook** - a OneNote notebook for your team site.
- **Pages** - a list of all of the pages on your site.
- **Site contents** - all options on the current site.
- **Recycle bin** - contains items you have deleted.

*Note: to return to your home page, click the **Home** shortcut on the **Quick Launch** pane or the **Back** button on your browser.*

Working with the Quick Launch Pane

To make changes to the **Quick Launch** pane click the **Edit** shortcut, click the **More** button next to the link you want to edit, and do one of the following:

- *To edit the link*, select **Edit**. Make changes to the address or display name and click the **OK** button.
- *To move the link up*, select **Move Up**.
- *To move the link down*, select **Move Down**.
- *To nest the link under the link above it*, select **Make sub link**. To return the link to its original position, click the **More** button and select **Promote sub link**.
- *To remove a link*, select **Remove**.


Click the **Save** button to save your changes.

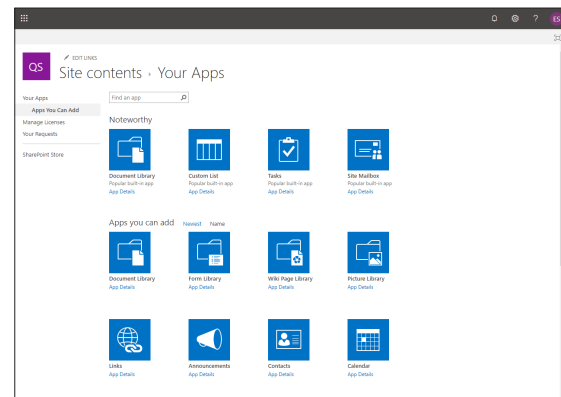
Using the Ribbon

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

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

1. On the **Home** page, click the **Settings**  button on the **Global Navigation Bar**.
2. Select **Add an app** from the resulting menu.
3. In the **Site contents** section, click the tile for the app you wish to add.
4. Enter a name for the app in the **Name** box.
5. *Optional:* Click the **Advanced Options** shortcut and enter a description for the app.
6. Click the **Create** button when you are finished. The new app will appear on your **Home** page.



Searching for an App

1. To add an app that doesn't already appear in **Site contents**, click the **Settings**  button on the **Global Navigation Bar**.
2. Select **Add an app** from the resulting menu.
3. From here, you can do one of the following:
 - *To add a popular app*, select an option in the **Noteworthy** section.
 - *To add an app from a list of all apps*, select an option in 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 the **ADD IT** button.
 - *To search for an app*, enter the name or keyword into the **Find an app** box and click the **Search**  button.
4. Enter a specific name for the app in the **Name** box.
5. *Optional:* Click the **Advanced Options** shortcut and add a description for the app.
6. Click the **Create** button when you are finished. The new app will appear on your **Home** page.