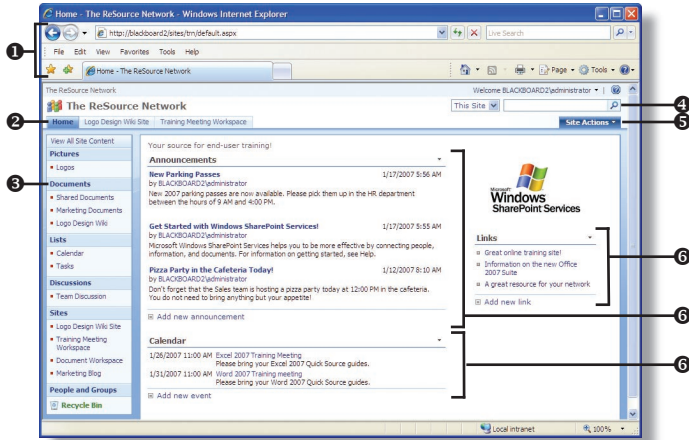




## Getting Started

### The Windows SharePoint Services Window



1. **Browser Toolbars** – allow the user to navigate in the browser.
2. **Link Bar** – contains shortcuts for common actions and features.
3. **Quick Launch Bar** – contains shortcuts to common content areas of the SharePoint site.
4. **Search** – allows the user to search the site for information.
5. **Site Actions Button** – contains shortcuts to create items, customize the page, and change site settings.
6. **Web Parts** – contain content information. Web parts are the containers of information that make up the site.

*Note: SharePoint Services is a highly customizable application; your views and features may be different.*

### Logging In

1. Enter the URL of your Windows SharePoint Services Site in your Web browser.
2. Enter your user name in the **User name** box.
3. Enter your password in the **Password** box.
4. *Optional:* Check the **Remember my password** box.
5. Click the **OK** button. *(Your Home page will be displayed.)*

*Note: To return to your Home page while working in the SharePoint site, click the **Home** shortcut on the **Link Bar**.*

### Using the Quick Launch Bar

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

- **Documents** – contains document libraries that contain document files related to a specific group or subject.
- **Lists** – contains shared information. The default lists are Announcements, Calendar, Links, and Tasks.
- **Discussions** – contains discussion boards that allow users to post messages and comments in a chronological format.
- **Sites** – contains collaboration areas such as team sites, blog sites, and wiki sites.
- **People and Groups** – contains information about groups and users.
- **Recycle Bin** – contains deleted information.

*Note: To quickly view site contents and details, click the **View All Site Content** shortcut at the top of the **Quick Launch** bar.*

### Deleting an Item

1. Place your mouse pointer over the item you want to delete.
2. Click the **Edit** arrow.
3. Select **Delete** or **Delete Item** from the resulting menu.
4. Click the **OK** button to confirm deletion.

### Restoring a Deleted Item **(NEW!)**

1. Click the **Recycle Bin** shortcut on the **Quick Launch** bar.
2. Check the box next to the item you want to restore.
3. Click the **Restore Selection** shortcut.
4. Click the **OK** button to confirm you want to restore the item. *(The item will be restored to its original location.)*

*Note: Items in the Recycle Bin will be permanently deleted after 30 days.*

### Searching the Site

1. Click the arrow on the **Search Scope** box and select what you want to search for from the resulting menu.
2. Enter what you want to search for in the **Enter search words** box.
3. Click the **Go Search** button. *(Your results will be displayed in the search results page.)*
4. Click the item or document name to open it.

### Editing Your User Information

1. Click the **People and Groups** shortcut on the **Quick Launch** bar.
2. Click your user name.
3. Click the **Edit Item** shortcut.
4. Enter user information.
5. Click the **OK** button when you are finished.

### Working with List and Document Views **(NEW!)**

1. Click the **Lists** or **Documents** shortcut on the **Quick Launch** bar.
2. Select the list or library that contains the information you want to view.
3. Click the arrow on the **View** box and do one of the following:
  - *To change the view*, select the view from the resulting menu.
  - *To edit the current view*, select **Modify this View** from the resulting menu. Make changes to the view and click the **OK** button.
  - *To create a list or document view*, select **Create View** from the resulting menu. Select a view format. Enter a name for the view in the **View Name** box, select options, and click the **OK** button.

*Note: To quickly add a column to a list or document view, click the **Settings** button and select **Create Column** from the resulting menu. Enter a name for the column in the **Column name** box, make selections, and click the **OK** button.*

### Sorting List and Document Information

1. Click the **Lists** or **Documents** shortcut on the **Quick Launch** bar.
2. Select the list or library that contains the information you want to view.
3. Place your mouse pointer over the column heading that you want to sort by and click the **Open Menu** arrow.
4. Select **Ascending** or **Descending** from the resulting menu.