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 Quick Launch 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.

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 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.