

SHAREPOINT TUTORIAL

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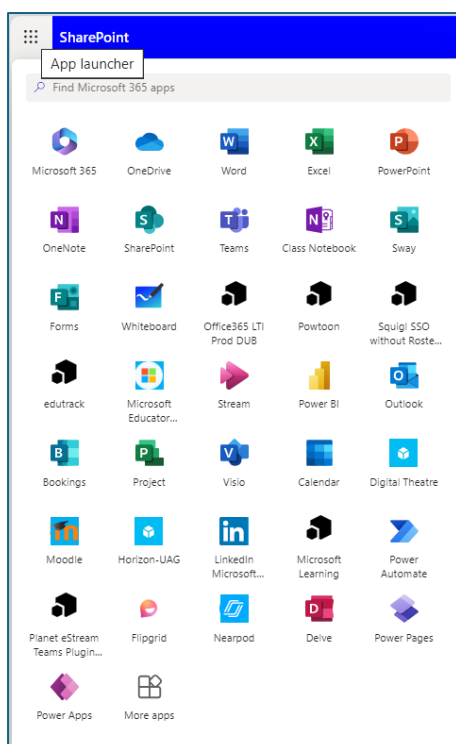
What is SharePoint?

SharePoint is a browser-based app. It is a secure place to store, organise, share and access information.

All you need is a web browser such as Edge, Internet Explorer, Chrome, or Firefox (and an Internet connection).

To access SharePoint, you should go to <https://www.office.com> and sign in with your work credentials. You will arrive at the Microsoft 365 (M365) portal.

If you do not see SharePoint in the navigation pane, click the App Launcher (often referred to as the waffle) in the top corner.



Clicking SharePoint from the app launcher/waffle will take you to the **SharePoint Team Sites** overview page. This will usually be a list or set of tiles showing all the Teams you belong to and a summary of recent content (News and Activities).

You will also see what files you have viewed in the Team, and files that may be popular among others in the Team.

However, over and above this, SharePoint is where all of the organisation's Teams, folders, files and applications are housed.

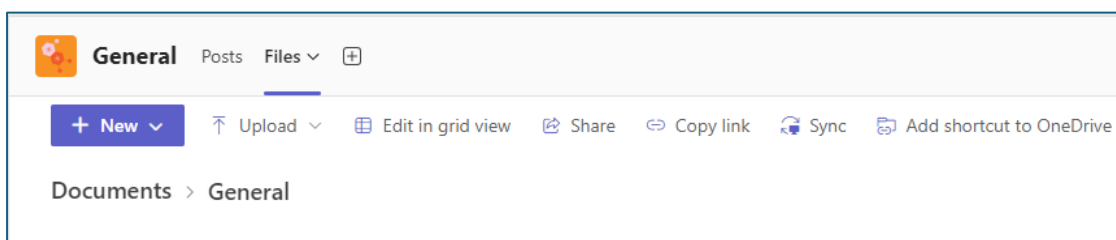
Because storage is the primary function, we will begin by looking at the different storage solutions, and how to use them. Later we will be looking at how to create and design a Team site.

SharePoint Storage



OneDrive is intended for personal files. These are the files and documents that, before cloud, you used to save on your computer, on a network, a flash drive, an external hard drive or have saved as an email attachment. Using OneDrive instead of the many different storage types means everything is in one place and you can access them from anywhere with an Internet connection.

You *can* share files from OneDrive, but that is not its primary function. It is your personal file storage. If you intend to regularly share files within a department or team, you should create in, or upload the file to, the relevant **Team** or **channel**.



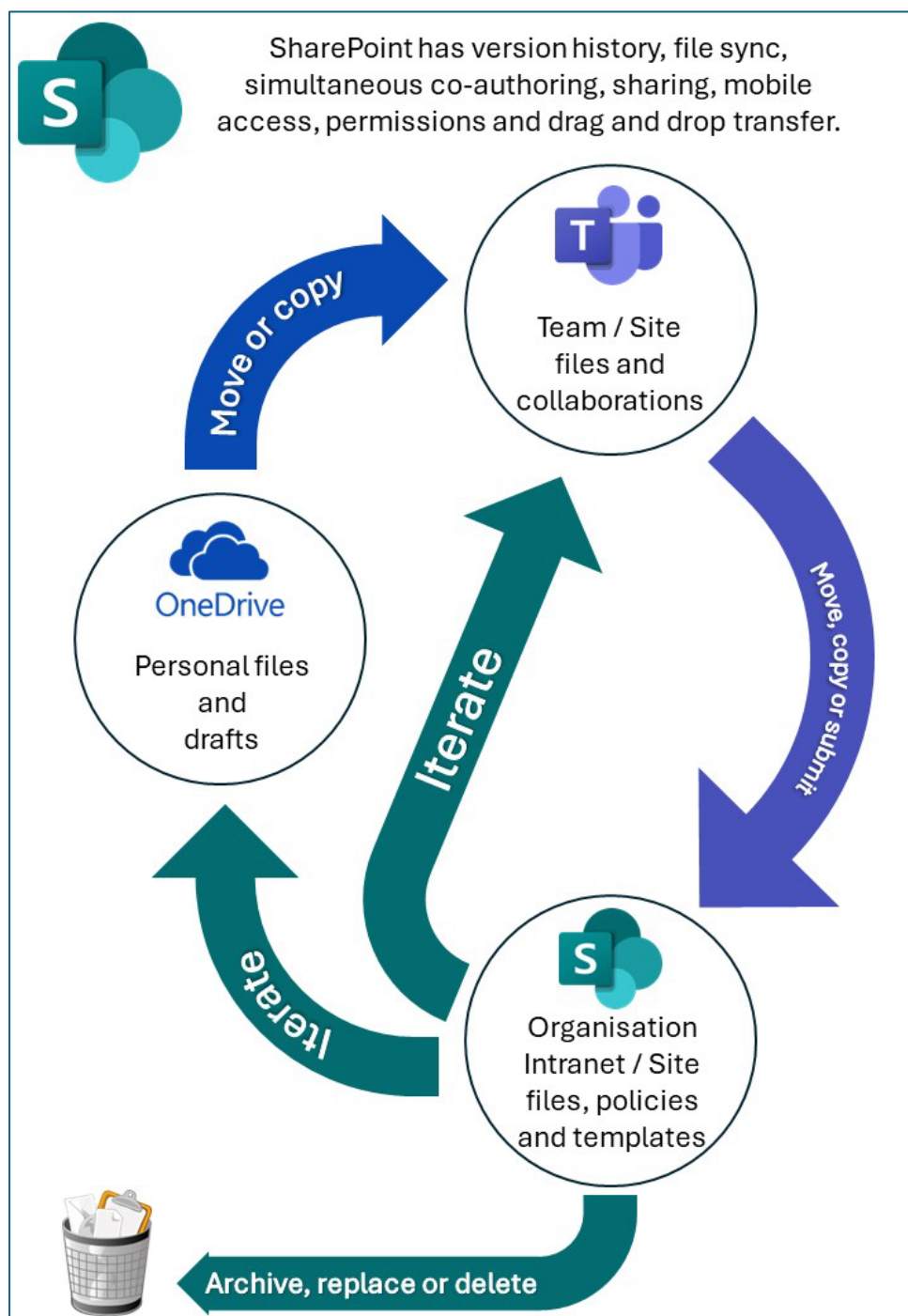
Teams' storage allows groups of users (i.e. a private team) to access and share the files, just in the way a public or shared network drive would have once done in most office environments.

For files that used to reside on the Intranet, for general broad use sharing, you can use **SharePoint**.

It is worth pointing out that OneDrive personal files, Teams files, and channel files also reside on SharePoint. They just have different audiences and permissions.

Some organisations have allowed OneDrive and SharePoint storage to be integrated into File Explorer in Windows. You can use Windows Key + E to check if you have been given this access.

Regardless of the method chosen, the permissions still hold, and the functionality is similar.



OneDrive Tasks

Visit <https://www.office.com> and navigate to OneDrive

Locate the **My files** area.

Create a folder called **SharePoint Training**.

Change the colour of the folder.

Your tutor will email you a resource with notes from today's session. **Save** a copy of this file in your new folder. How you achieve this will vary from system to system. You can try one of the following options, but your tutor will be able to guide you if your system is set up differently.

- Save the attachment locally (on your Desktop) and upload it to OneDrive.
- Save the attachment directly in this folder, using file explorer.
- Save the file automatically to the Attachments folder and move it.

Rename the document you saved, so that it has your name at the end.

Explore the different options such as **move, copy, favourite** and **share**.

Choose a Word document that is stored in OneDrive. If your OneDrive is currently empty, you may use the same file.

Open the file, first in the **online app**, then in the **desktop app**.

Add your name to the end of the document and close it. Notice how your update has **synchronised** with the online copy. **Close** the file. You do not need to click save...it is already saving as you work.

Next, **download** a copy of the file.

Remove your name to the end of the document, click **save** and **close**. Notice how the online version hasn't updated this time. This is because you **downloaded a copy** – the original version is no longer connected to it.

Understanding this will prevent accidental inconsistencies in your work.

Spend some time, organising your OneDrive, using the skills you have covered.

Questions and Answers. Your tutor will be happy to expand on this information and provide guidance if your organisation has implemented different features/settings.

Teams Tasks

Navigate to Teams from the waffle.

Open some Teams that you belong to and locate the **Files** area for each.

The main **Channel** in Teams is called **General**. You may also see subchannels. Remember these are accessible by a subset of the main channel.

Notice how similar the options are in **Teams Files** and **OneDrive files**. You can add files, folders, upload, download, copy, share and edit files regardless of where they are stored.

There is, however, one notable difference. While both storage areas have the same back end, in Teams you can choose to **Open in SharePoint**.

Select any of your existing Teams, click Files, and click **Open in SharePoint**.

This view is known as the **Team Site** view.

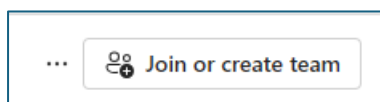
Every time a Team is created in M365, a SharePoint Team Site is also created.

In general, organisations with Teams find that users stay in Teams and access Posts, Files and Apps from within the Team, or channels that are set up within the Team. This is just another way of viewing the presenting and viewing that content.

You can also get to this area by directly visiting SharePoint from the waffle and selecting the Team from there.

In the next part of the session, we will be working within SharePoint and using Team Sites, so you should get a better understanding of how this all connects.

To minimise disruption to colleagues in other Teams, you should probably create your own **Practice Team** for the practical activities. Look for the button in the top right of the All-Teams view.



The type of team isn't really important at this stage.

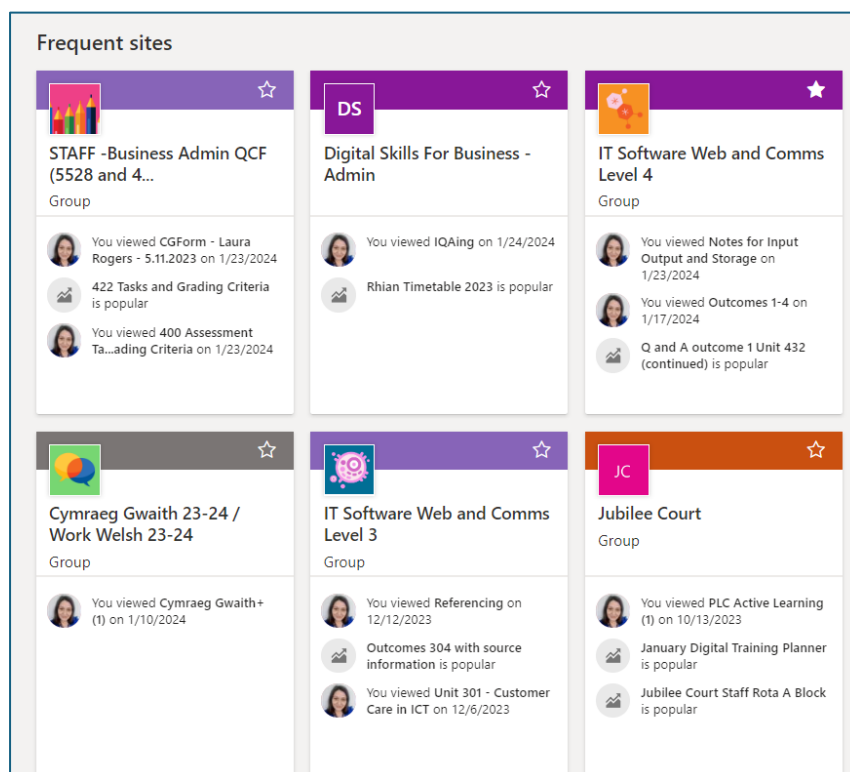
If you do not have permission to create Teams, you should still be able to follow along. We will be examining file management first. But maybe you can pair up with someone who does have this permission, so that you can carry out work on the same Team Site later on.

Team Sites

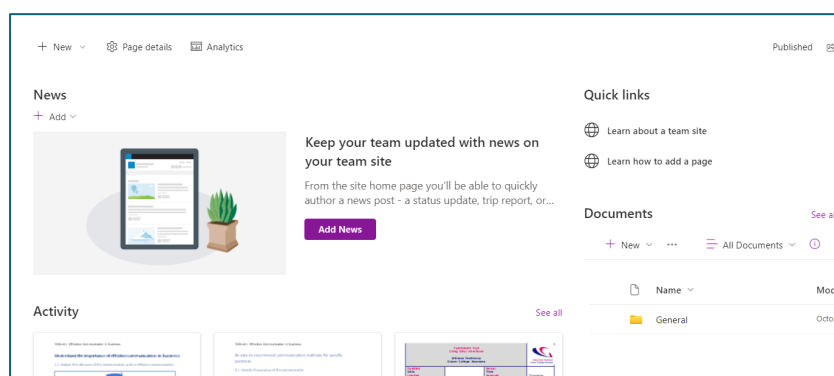
Open SharePoint from the waffle. You should see a list of all the Teams you belong to.

You can **click the star to follow a Team** and add it to your 'favourites'.

You can click the **title bar** to visit the **Team Site**. You can also click any of the documents below the title bar to open them. *If possible, work with the team you created for the work that follows.*



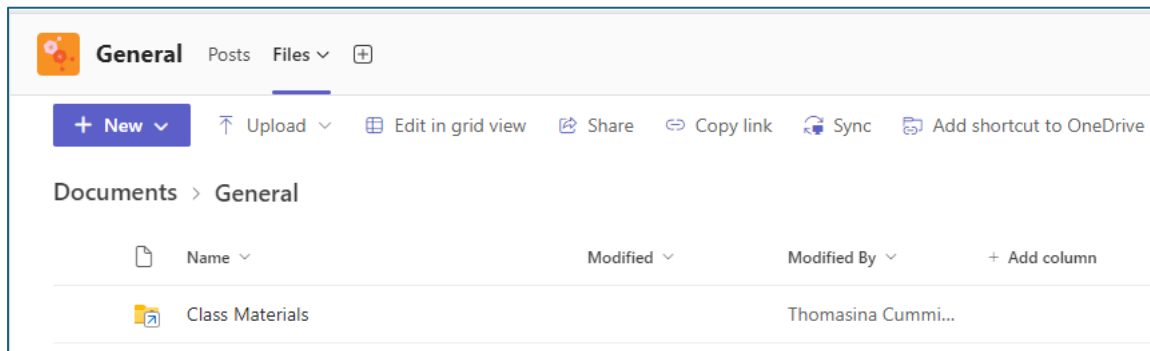
When you click the bar of a Team in this area, it opens the Team Site. Here you will see **Documents**, **Activity** and **News**.



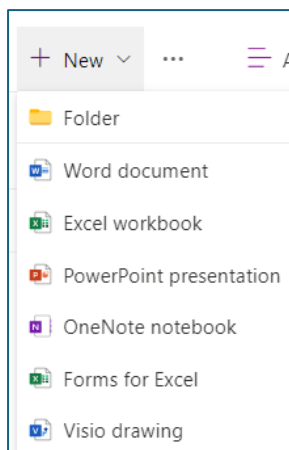
Note: The Documents tab is the same one you see when you click **Files** from a **team banner** when you visit via the Teams (App or Website).

Working with Documents in a Team Site

You can create libraries, folders, and subfolders to organise the documents and create New Items, just as you can in Teams.

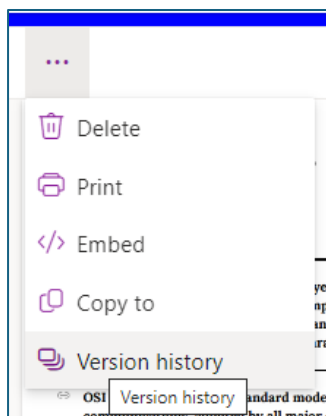


Using the **New** dropdown under documents allows you to create new documents – again this is similar functionality to the Teams' file area.

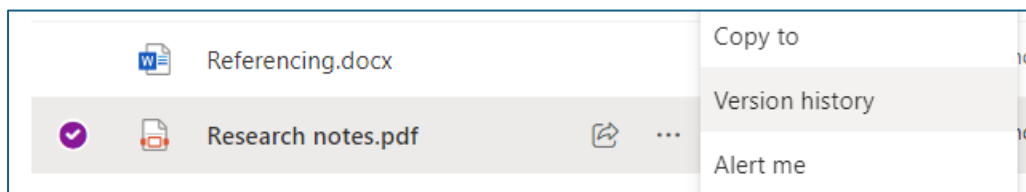


Remember, that if you create a file in a Team, or a SharePoint Team Site, it is accessible to everyone in the Team. You can collaborate in real-time, comment with collaborators, and roll back to earlier versions.

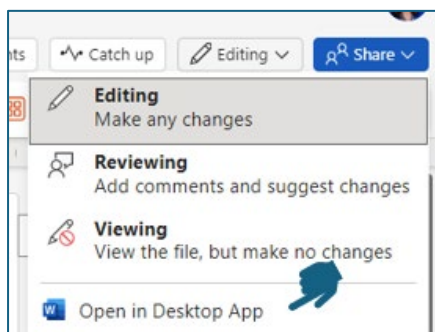
Version control may be available from the ribbon when a document is viewed. If not, you can click File, Info and Version Control.



Version control can also be accessed from the ellipses alongside each file in the SharePoint storage area. This allows you to delete versions you do not want people to use/restore.



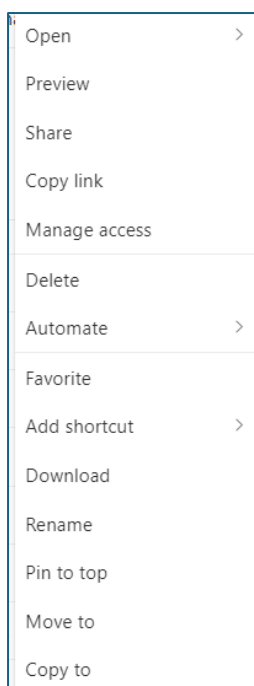
Documents will be created and opened with the **Web Versions** of Office Software. For additional functionality, you can open in the **Desktop App**.



Editing in the Desktop App will not stop the document from being shared/collaborated on. But other users may also need to use Desktop App to get full functionality.

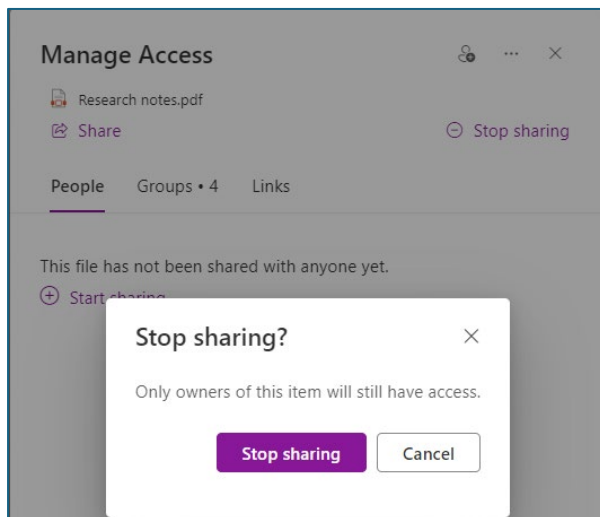
From the folder area, you can click the ellipses to select lots of other options.

Documents can be opened, previewed, shared, deleted, moved, or copied.

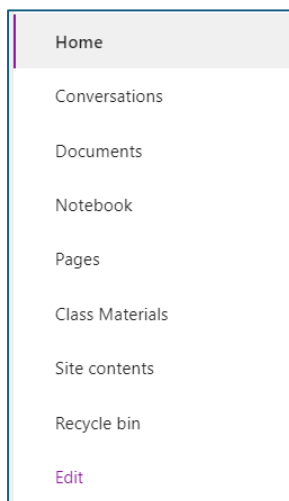


You can work with files in SharePoint, Teams, and/or OneDrive, and all three storage areas have similar functionality.

Manage access allows you to remove share links or stop sharing altogether. Owners will retain access.



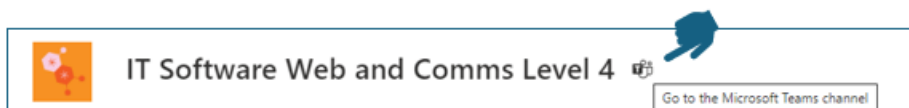
The navigation pane at the left-hand side of the site allows you to access conversations, Documents, Notebook, Pages, Site Contents, and the Recycle Bin (60-day retention).



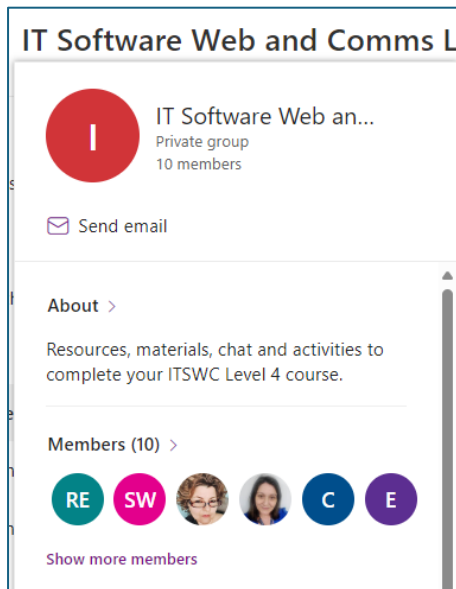
Depending on the type of Team, you may see other options like **Class Materials**, which is included with educational (EDU) tenancies.

You can click Edit at the bottom of this section to change the order of options, or remove things you do not need (or, in some cases cannot access due to organisational settings – Conversations/Group Outlook is disabled for me!).

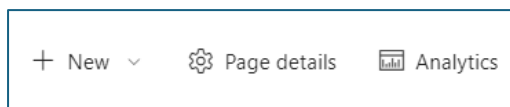
Alongside the title, you will see a Teams link to the Team.



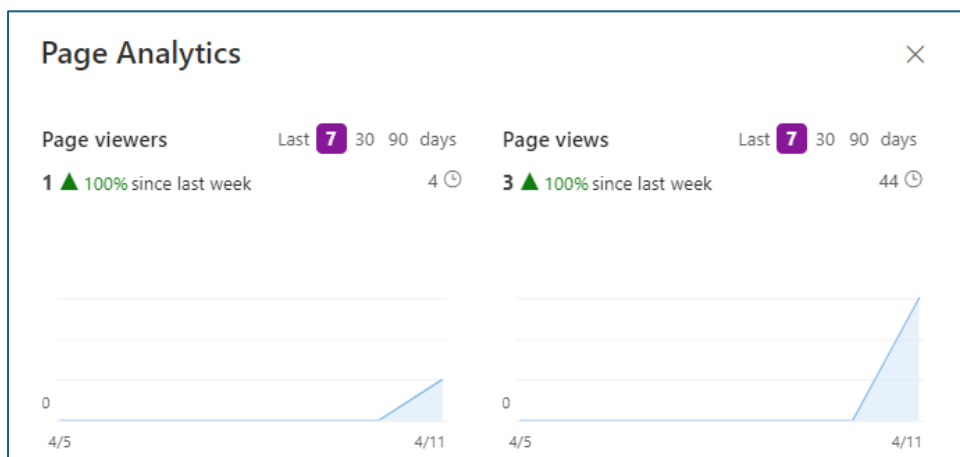
Click the title to view members.



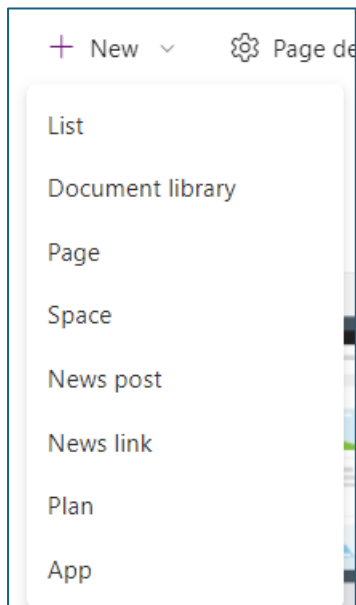
Below the title, you will see New, Page details and Analytics.



Page analytics will show you visitor statistics:



The dropdown below New, allows you to add content to the Team Site.



Whether you have a basic SharePoint Team Site (like the one that is created whenever a new Team is created) or you customise it as per the next part, you will still see page analytics, use statistics, and have access to the features mentioned above.

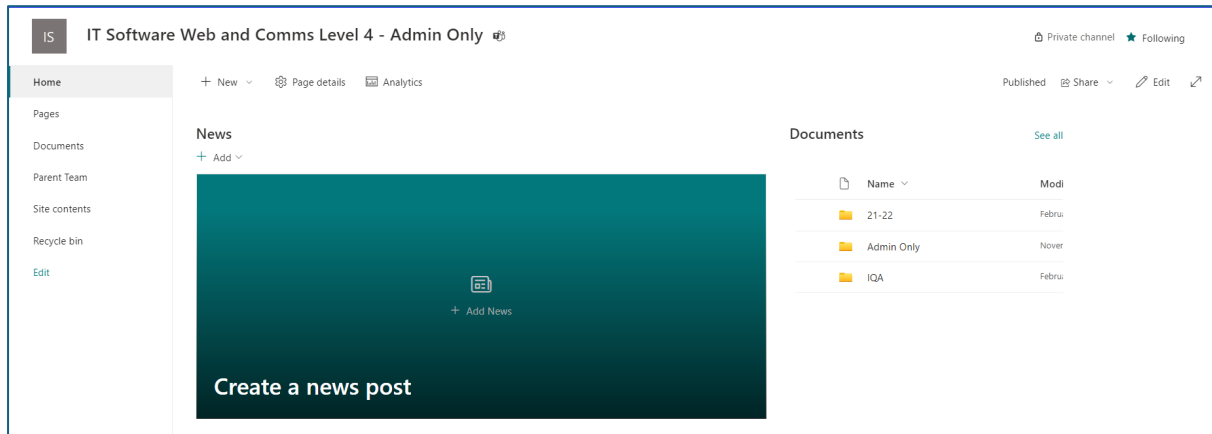
The aim of a Team Site is to provide a location where you and your team can work on projects and tasks together, can share files and document, and can access this information from anywhere. A Team Site is one where you will collaborate with members of a Team and **all Teams have an automatically generated Team Site.**

If you want to broadcast information to a wider audience, you should create a Communication Site. Communication Sites have no members and Communication Sites often have more pages. The techniques that follow should work for either.

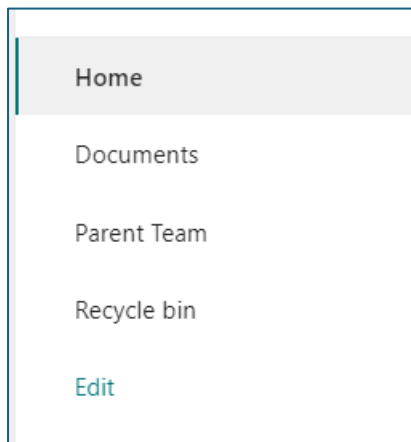
Editing the Default Team Site

The default site has a number of pre-added web parts. Web parts can be added, deleted, edited, and moved.

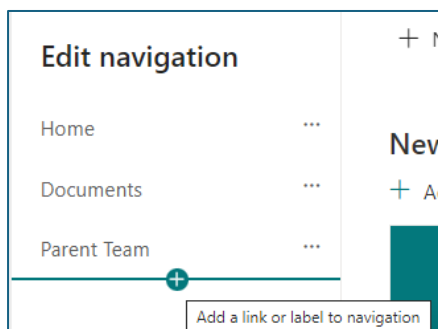
Here is an example of a default Team Site. Note how it has a navigation pane on the left with an edit button.



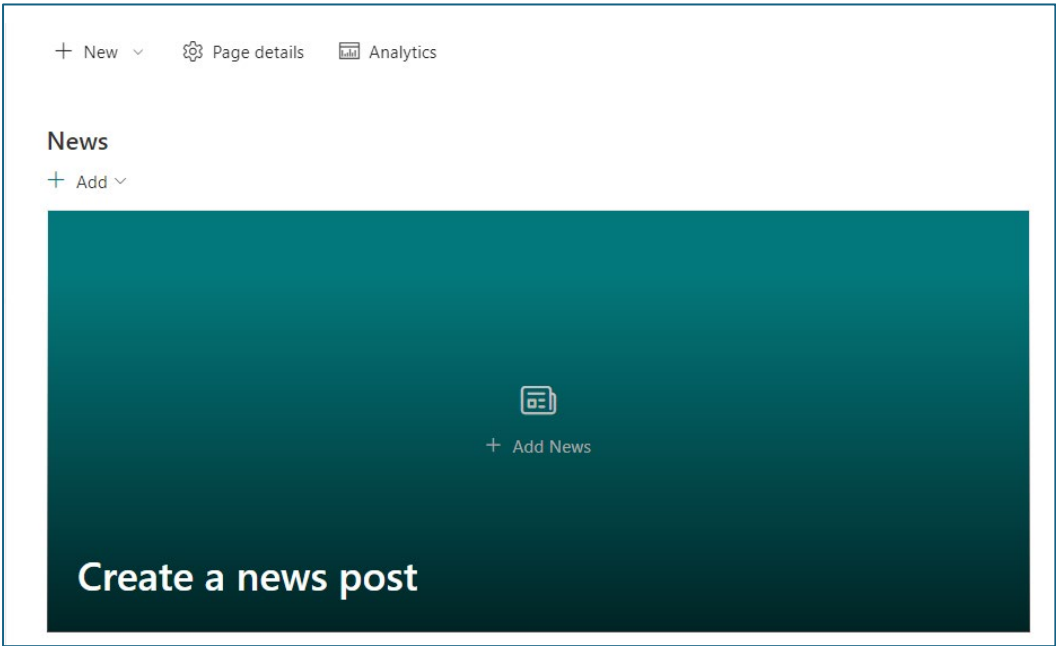
Clicking **Edit** allows you to re-order or remove navigation elements to streamline the user experience.



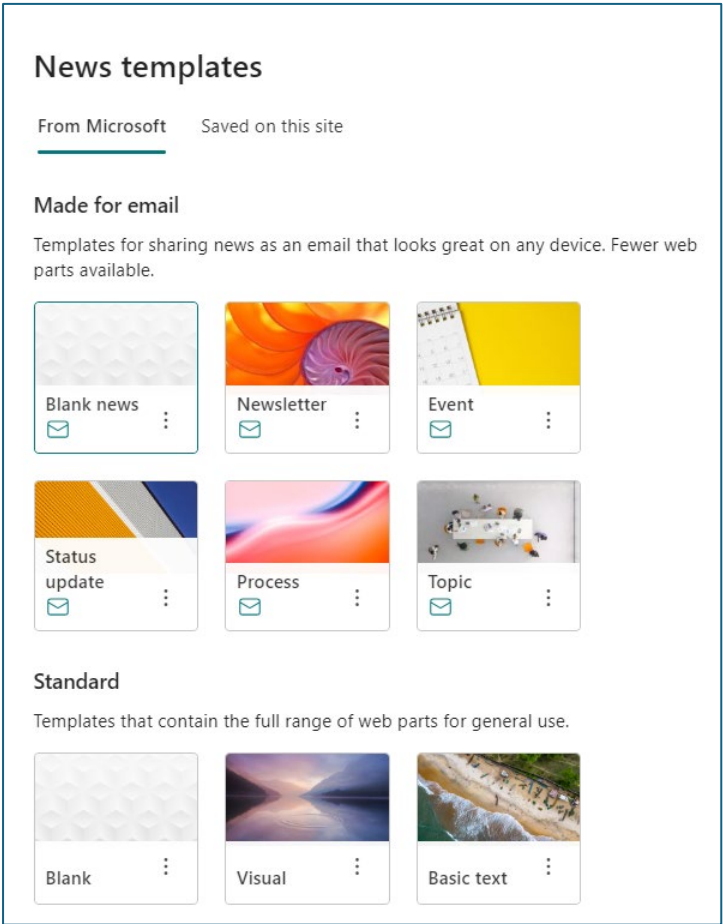
Elements can also be added here, using the + bar. You can hover above or below existing elements to load this.



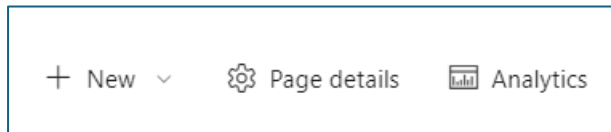
In the centre of the window, you can click to add **News**.



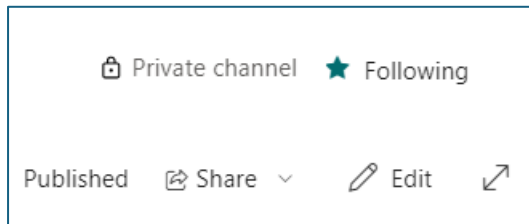
There are a variety of pre-made templates, as well as a blank choice.



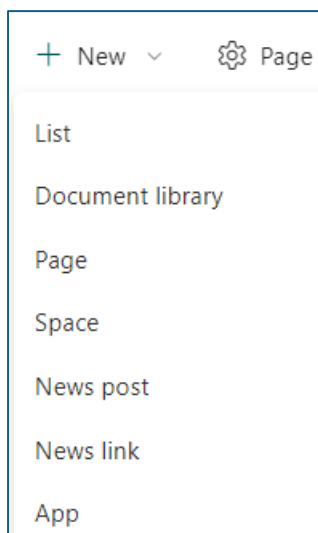
Above the News Pane, there are options to add New Web Parts, view Page Details, and see Site Analytics.



To make more advanced edits, click the Edit pencil in the top right of the window.



Use the dropdown under **New** to add **Pages, Spaces, News Posts, Links** and **Apps**.



Templates are available for all of the content you add, and options for editing are very similar. Don't be nervous about exploring and adding new things – you can always remove things if they don't meet your needs/expectations.

Here's an example of a news splash with an appropriate image, and a link to an external news source that may interest your Team.



Now that you have seen how easy it is to expand upon the default Team Site, you have the skills to plan and implement a **Community Site**. Remember, a community site isn't linked to a Team, and doesn't have members.

Planning and designing a SharePoint Team Site

Before you begin creating a SharePoint site, visit this link to see how to plan and prepare.

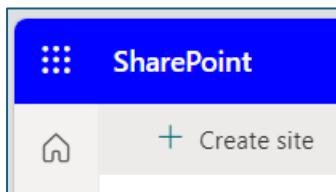
<https://support.microsoft.com/en-us/office/plan-your-sharepoint-communication-site-35d9adfe-d5cc-462f-a63a-bae7f2529182>

For the event page, we will:

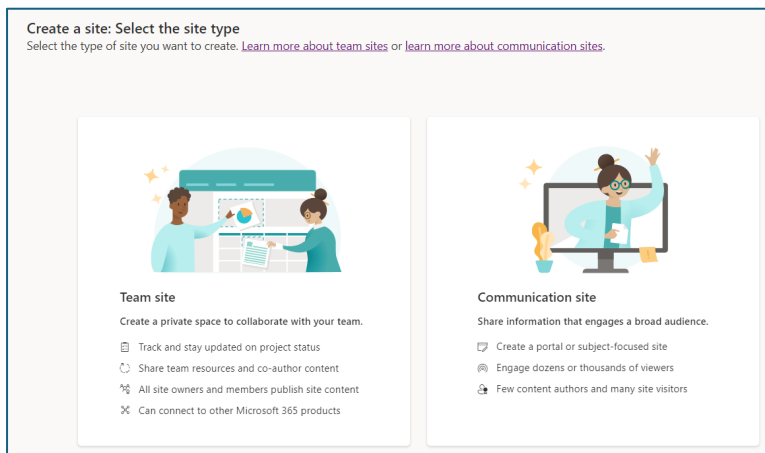
- Create a site
- Add/Edit the 'hero shot'
- Call to action
- Describe the event
- Add images with links
- Make some information stand out
- Show event dates
- Add a map
- Provide a signup form

With the planning done, let us begin.

Click **Create Site** from the SharePoint banner menu.



Select **Communication Site**



To begin, select the **Event** template and select to **Use template**.

Choose a name for your site: Demo Events (your initials)

Type a description: SharePoint Tutorial

Select a language: English

Your new page will be published.

Click to Edit your page.

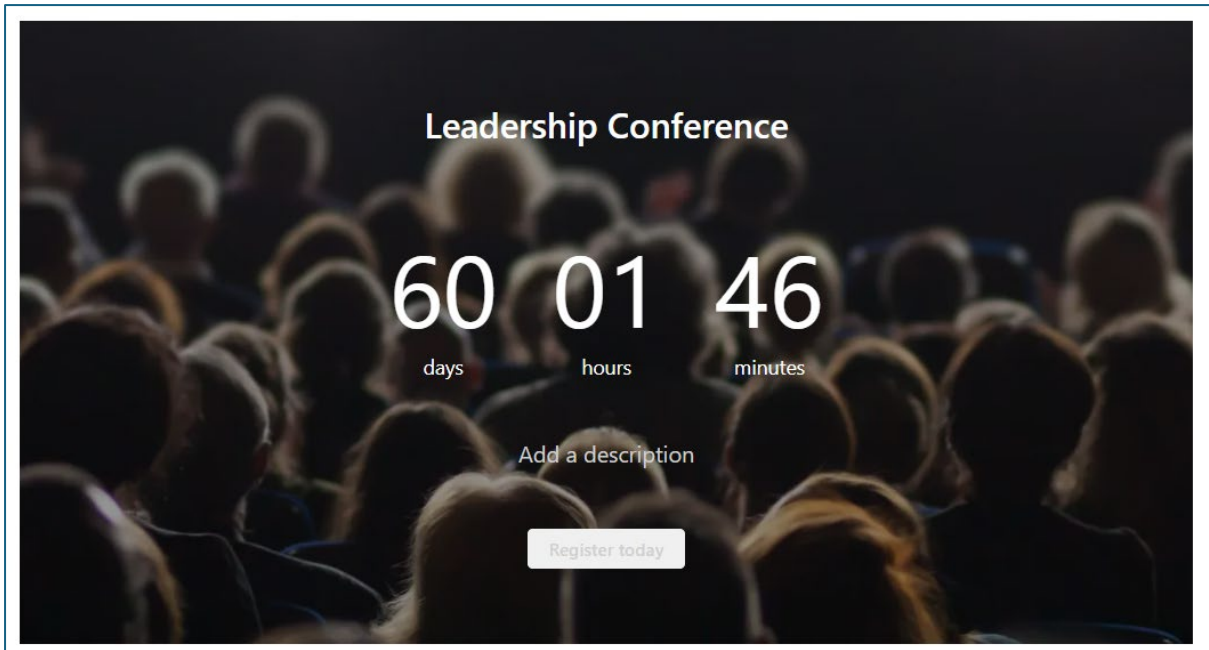


You will notice how each web part becomes the focus of your edit when you select it. Clicking the pencil allows you to change the content of individual web parts.

Notice how when you click edit, you get an options pane to the right of the screen or within the web part itself. Make changes and close the pane to save.

Now you know how to edit give the 'hero shot' an update.

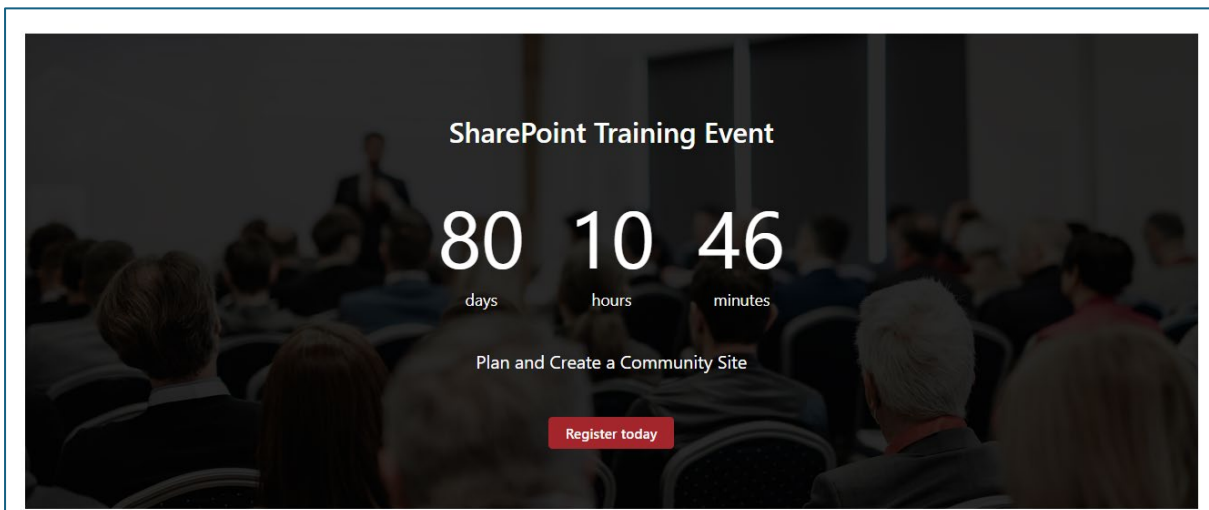
Change the banner web part by clicking selecting the web part and clicking edit:



From the edit options, you can:

- Change background.
- Change event date.
- Change description.

Like this example:



Scroll through the other web parts to see what edit options each has.

Add new web parts.

Remove existing ones.

Now you know how it works, let your imagination run wild.

Get inspired and inspire others

This year's event will be more hands-on than ever.

If you've been working in Teams for a while now, maybe you're ready to branch out, build a site and share like never before.

Whether you need a Team Site or a Community Site, we've got you covered.

You will learn how to:

- Create a site
- Create the 'hero shot'
- Call to action
- Describe the event
- Add images with links
- Make some information stand out
- Show event dates
- Add a map
- Provide a signup form



Get your design fingers at the ready!

What are you waiting for? Sign up now!

Meet the conference organizers



Megan Bowen



Nestor Wilke



Lee Gu



Jacky Hsu

<https://www.gcs.ac.uk>

Contact us

Day 1

Layer 100



File management

Ever wondered what the difference is between OneDrive, SharePoint, Teams, Channels, Teams Sites and all the rest of it?

Wonder no more!

Day 2

Layer 200



Site Planning and Design

Got a message you need to get out, or a project you need to work on with the rest of your team?

Do it with a Teams or Community Site.

By the end of this session you'll have a site to be proud of.

Team News April 2024



Thomasina Cummings

Sustainability, corporate responsibility, and digital transformation

Sustainability and corporate responsibility have become vital considerations for businesses aiming for long-term success by addressing environmental and social concerns. Simultaneously, digital transformation provides the tools and capabilities to drive and amplify sustainability and responsibility efforts through data-driven decision-making, transparent communication, and enhanced stakeholder engagement. Integrating sustainability and responsibility with digital transformation enables businesses to operate responsibly, optimize processes, enhance customer experiences, and build resilient organizations that thrive in a sustainable and socially conscious future.



<https://gowercollegeswansea.ac.uk/sharepoint.com/sites/DemoEvents>

AI (Artificial Intelligence) Prompt Crafting

If you are struggling with writing content, why not explore AI. With good prompting, copilot (or whatever your company have approved for use) can be great in crafting content for your web parts.

Asking AI for assistance can be hit and miss. But, if you craft your prompts well, you can achieve some reliable results.

Start by giving the AI a persona. E.g., You are a marketing officer..., you are a teacher delivering college-level courses..., you are a web designer for an architectural firm...

Then describe the task in as much detail as possible. The more detailed you make this, the better your results will be. Do not just tell the AI it is an event, tell it exactly what sort of event it is, and what sort of impact you hope to have on those attending.

Finally, add some constraints such as word count, paragraphs required, style, formality, or technicality.

Try to imagine that the AI is your assistant! Give it a job description, describe the task you want it to accomplish, explain it as if the AI was a real assistant. Try to make your requirements as clear as possible, consider risks and pitfalls that you need it to consider.

Once you get the hang of it, it will not take as long as you imagine, and you will be able to get results that require minimal tweaking.

Notice the difference the prompt makes.

 You

blurb for training event

 Copilot

Sure, here's a blurb for a training event:

"Boost Your Skills: A Comprehensive Training Event"

Join us for an immersive, hands-on training event designed to empower professionals and enthusiasts alike. This event is tailored to equip you with the latest industry knowledge and practical skills that are immediately applicable in your field. Our expert facilitators will guide you through interactive sessions, ensuring personalized attention and quality learning. Whether you're looking to enhance your current skill set, explore a new career path, or stay updated with industry trends, this training event is your gateway to growth. Don't miss this opportunity to network with like-minded individuals and learn from the best in the business. Register today and step into the future, well-prepared and confident. We look forward to welcoming you!"

     1 of 30 responses

 You

You are a college tutor creating a course on SharePoint Team Sites and Community Sites. You have created the tutorial and want 3 paragraphs encouraging people to sign up for the event. The blurb should be motivational, punchy, and convince the audience of the benefits. Use UK spelling.

 Copilot

Are you ready to unlock the power of collaboration? Our upcoming course on **SharePoint Team Sites and Community Sites** is your golden ticket to mastering the art of effective teamwork. This course is meticulously designed to equip you with the skills to create, manage, and optimise SharePoint environments, a key tool in today's digital workspace. Don't miss this opportunity to enhance your skillset and become an indispensable asset to your team.

In today's fast-paced world, effective collaboration is the cornerstone of success. SharePoint Team Sites and Community Sites are powerful platforms that foster teamwork by providing a centralised space for information sharing, document collaboration, and team organisation. By signing up for our course, you'll gain hands-on experience in leveraging these platforms to their fullest potential, thereby boosting productivity and efficiency in your professional endeavours.

But that's not all! This course is more than just a learning experience - it's a stepping stone to a thriving career. With the knowledge and skills you'll acquire, you'll be well-equipped to navigate the complexities of SharePoint, making you a sought-after professional in your field. So why wait? Sign up today and embark on a journey of learning, growth, and success. Your future self will thank you!

     1 of 30 responses

Obviously, AI is just a machine! It can't possibly share your vision from a description, no matter how well-crafted your prompts are. But it can provide ideas, a backbone for you to build on, and some relevant content while you focus on the design elements. You can always edit it to something personally curated once you've got the structure in place.

AI is not going to replace humans, but humans with AI are going to replace humans without AI. Karim Lakhani!
