Microsoft SharePoint

Microsoft SharePoint 2010 Foundation is a software product used for sharing information, and finding and collaborating on information at a specific place or site. SharePoint can be used as a central repository for documents, notes, and reports and is a very useful tool for managing projects. The following site templates are available:

<table>
<thead>
<tr>
<th>Department Site</th>
<th>Project Site</th>
<th>Committee Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department sites are typically created for long-term use for team &amp; blog sites, document sharing, and group workspaces.</td>
<td>Project sites are intended to follow the lifespan of a specific project and are archived once the project has concluded.</td>
<td>Committee Sites follow the lifespan of the EWU committee and are archived once the committee has concluded business.</td>
</tr>
</tbody>
</table>

Like many of Microsoft’s products SharePoint has many features and functions; the following only provides a high-level overview of requesting a SharePoint site and using SharePoint.

SharePoint Benefits and Features

SharePoint facilitates team working by creating spaces where team members can place all of the information tools and knowledge that they need to fulfill their objectives. Sharing knowledge within the team enables everyone to gain access to tools and knowledge. SharePoint also enables people to have easy access to all of the information needed to do their job. Features include calendars, discussion groups, blogs, meeting workspaces, etc.

Support

Please note, SharePoint is considered a self-help application. Although basic customizations may be offered on a limited basis, SharePoint development services will not available at this time. SharePoint users are responsible for researching and determining how to use the application, its features, and functionality.

➢ Need more information?
  
  o Try Lynda Campus (http://access.ewu.edu/oit/services/it-training/documentation-and-resources/lyndacampus-information.xml),
  
  o Microsoft (http://www.microsoft.com/office/SharePoint/)
  
  o SharePoint online information (at SharePoint.ewu.edu):
Getting Started
The following provides basics on requesting a SharePoint site.

1. Visit the EWU SharePoint site (SharePoint.ewu.ewu).

2. Review the site.

3. Use the online help feature to learn more about SharePoint.

4. Determine the following:
   - Site Collection Manager – This is the individual that will administer the site, manage permissions (add remove owners and members), manage lists and create child sites.
   - Determine the appropriate template type (Department, Project, or Committee). Click on Site Examples to review.
   - Determine the site name – This is the title of the site (for example Shares Resource Project, Training Plan, etc.).

5. To request a SharePoint site submit a ticket to the Web Help Desk (whd.ewu.edu) and include the information in step 4.
1. Access the assigned site link.
   - For example: http://SharePoint.ewu.edu/oit/ittrain/SitePages/Home.aspx

2. Log in to the site:
   - **User Name** – user name is the word “eastern” followed by a back slash (\), then your EWU user name (for example; eastern\dcampitelli).
   - **Password** – your EWU password. Click OK.

3. The new site displays. The following is an example of a newly created site that has not been customized:
Customizing the Site

1. Use the **Getting Started** icons to change site themes, create a site icon, etc.

   - **Getting Started** icons:
     - Share this site
     - Change site theme
     - Set a site icon
     - Customize the Quick Launch

Edit Images and Text

1. Click the edit icon to begin customizing the site:

2. The editing ribbon displays.

3. Edit the desired text and image frames.

4. Use **Site Actions** to further edit the site.
Add Users
There are three user types:

- Owners (full rights)
- Members (contribute)
- Visitors (read only)

1. Click Site Permissions from the Site Actions drop-down list.

2. Click the Grant Permissions icon.

3. Type user names (eastern\pfournier) in the Users/Groups field.
   - Separate names with a semi-colon and a space (for example; eastern\pfournier; eastern\dcampitelli; ).
   - If desired use the Browse function to look up users on the Eastern domain.
- Type the desired name in the **Find** field. Double click to select.

![Find](image)

- When the group is added, ensure the group has the appropriate permissions (contribute, control, etc.). Click **OK** to save.

*Note:* Only two Site Collection Administrators are allowed. Site collection owners and secondary owners are also site collection administrators. However, owners and secondary owners are the only users who receive e-mail notifications for events. By default, site collection owners also receive requests for access from users who have been denied access.

![Grant Permissions](image)

*Note:* If a user is not on the Eastern domain, request a guest account via Web Help Desk.

**Additional Options**

1. From the **Site Actions** drop-down list, select **More Options**.

![Site Actions](image)

2. Select the desired feature.
To add a discussion:

- Click **Site Actions** and select **More Options**.
- Select **Discussion Board**.
- Enter the discussion title in the right column and click **Create**.

To create a task:

- Click **Site Actions** and select **More Options**.
- Select **Tasks**.
- Enter
To add a calendar:

Click **Site Actions** » Select **More Options** » Select **Calendar** » Enter the calendar title in the right column and click **Create**.

To create a new sub-page (sub-pages or child pages display in the left hand navigation column):

Click **Site Actions** » Select **New Page** » Enter the new page name and click **Create**.
To add navigation tabs:

1. Click Site Actions. Select Site Settings. Select Top Link Bar in the Look and Feel column.
2. Click New Navigation Link. Enter the page URL and navigation link name. Click OK.

To change the color look and feel:

1. Click Site Actions. Select Site Settings. Select Site Theme in the Look and Feel column.
2. Select the desired color scheme and click Apply.

To change the left-hand navigation view to a tree view:

| Quick Launch View (default): | Tree View: |
Click **Site Actions** > Select **Site Settings**. Select **Enable Quick Launch**, select **Enable Tree View**, click **OK**.

To delete left hand menu items:

Click **Site Actions** > Select **Site Settings**. Select **Quick Launch** in the **Look and Feel** column. Select the desired item for removal (for example Calendar), click **Delete**.
Microsoft Sharepoint Quick Reference