

Microsoft® SharePoint® Online for Office 365™ – Quick Reference



Exploring SharePoint Online and the Team Site

SharePoint Online is a cloud-based service included with most business and enterprise Office 365 subscriptions. The team site functionality specifically allows users to store/share documents and other business information, as well as collaborate with others. Content can be accessed via a web browser, as well as mobile devices. As required, additional team sites can be created for different projects or groups. The team site home page is central to the navigation. SharePoint's collaboration and communication services are designed to work seamlessly with Microsoft desktop applications, as well as with other Office 365 apps. See "SharePoint Online Overview" on page 2 for additional information.

Home page – The top-level page of the team site (shown below). The main elements it contains (by default) are the Quick Launch pane and the Top link bar (both for site navigation), the **Newsfeed** area, the **Documents** area, and the **Search this site** text box. As the team site is populated with content, its appearance will change. For example, additional links will appear in the Quick Launch pane, as well as newsfeed topics and documents.

Newsfeed – Allows users to start conversations about important or interesting topics. In addition to text, you can also include images, videos, and/or links in a conversation. Other users can reply to a new conversation, as well as like it. They can also follow the user who posted the conversation.

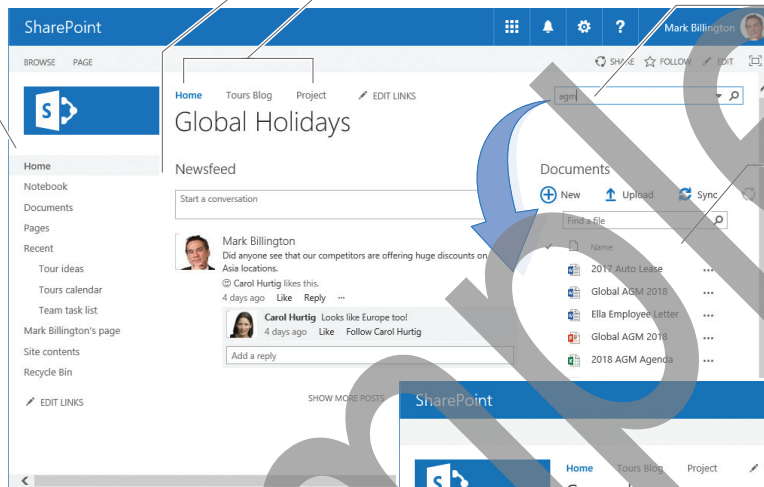
Top link bar – Allows users to navigate to other sites in the site collection such as a sub team site or a blog.

Search this site – Allows users to search for sites, documents, and people by typing search criteria. For example, performing a search using "agm" as the search text locates all sites, documents, and people containing "agm" as shown below. See "Searching the Team Site" on page 2 for additional information.

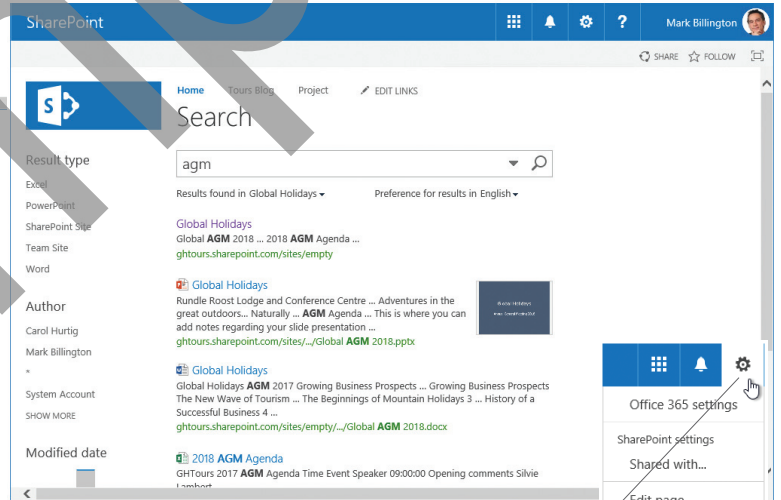
Quick Launch pane – Allows you to navigate the team site (e.g., to display other pages or content). Note that it may also be customized (by users with appropriate permission) to have additional links. See "Using the Quick Launch Pane to Browse the Team Site" on page 2 for additional information.

Ribbon – Provides access to commands, to perform tasks (while a document library or a list is displayed using the Classic experience). The commands available—organized into tabs, groups, and buttons—vary depending on what type of page is active.

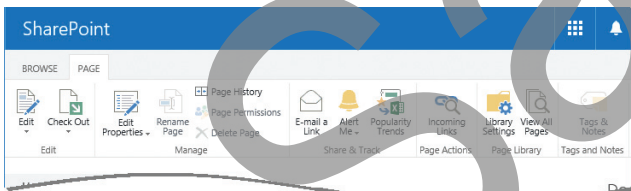
Often, button commands are not visible until you click a tab to activate it. In the example below, with the **Page** tab active, the Ribbon contains groups such as **Edit**, **Manage**, **Share & Track**, **Page Actions**, **Page Library**, and **Tags and Notes**. Each button on this Ribbon tab belongs to one of these groups. Buttons that are "grayed out" such as **Rename Page** and **Delete Page** are not available due to required conditions not being met. See the "Contextual tabs" topic below for additional information.



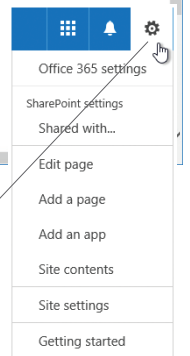
Document Libraries – Allows you to store and share documents that relate to a project. Documents stored in libraries can be edited by users simultaneously (or not). Versions of documents may also be tracked. See "Working with Document Libraries" on page 4 for details.



Settings – Click the **Settings** button and select menu options to make additions to the site, as well as make changes to your site's appearance or functionality (if you have been granted the permissions).



Contextual tabs – Appear on the Ribbon when certain pages are selected. For example, **File** and **Library** contextual tabs appear when a library page is selected, **Events** and **Calendar** contextual tabs appear when a calendar is selected, and **Tasks** and **List** contextual tabs appear when a list is selected. Contextual tab groups are hidden until a tab is selected. They are hidden again after a command is selected.



Featured Objectives

PAGE 1

Exploring SharePoint Online and the Team Site

- Learn how to sign in and sign out of SharePoint Online; browse the team site and search the team site; select library and list items; manage alerts, as well as create and manage views.

PAGE 2

Getting Started

- Learn how to sign in and sign out of SharePoint Online, as well as browse the team site, search the team site, select library and list items, manage alerts, create and manage views.

SharePoint Online Overview

- Explore the fundamental aspects of SharePoint Online team sites in terms of content types, collaboration, and content organization.

PAGE 4

Working with Document Libraries

- Learn how to upload documents and create documents online; view, edit, and delete documents; and understand co-authoring, as well as manage document versions.

PAGE 7

Working with Lists

- Learn how to add list items, navigate the calendar, add calendar events, as well as view, edit, and delete list items and events.

PAGE 8

Working with Discussions

- Learn how to add and manage discussions.