

Welcome to SharePoint: 101

What is SharePoint?

SharePoint is a Microsoft web service that allows you to create websites and collaborate with different users. If you have a group project, then you can set up a team site to work on that project together with calendars, timelines, task lists, and share files. SharePoint is also integrated into your new OneDrive which allows you to create, edit, share, and sync documents and files.

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SharePoint Tour

When you first log into <http://www.outlook.com/knights.ucf.edu> you will see your inbox.

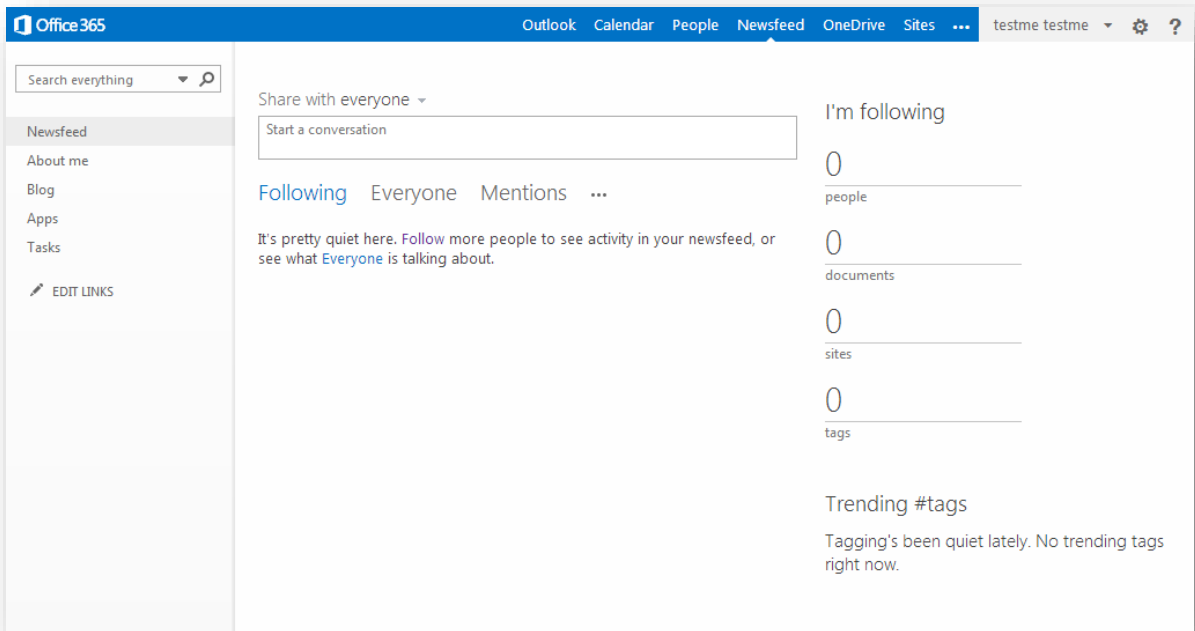
The new features can be accessed on the top navigation bar



Newsfeed

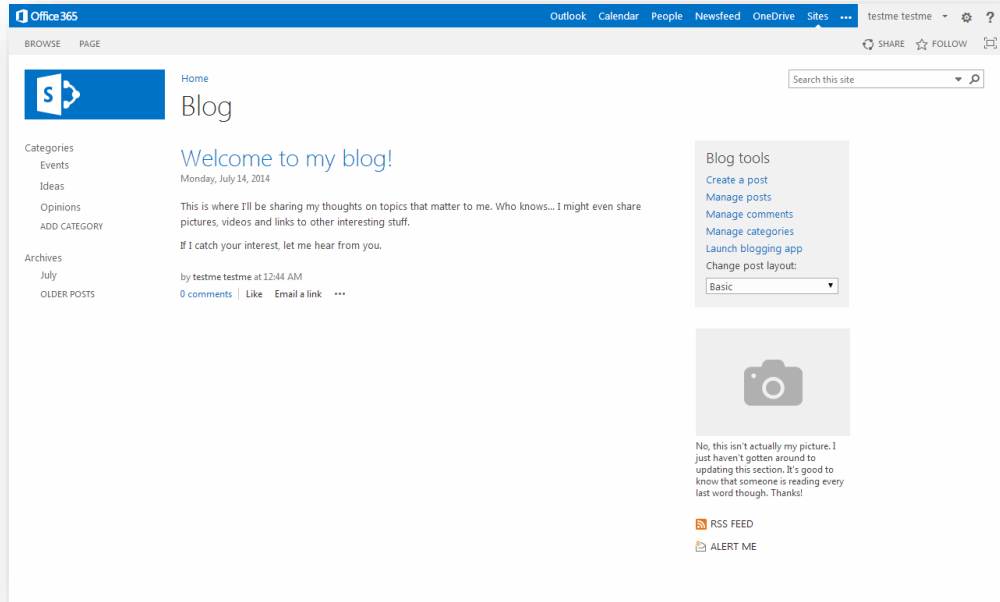
To access SharePoint click **Newsfeed**.

The Newsfeed is the place to see information about what you or others that you follow are talking about. This is like the “wall” on social networks.



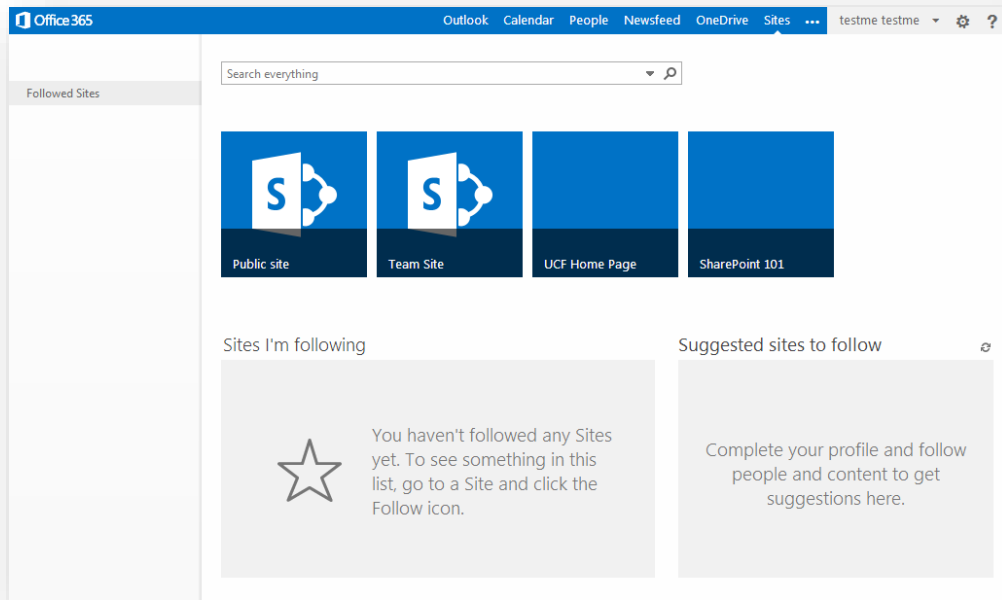
Blog

Access your blog using the link under your profile image. Your blog is your blog is a more structured way of sharing information. You create posts about whatever subjects you choose and organize it however you'd like. It's yours.



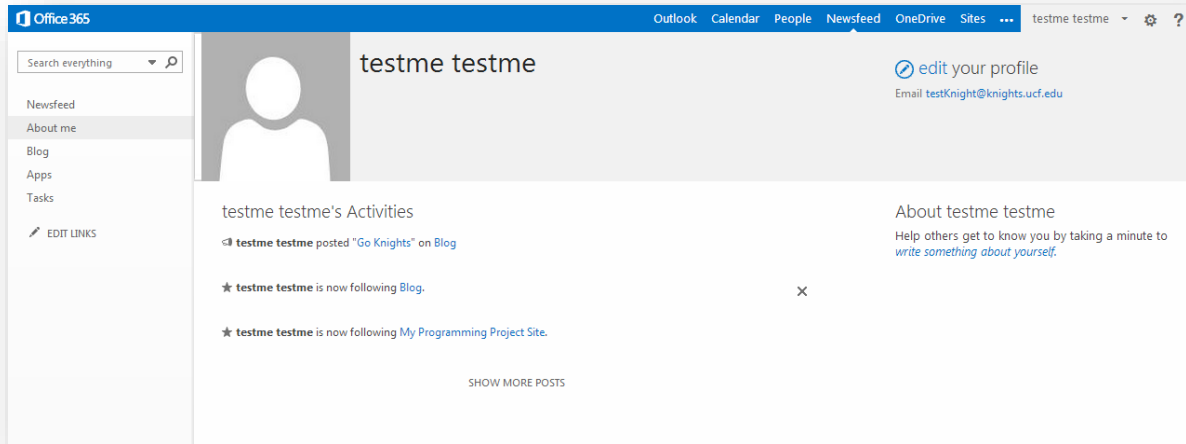
Sites

This section shows you which sites you are following and you can completely customize this page with other information that you'd like.



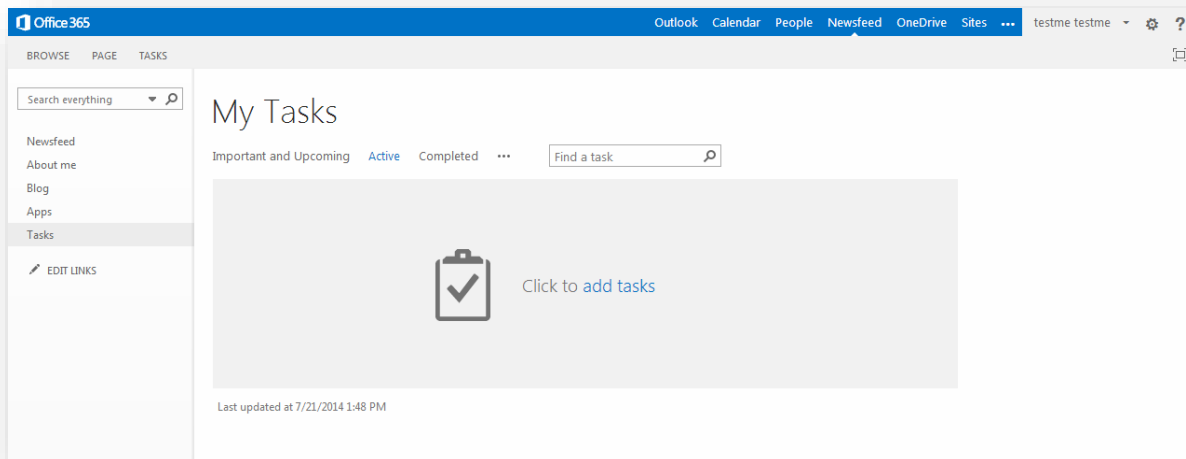
About Me

You can set up your profile information and image so that other students can see who you are and who they are working with.



Tasks

You can easily add different tasks with due dates to keep track of your things to do.



Apps

Apps are really just parts of webpages that allow you to have different sections or functionality. You can add these to your different web pages in order access those functions.



Document Library

Popular built-in app
[App Details](#)



Custom List

Popular built-in app
[App Details](#)



Tasks

Popular built-in app
[App Details](#)



Site Mailbox

Popular built-in app
[App Details](#)

Apps you can add

[Newest](#) [Name](#)



Document Library

[App Details](#)



Form Library

[App Details](#)



Wiki Page Library

[App Details](#)



Picture Library

[App Details](#)



Links

[App Details](#)



Announcements

[App Details](#)



Contacts

[App Details](#)



Calendar

[App Details](#)

OneDrive

Office 365 provides you a OneDrive account that you can use as your personal storage folder. This also includes a web-based version of Microsoft Office in order for you to work on Office documents. You can collaborate with other students and share documents with individuals or everyone.

