



SharePoint Online

Presented by Peggy Jones, Ed.D.

FROM HERE, IT'S POSSIBLE.™



**IT LEARNING
TECHNOLOGIES**
—
TEXAS TECH
Information Technology



WHAT IS SHAREPOINT ONLINE

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology

With Microsoft SharePoint on your PC, Mac, or mobile device, you can:

Build intranet sites and create pages, document libraries, and lists.

Add web parts to customize your content.

Show important visuals, news, and updates with a team or communication site.

Discover, follow, and search for sites, files, and people across your company.

Manage your daily routine with workflows, forms, and lists.

Sync and store your files in the cloud so anyone can securely work with you.

Catch up on news on-the-go with the mobile app.

OVERVIEW

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology

COMMUNICATION SITE VS. TEAM SITE



Use a communication site to broadcast information out to a broad audience.



With a communication site, typically only a small group of members contribute content that a much larger audience consumes.



If you want to collaborate with other members of your team or with others on a specific project, a team site is the better choice.



With a team site, typically all or most members can contribute content to the site and the information is limited to only the members of the team or project and specific stakeholders.



FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology



➤ Use team sites to

Store and collaborate
on files

To create and manage
lists of information

Track and stay updated
on project status

Organize and co-author
shared content

Connect to a Microsoft
365 group to access
team resources

▶ If you need a site to
broadcast information
to others, use a
communication site
instead.

WHY USE A TEAMS SITE?





WHAT IS A COMMUNICATION SITE?

A SharePoint **communication site** is a great place to broadcast information to others.

Share news, reports, status updates, and more in a visually appealing format.



Use Communication sites to engage and inform broad audiences.

Share company news, announcements, and events

Engage dozens, or thousands, of viewers

Create portals, department- or project-specific sites



If you need a site for collaborating with your team, use a team site instead.



START PAGE

To view the SharePoint in Microsoft 365 start page in Microsoft 365:

➤ Go to Office.com

➤ Sign into Microsoft 365 with your TTU email and password

➤ In the top left corner of the page, select the app launcher icon, and then select **SharePoint**.



The screenshot shows the Microsoft 365 start page. At the top, there's a navigation bar with links like 'Laptop', 'Endpoint', 'TTU Site Links', etc. Below this is the Copilot chat interface. On the left, there's a sidebar with 'New chat', 'Search', 'Library', and 'Teach'. The main area displays a search bar 'Find Microsoft 365 apps' and a grid of app icons: Create, Notebooks, Outlook, Teams, Word, Excel, PowerPoint, OneNote, OneDrive, and SharePoint. A red arrow points to the app launcher icon (a 3x3 grid of dots) in the top left corner. Another red arrow points to the SharePoint icon in the app grid. Below the app grid, there's a text input field with the placeholder 'Hi, what can I help you with...'. At the bottom, there are buttons for 'Refine Writing', 'Draft Content', 'Summarize', and 'Find C'.

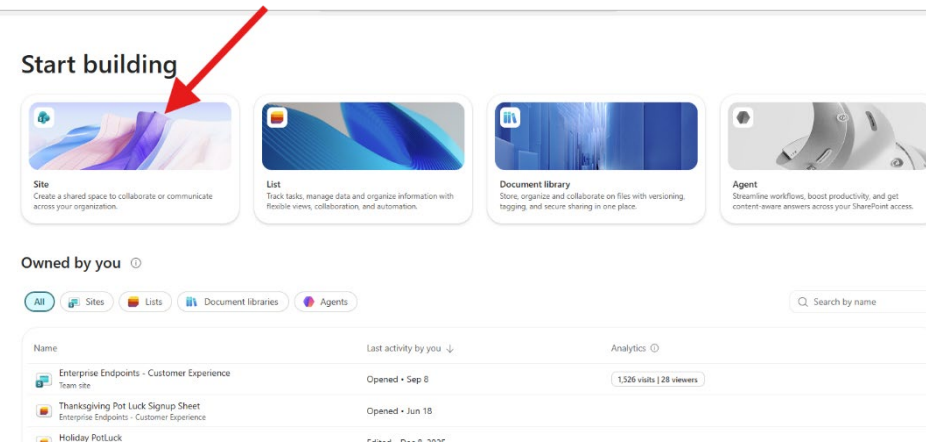
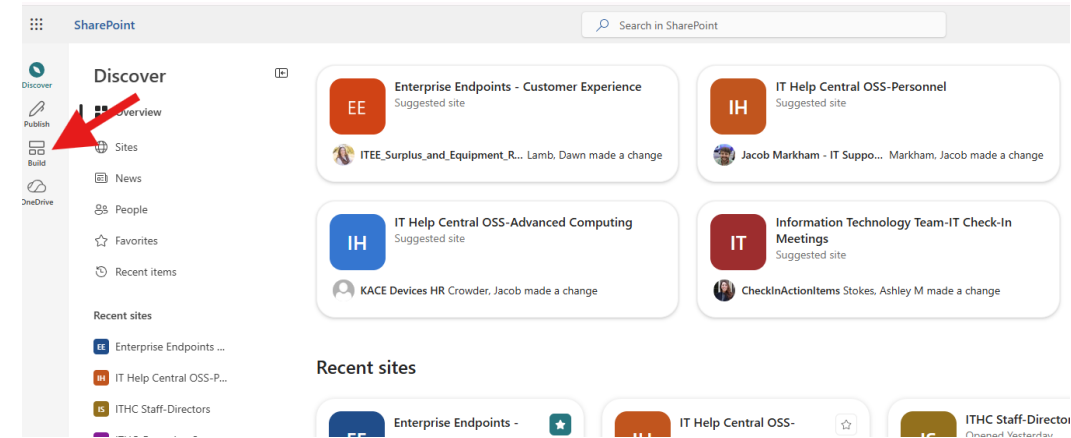
FROM HERE, IT'S POSSIBLE.™



On the left side of the SharePoint home page, click the Build node in the app bar.

On the SharePoint Build home page, locate the **Start building** section.

Click the **Site** card to begin creating a new site.



CREATING A SHAREPOINT SITE

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
TEXAS TECH
Information Technology

CREATING A TEAM SITE

For today, let's choose the standard team – click use template

Select a site template

Team site

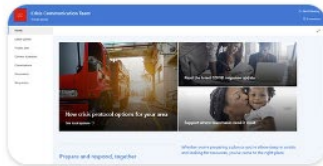
Communication site

A team site is a collaborative workspace where team members co-author and manage shared work, integrated with Microsoft 365 Groups and Teams. [Learn more](#)

From Microsoft



Standard team



Crisis communication team



Employee onboarding team



Event planning



IT help desk



Project management



Retail management team



Store collaboration

A team site is a collaborative workspace where team members co-author and manage shared work, integrated with Microsoft 365 Groups and Teams.

FROM HERE, IT'S POSSIBLE.™

Name

You will name your new site and put a general description in the Site Description box.

Choose

Choose a language for your site
(Important: once you select a language you cannot change it later – So make sure you select correctly)

Open up

Set privacy settings

Click Create site

While it is building, you can add members and owners



CUSTOMIZE YOUR SHAREPOINT SITE

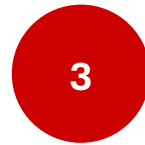
Five common areas give you a good starting point for making a Team Site your own.



LOGO



NAVIGATION



THEME



PAGE LAYOUT



WEB PARTS

Today is about familiarity

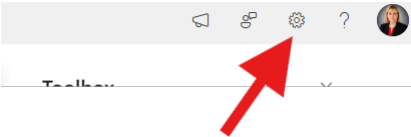
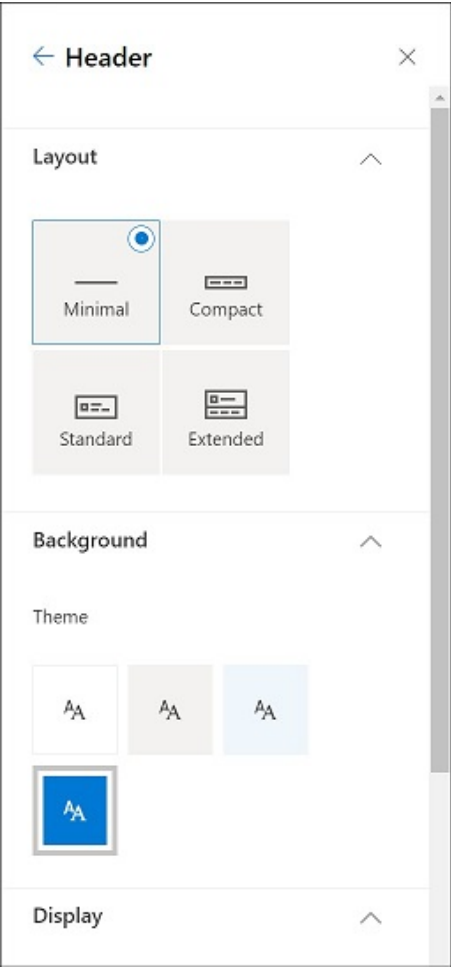
Knowing where the tools are, making a few common changes, and leaving comfortable enough to keep exploring.

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology

Customize the Header and Logo



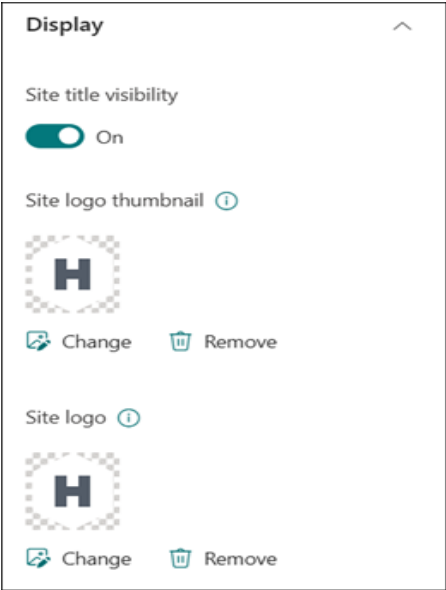
- 1

Open Change the look
Select Settings in the upper-right corner, then select Change the look.
- 2

Select Header
Header contains layout, design, and display options.
- 3

Change the logo
Under Display, select Change for the site logo thumbnail or site logo.
- 4

Save your changes
Review the result and select Save when you are finished.

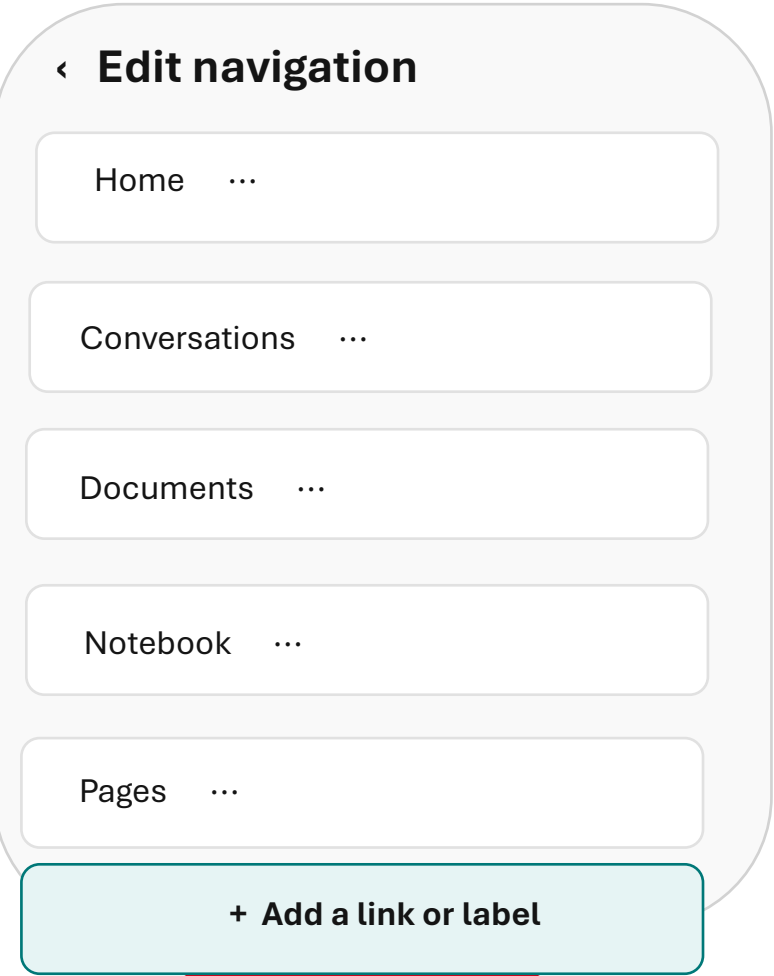


FROM HERE, IT'S POSSIBLE.™



Customize the navigation

You can add, delete, or change the order or position of links on the left-hand nav bar.



FROM HERE, IT'S POSSIBLE.™

1

Select Edit

Select Edit at the end of the existing navigation links.

2

Edit an existing link

Use the ellipsis to edit, move, make a sub link, promote, or remove an item.

3

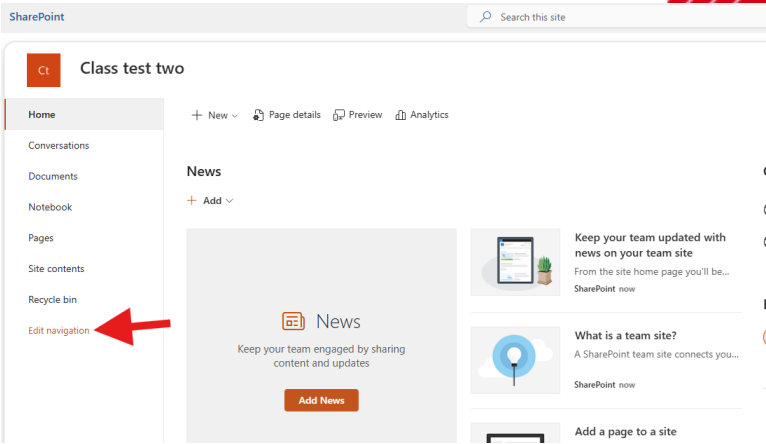
Add a link or label

Hover between links and select +. Add a URL or choose an available site item.

4

Keep it simple

Use navigation for the places your audience needs most often.



TRY IT: Add one link to your site navigation.



Customize the Theme

A theme changes the overall colors used throughout the SharePoint site.

◀ Theme

Current selection

Teal

Blue

Orange

Red

Purple

Green

- 1

Open Change the look

Select Settings, then Change the look.
- 2

Select Theme

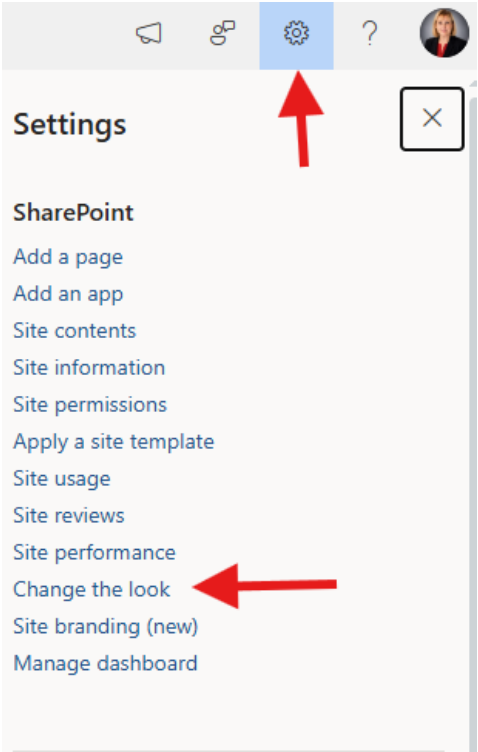
Choose from the themes available to your organization.
- 3

Preview the change

Select a theme to see how it looks on your site.
- 4

Save

Select Save to apply it. Some themes also allow main and accent color changes.



TRY IT: Choose a different theme, preview it, and save it.



Customize the Page Layout

Sections organize the page. Choose a layout that fits the content you want to add.

1

Edit the page

Navigate to the page you want to change and select Edit.

2

Add or select a section

Use the section controls to add a new section or work with an existing one.

Private group ★ Added to favorites 👤 1 member

Draft

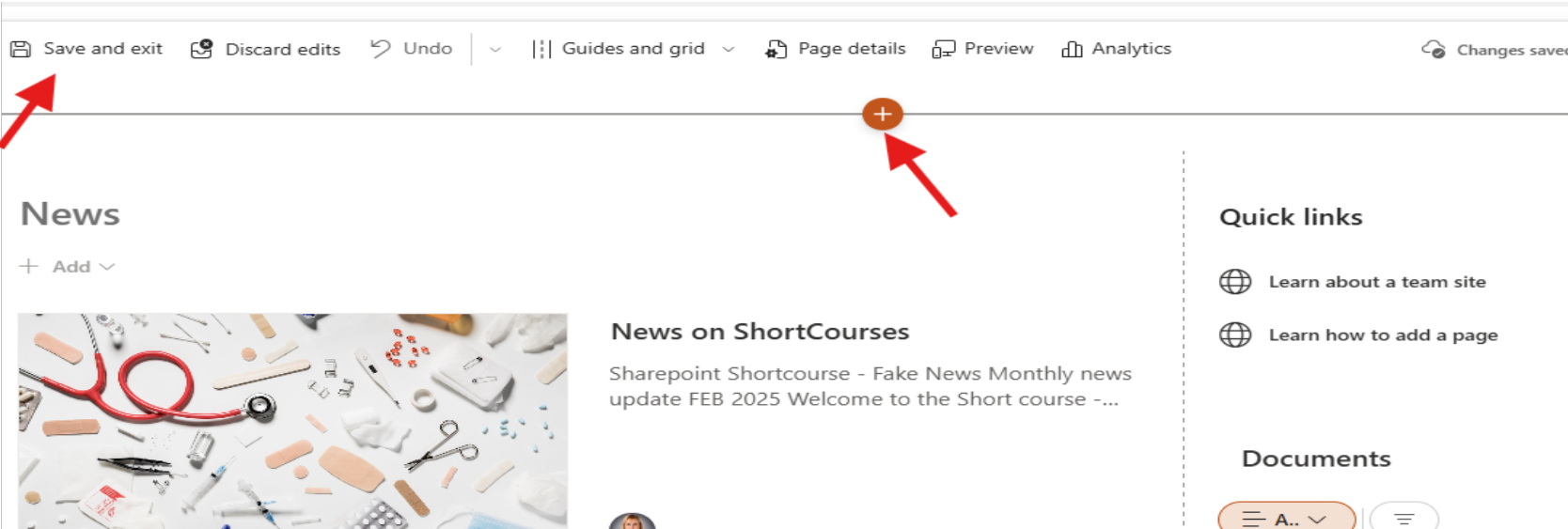
Share



Edit



Publish changes



FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
TEXAS TECH
Information Technology

Customize the Page Layout

Sections organize the page. Choose a layout that fits the content you want to add.

SECTION LAYOUTS

One column

Two columns

Three columns

One-third left

One-third right

3

Choose the layout

Select the number and arrangement of columns that bes

4

Adjust later

You can change an existing section layout or make a section collapsible.

TRY IT: Add a two-column section to your page.

Private group★ Added to favorites👤 1 member

Draft

Share

Edit

Publish changes



Publish

Users on the site won't see the page until you publish it.
Published pages are viewable by users who have the appropriate permissions on the site.

FROM HERE, IT'S POSSIBLE.™

Web Parts

Web parts are the building blocks that add content and functionality to a SharePoint page.

< Toolbox

Text

Add text and tables to your page

Image

Add an image from a library, upload a new one, or search for one online

Link

Use the Link web part to add a link with a preview to internal or external content

Embed

Enrich your page by displaying content from other websites

Highlighted content

Dynamically display content based on content type, filtering, or a search string

File and Media

Insert a variety of different file types on your page

1

Edit the page

Web parts can be added while the page is in Edit mode.

2

Select +

Hover over the page or inside a section and select the + icon.

3

Choose a web part

Common choices include Text, Image, Link, Embed, Highlighted content, and File and Media.

4

Build as you go

Web parts can be moved, edited, or removed later.

TRY IT: Add a Text or Image web part to your new section.

FROM HERE, IT'S POSSIBLE.™

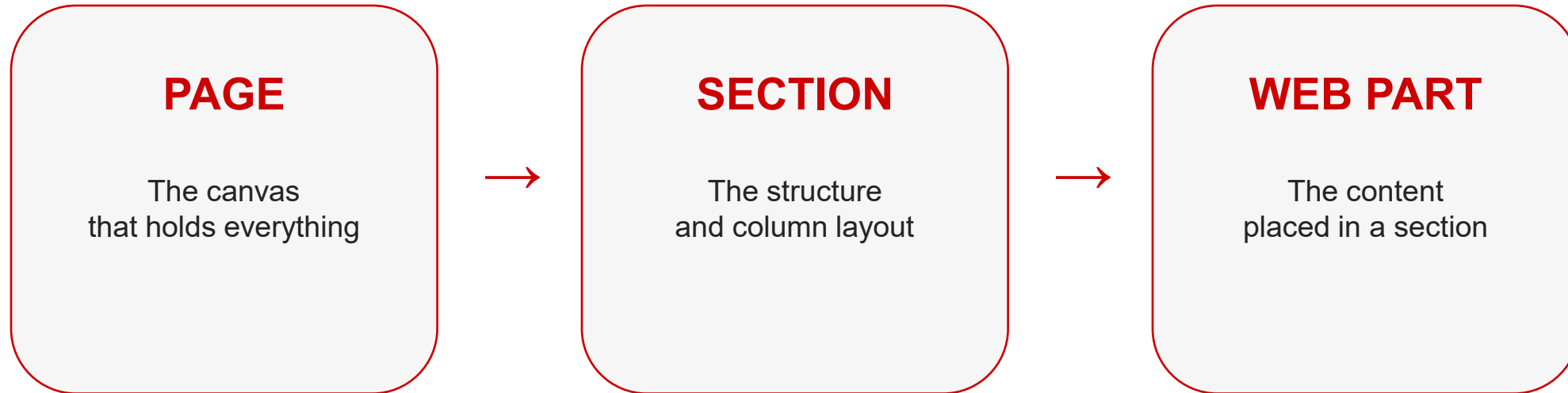
Many more web parts are available.
To see the full list, see <https://aka.ms/webparts>



**IT LEARNING
TECHNOLOGIES**
—
TEXAS TECH
Information Technology

Page → Section → Web Part

Remembering these three points makes editing SharePoint pages much easier.



A page can contain multiple sections, and each section can contain multiple web parts.



Create and Share News

Microsoft provides a short video introduction to creating NEWS on a SharePoint site.

Microsoft Support

Creating News in SharePoint



[Click the video image to open the Microsoft tutorial](#)

NEWS CAN BE USED FOR:

- Announcements
- Status updates
- People news
- Important or timely information

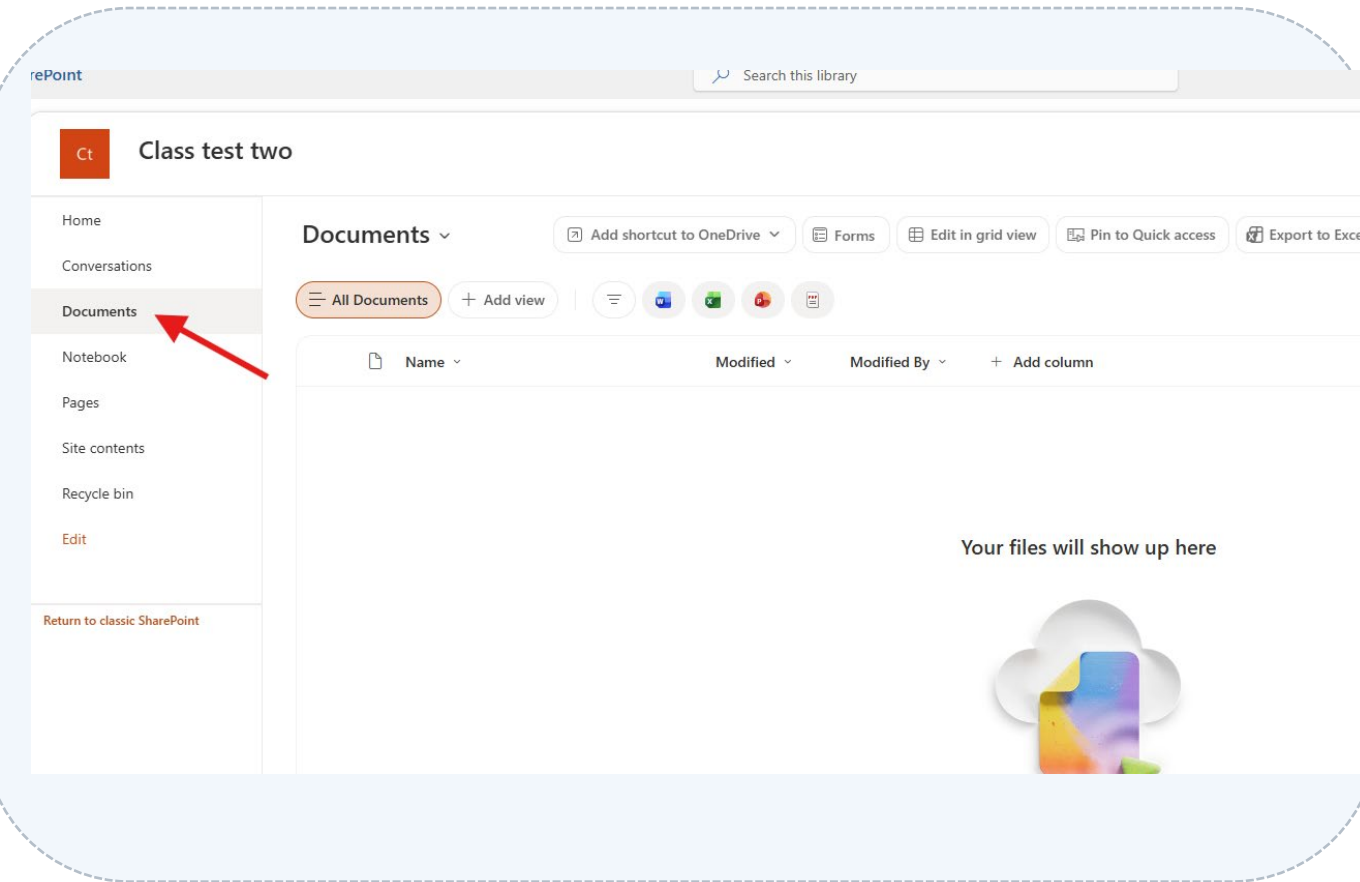
The linked Microsoft page also includes step-by-step instructions.

LETS ADD A NEWS PAGE TO YOUR SITE



IT LEARNING
TECHNOLOGIES
TEXAS TECH
Information Technology

Working With a Document Library



1

Open Documents

From your Team Site navigation, select Documents.

2

Find the command bar

This is where you can create, upload, sync, and work with files.

3

Choose your method

You can upload with the Upload command or drag files directly into the library.

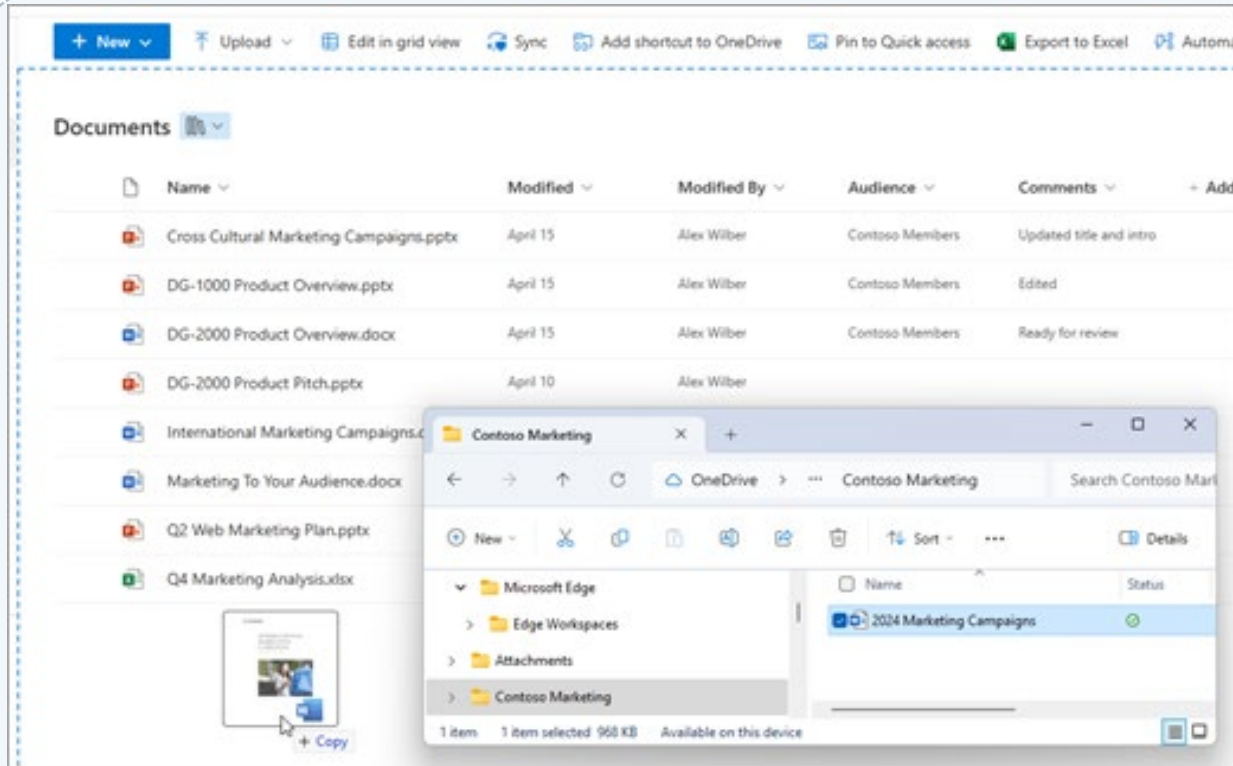
TRY IT: Open the Documents library in your Team Site.

FROM HERE, IT'S POSSIBLE.™



**IT LEARNING
TECHNOLOGIES**
TEXAS TECH
Information Technology

Upload with Drag and Drop



1

Open File Explorer

Navigate to the folder containing the files you want to upload.



2

Drag the file or folder

Drag it over the SharePoint library. The library highlights when you are in the drop area.

3

Drop and confirm

Release the file and confirm that it appears in the Document library.

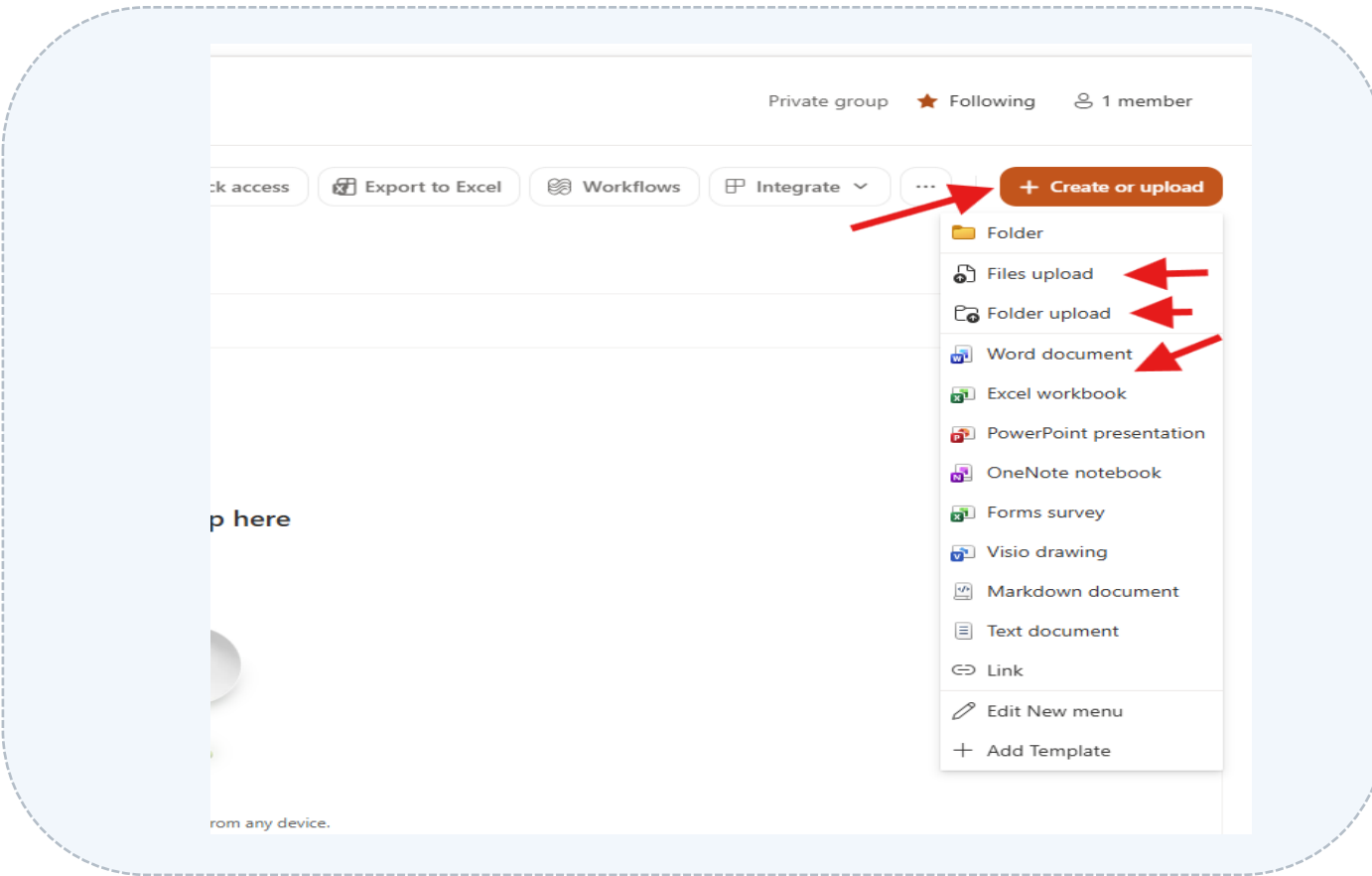
TRY IT: Drag one practice file into your Documents library.

FROM HERE, IT'S POSSIBLE.™



**IT LEARNING
TECHNOLOGIES**
TEXAS TECH
Information Technology

Create or Upload Using the Upload Command



1

Select Upload

At the top of the Documents library, select Upload.

2

Choose what to upload

Select the file or folder option available in your library.

3

Select your content

Browse to the item, select it, and complete the upload.

TRY IT: Use Upload to add a second practice file.

FROM HERE, IT'S POSSIBLE.™



**IT LEARNING
TECHNOLOGIES**
TEXAS TECH
Information Technology

Work with SharePoint Files in File Explorer

When you sync a SharePoint library to your device, its files can appear in File Explorer.

Icon	Meaning
	The sync between your device and cloud storage is pending.
	A blue cloud icon indicates that the file is only available online. <i>Online-only files</i> don't take up space on your computer. You see a cloud icon for each online-only file in File Explorer, but the file doesn't download to your device until you open it. You can't open online-only files when your device isn't connected to the Internet.
	An <i>online-only</i> file. When you open it, it downloads to your device and becomes a <i>locally available file</i> . You can open a locally available file anytime, even without Internet access. If you need more disk space, you can change the file back to online only. Just right-click the file and select Free up space .
	The file is marked as Always keep on this device . These files have been downloaded to your device and take up space, but they're always there for you even when you're offline.

1

Open the synced folder

Navigate to the synced SharePoint location in File Explorer.

2

Add or move files

Files placed in the synced folder upload to SharePoint as syncing occurs.

3

Watch the status icons

Cloud and checkmark icons indicate whether a file is online-only, locally available, or always kept on the device.

TRY IT: Identify the status icon next to a synced file.



Good To Know

A few details can explain why an upload or file behaves differently than expected.

Permissions

You need contributor permissions to create or upload files and folders.

Large uploads

Very large files or many files at once can encounter size or timeout limits.

File paths

Long folder paths and file names can cause problems. Microsoft 365 supports up to 400 characters for the total path.

Check-out & approval

Some libraries may require files to be checked in or approved before others can work with or see them.

Version history

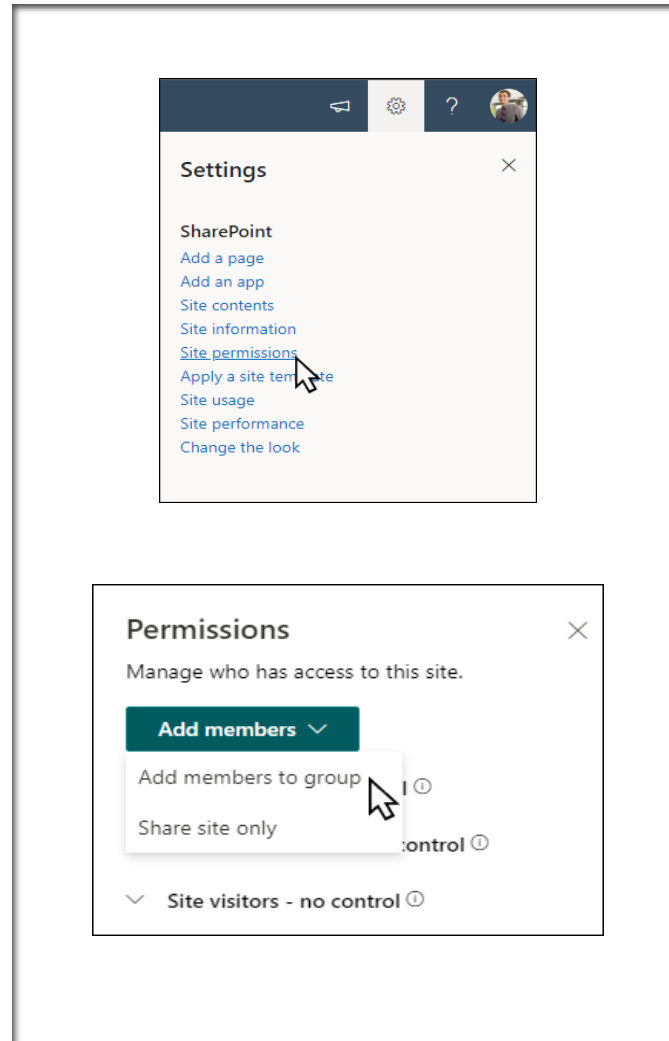
When versioning is enabled, an updated file can become the newest version while earlier versions remain in history.

FROM HERE, IT'S POSSIBLE.™



Sharing Your Site

Share your site with others after you've customized your site, reviewed it, and published the final draft.



FROM HERE, IT'S POSSIBLE.™

1

To Add Members

Select Add Members and then select Add members to Group

2

Select Add Members

Then enter the name (s) of all users want to grant full access to

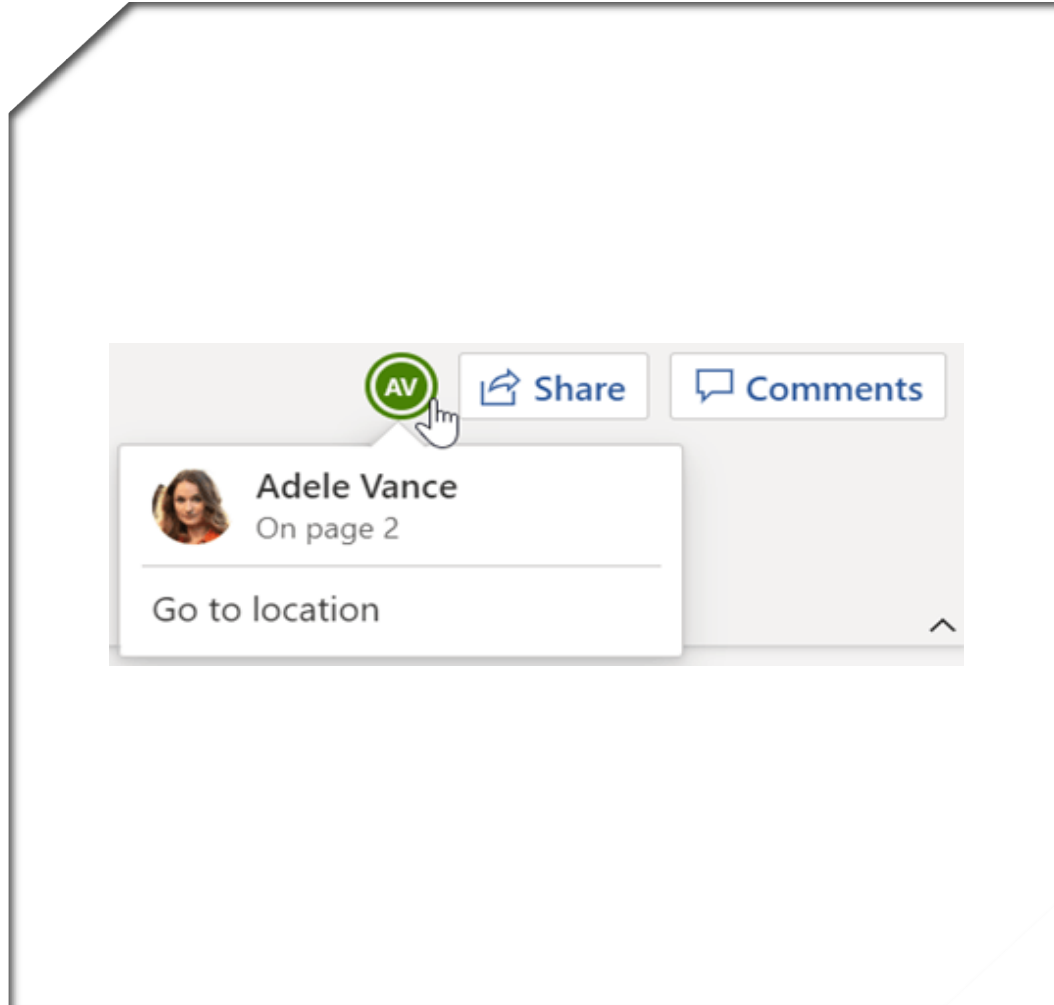
3

Save

Select Save when finished adding members and setting permissions



Who is Working on the Same Document?



1

Open Document

Open the document for editing in Office for the Web.

2

See Who Is in the Document

The number of people currently editing the document appears at the top of the document in Office Online

3

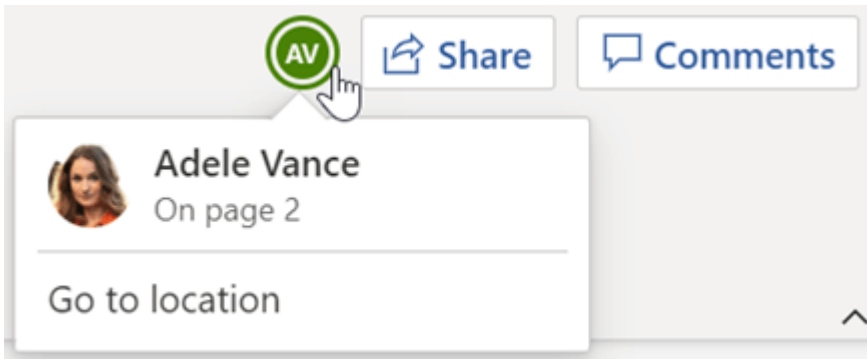
See What's Happening

You will be able to see what is being changed in the document in real time.

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology



- ↓ Open the document for editing in Office for the web.
- ↓ The number of people currently editing the document appears at the top of the document in Office Online.
- ↓ You will be able to see what is being changed in the document in real time

WHO IS WORKING ON THE SAME DOCUMENT?

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology

<https://lookbook.microsoft.com/>

<https://support.microsoft.com/en-us/sharepoint/sites-in-sharepoint/create-and-share-news-on-your-sharepoint-sites>

https://support.microsoft.com/en-us/sharepoint/sharepoint-training/what-is-sharepoint?wt.mc_id=otc_sharepoint

<https://support.microsoft.com/en-us/sharepoint/sites-in-sharepoint/what-is-a-sharepoint-team-site>

<https://ttu.udemy.com/>

RESOURCES

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology

THE END!

So that concludes our SharePoint training.
Now I would like to open things up for
questions.

Please fill out the Course feedback – the
link is on the desktop

FROM HERE, IT'S POSSIBLE.™



IT LEARNING
TECHNOLOGIES
—
TEXAS TECH
Information Technology