

A CLOUD-BASED SERVICE,  
HOSTED BY MICROSOFT,  
WHERE YOU CAN CREATE  
SITES TO SHARE DOCUMENTS  
AND INFORMATION WITH  
OTHERS.



Presented by Technology Support  
Services



# WHAT IS SHAREPOINT ONLINE

# 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.

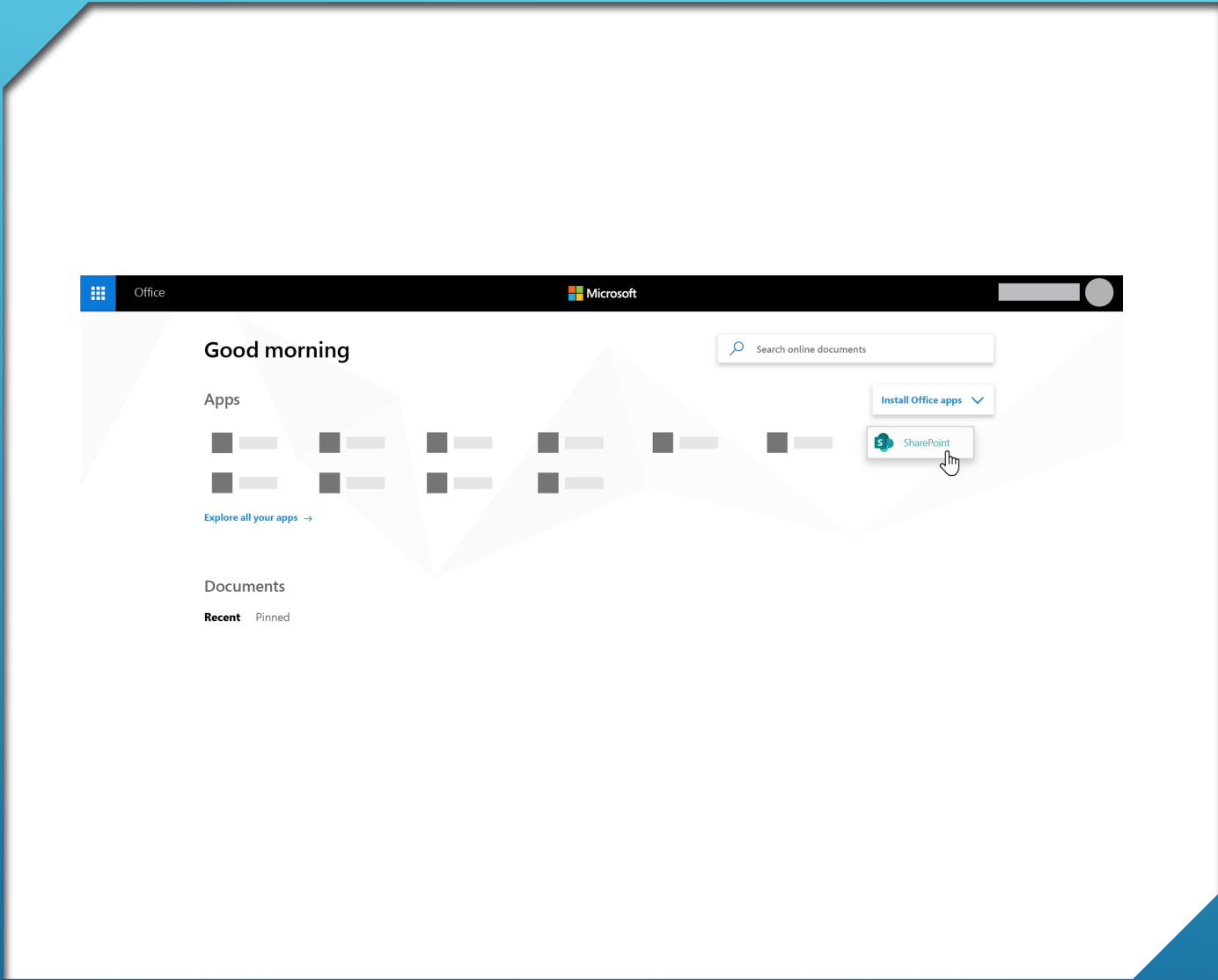
Discover, follow, and search for sites, files, and people across your company.

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



# 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**.

- ▶ Use a communication site to broadcast information out to a broad audience.
- ▶ With a communication site, typically only a small set of members contribute content that is consumed by a much larger audience.
- ▶ 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.



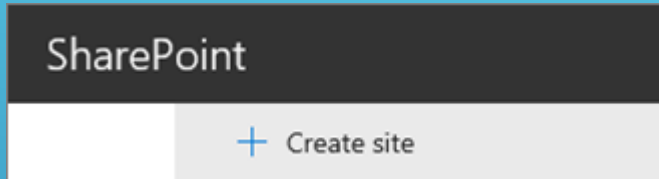
## COMMUNICATION SITE VS. TEAM SITE




- ▶ 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.
  - Create portals, department, or project-specific sites
  - Share company news, announcements, and events
  - Engage dozens, or thousands, of viewers
- ▶ If you need a site for collaborating with your team, use a team site instead.

## WHAT IS A COMMUNICATION SITE

- ▶ At the top of the SharePoint home page, click + Create site and then choose the option for Communication site




**Create a site**  
Choose the type of site you would like to create or learn more about team sites and communication sites.



**Team site**  
Create a private space to collaborate with your team.

- 📅 Track and stay updated on project status
- 🔄 Share team resources and co-author content
- 👤 All site owners and members author site content



**Communication site**  
Share information that engages and informs viewers.

- 🗨️ Create portals, department, or subject-specific sites
- 👥 Engage dozens or thousands of viewers
- 👤 Few content authors and many site visitors

# CREATING A COMMUNICATION SITE

## Create a communication site

Showcase stories, spotlight topics, and broadcast news and events to audiences across your organization.

Communication sites often have a few site owners and members that help manage and update site content, and many site visitors that view content. [Learn more](#)



### Site name \*

The site name is available.

### Site address \*

This site address is available with modification.  
<https://texastechuniversity.sharepoint.com/sites/test63>

### Site description

### Select a language

Select the default site language for your site. You can't change this later.

# CREATING A COMMUNICATION SITE

Name

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

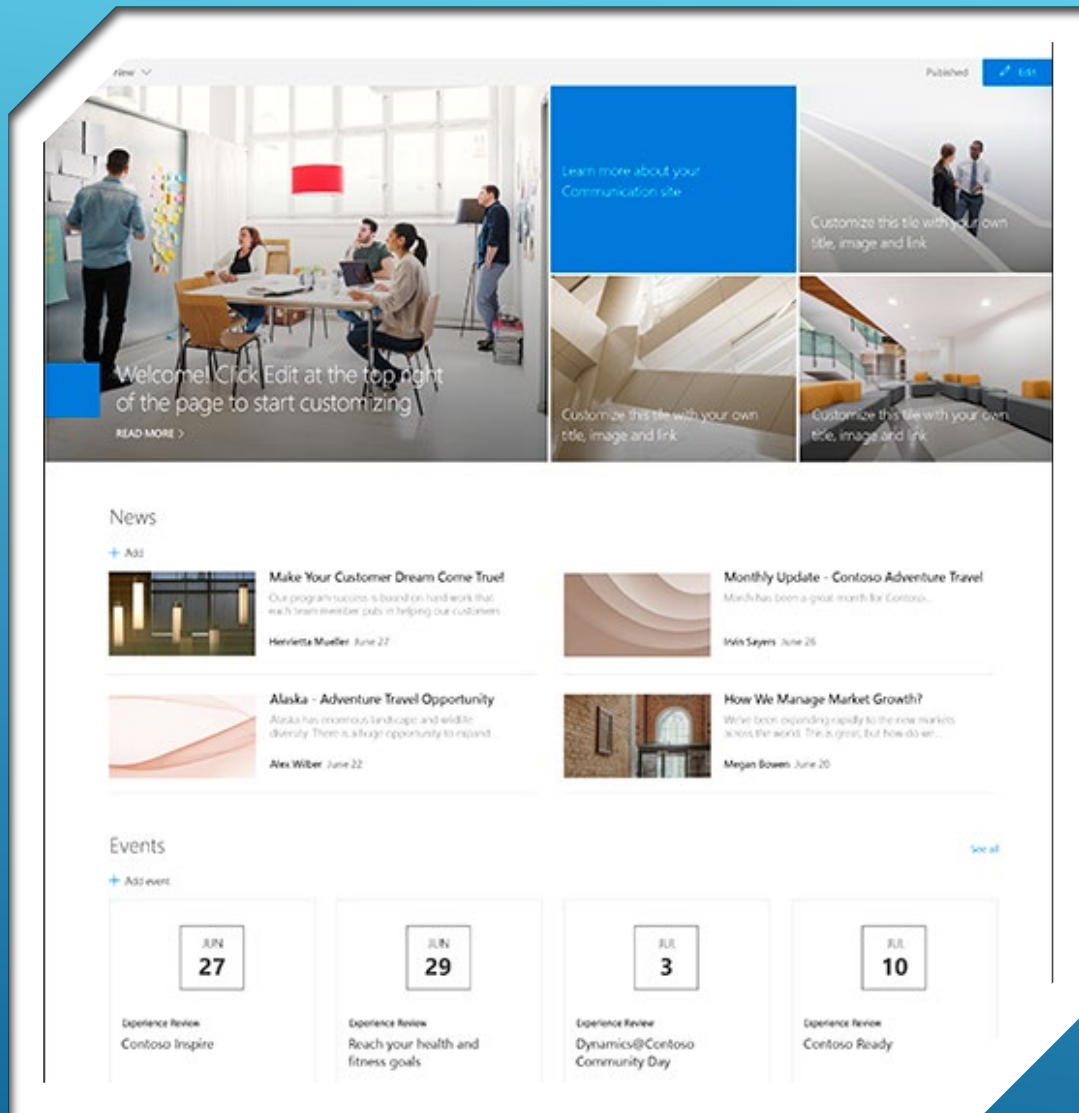
Choose

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

Select next/finish and your new site will open.

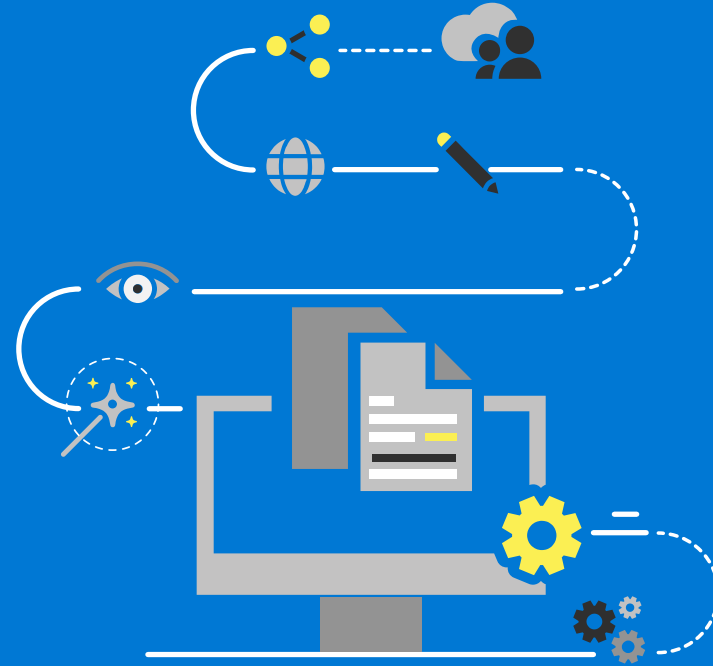




- ▶ When you create a communication site in SharePoint, you can start with a blank site or choose one of the other site templates, each of which comes with a default set of web parts. Some of the communication site template options are:
  - **Topic** to share information such as news, events, and other content.
  - **Showcase** to use photos or images to showcase a product, team, or event.
  - **Blank** to create your own design.
- ▶ **Note:** The Topic site is the default SharePoint communication site.

# TEMPLATES

# How to customize your Microsoft SharePoint Online website

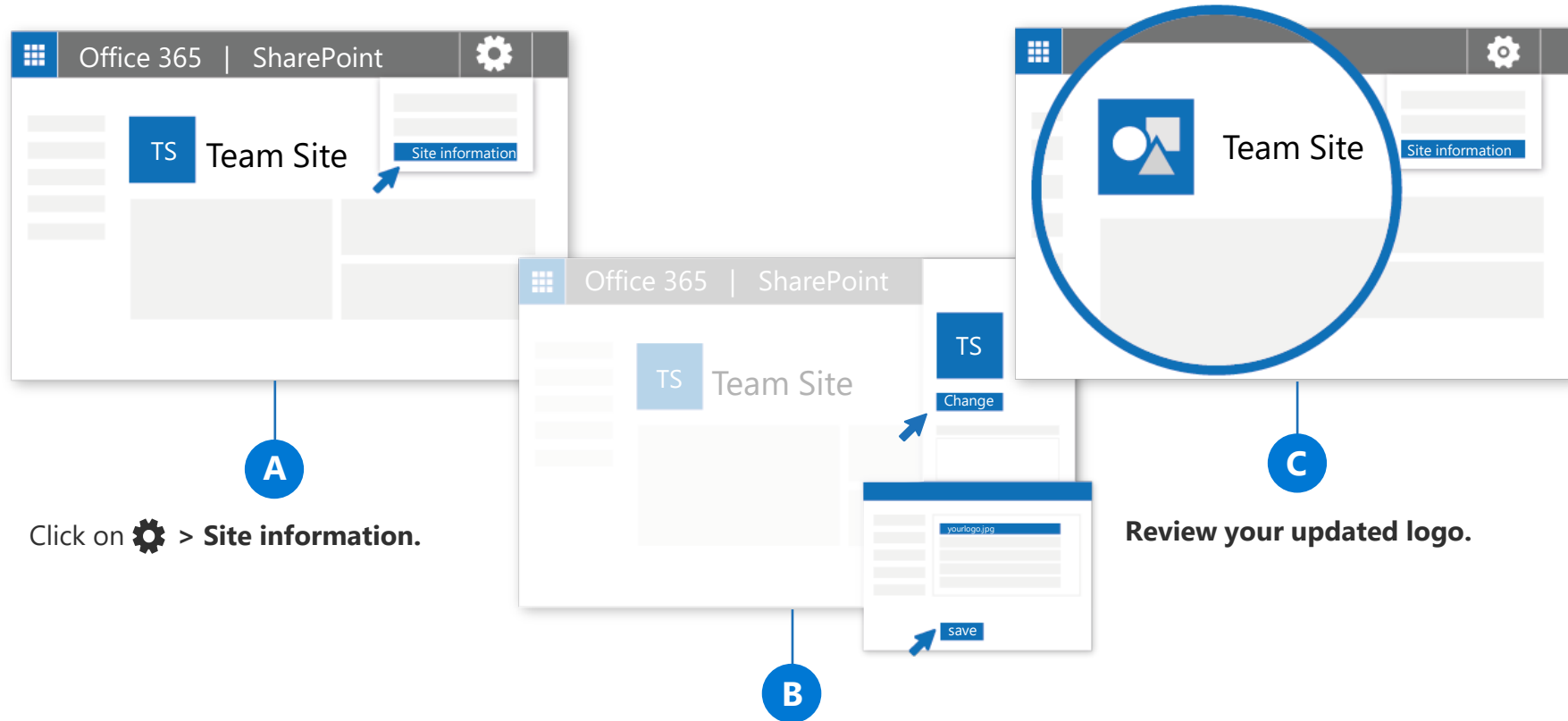


These next tips will help you find out how to:

- 1 Customize logo
- 2 Customize navigation
- 3 Customize theme
- 4 Customize page layout
- 5 Customize web parts

# Customize your logo

You can change the logo for your site.



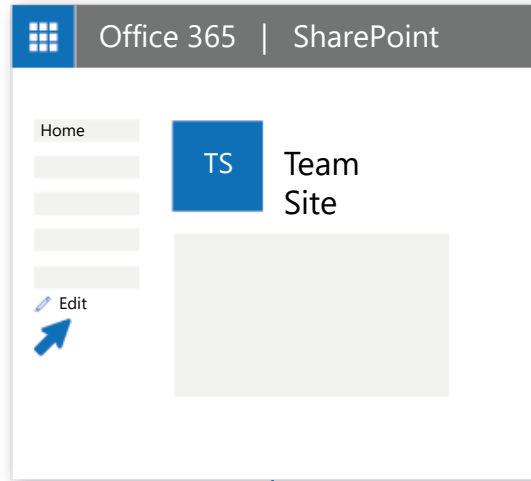
Click on  > **Site information**.

**Review your updated logo.**

The Site information panel will open.  
Click **Change the look and then choose Header**,  
Scroll down to Site logo, Select Change  
select the image you want to use, then click **Open** > **Save**. Recommended logo size is 64px x 64px.

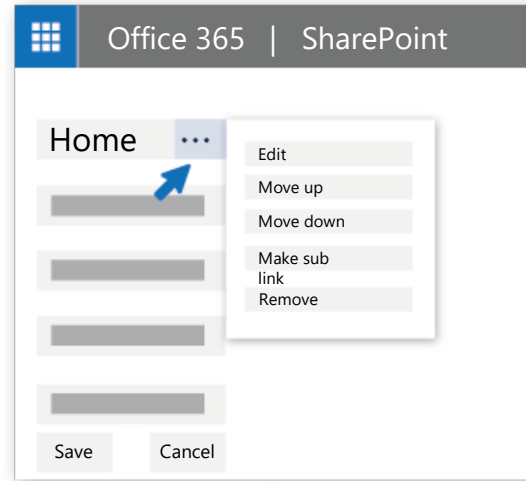
# Customize the navigation

You can add, delete, or change the order or position of links on the left-hand (Quick Launch) nav, top nav, or hub nav bar.



A

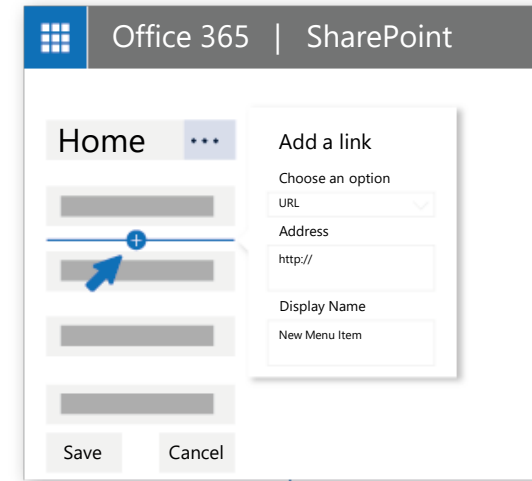
To make changes to the nav, click **Edit**. (NOW AT THE TOP in Communication site)



B

To edit existing links, click the ellipses (...) next to the link.

- Edit** - Changes the address and/or display name
- Move up** - Moves the link up
- Move down** - Moves the link down
- Make sub link** - Makes the link a sub link of the link above it
- Promote sub link** - Converts a sub link to a top-level link
- Remove** - Deletes the menu item

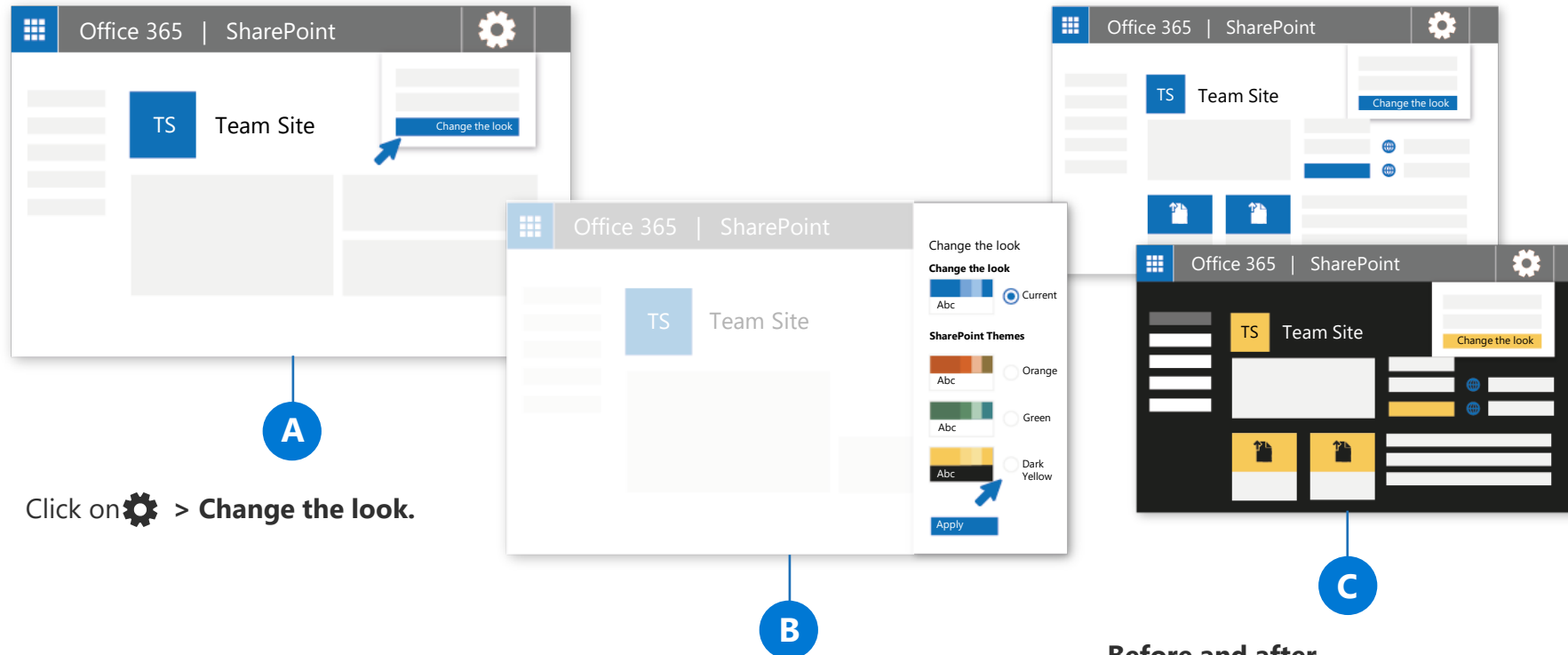


C

To add a new link, click the + icon that appears when you place your mouse pointer above or below a link. In the dialog box that appears, choose URL to add a custom link or choose one of the default items associated with your site. Then click **OK**.

# Customize the theme

Here's how to change the look of your SharePoint Online website.



Click on  > **Change the look.**

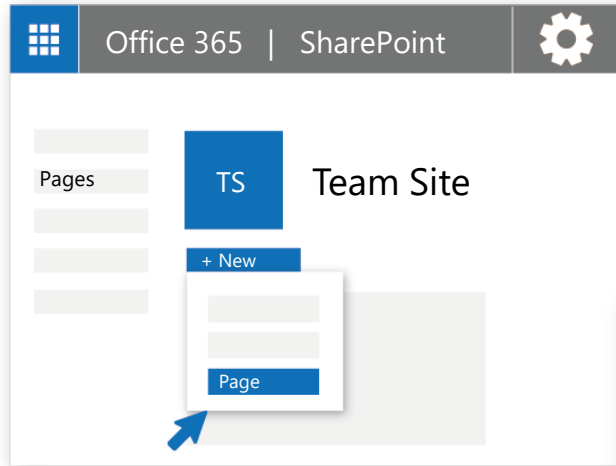
The Change the look panel will open. Select the theme you want to use and then click **Apply**. If selecting an out-of-the-box theme, you can further customize the main and accent colors.

## Before and after

Here's an example of what happens when you choose the Dark Yellow theme for a SharePoint Online team site. The background turns to black, the text switches to white, and the other elements change from blue to yellow.

# Add pages

You can easily add new pages and content to your site. Here's how:

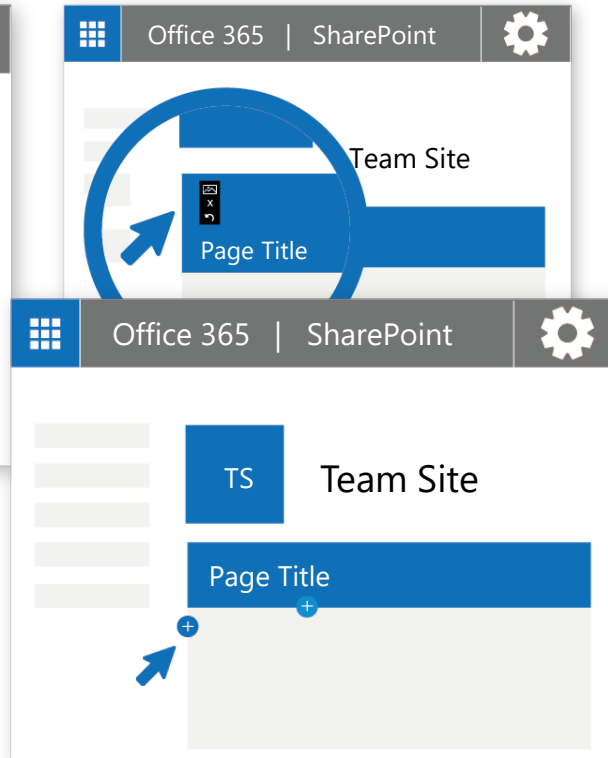


A

Click on **New>Page**

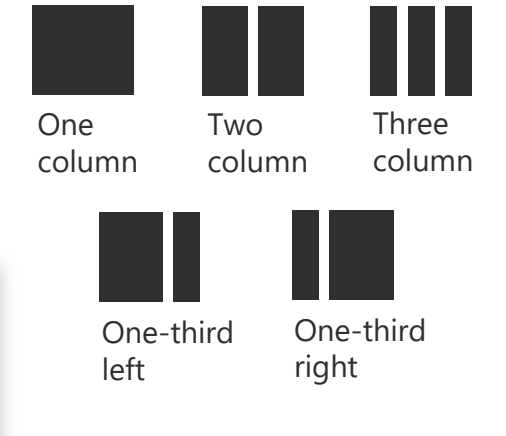
## Publish

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.



B

You can add a page title and image



C

Click the + icon on the left to add sections and columns  
Click the + icon in the center to add web part

# Web parts

When designing a page, you can add different elements to build unique and impactful web content.



A

To add web parts, click the + icon that appears when you hover over the page or within a section in a page.

B

Here are some commonly used web parts

## 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 web sites

## Highlighted content

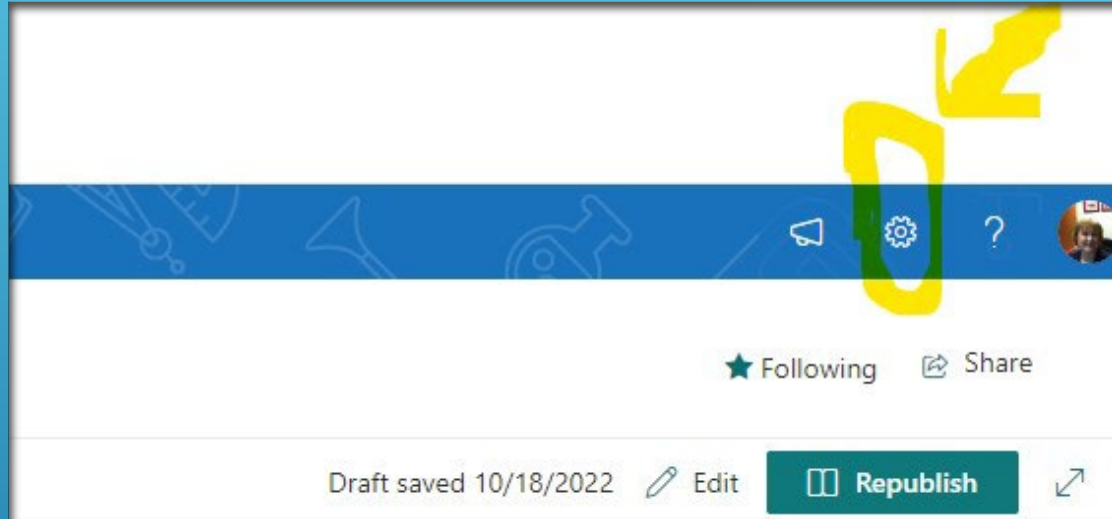
Dynamically display content based on content type, filtering, or a search string

## File viewer

Insert a variety of different file types on your page

Many more web parts are available.

To see the full list, see <https://aka.ms/webparts>

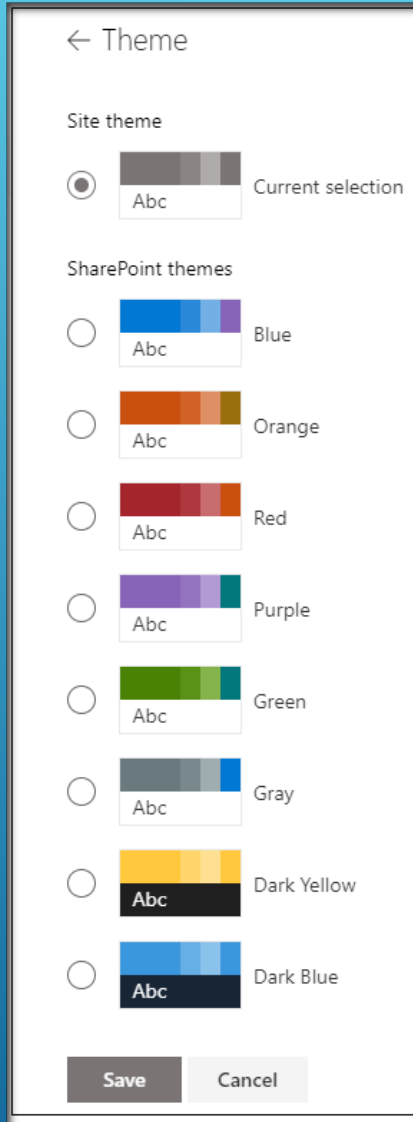


- ▶ Click on the settings icon on the top right corner of your site
- ▶ Click on change the look

- DEEPER LOOK AT CUSTOMIZATION

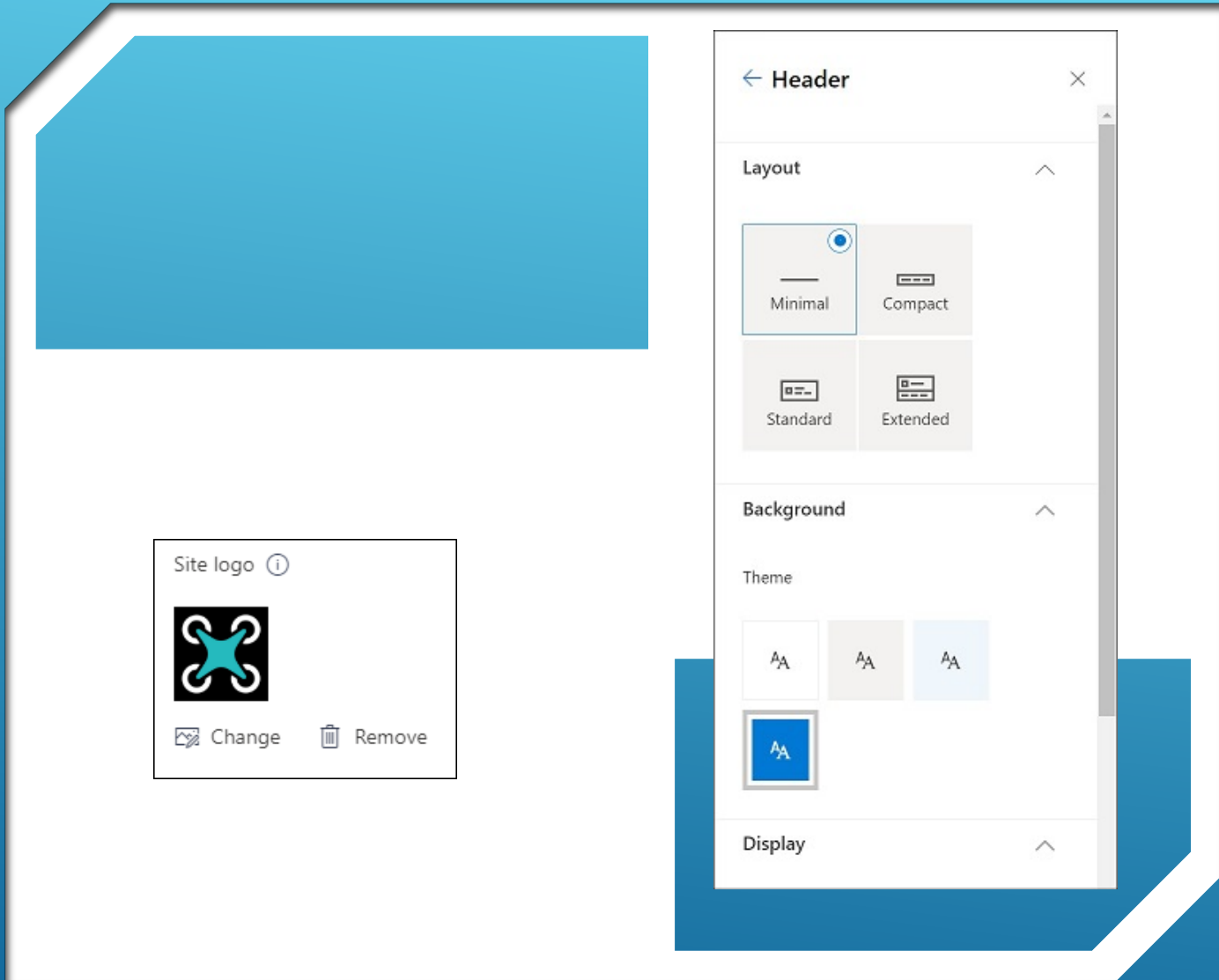
THERE ARE SEVERAL THINGS YOU CAN DO TO CUSTOMIZE YOUR SHAREPOINT SITE IN MICROSOFT 365





- ▶ You can change the look and color for your site theme

# THEME



# HEADER

From here you can change the header and logo



### Edit navigation

- Home ...
- Documents ...
- Pages ...
- Site contents ...



### Add

Choose an option

Link

Address

http://

Display name

Type the display text

Open in a new tab

OK

Cancel

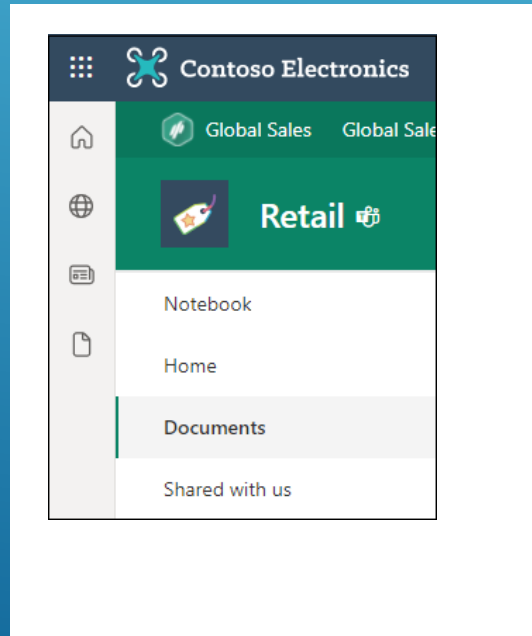
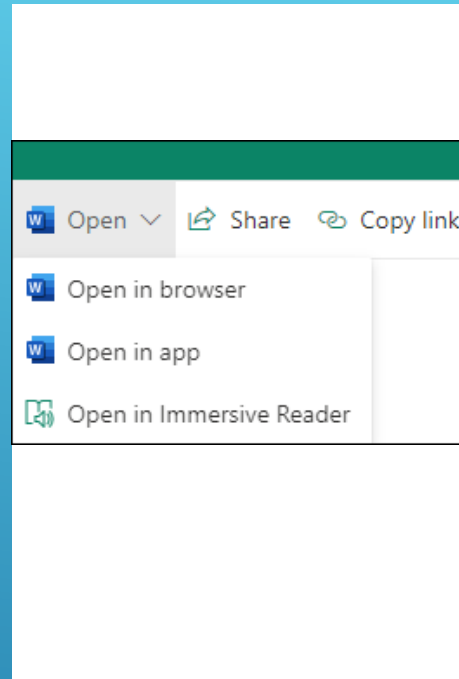
- ▶ Select Edit to the right of the navigation menu
- ▶ Hover in between the existing links where you want to add and click the + sign
  - ▶ A link will add a link to a site either internal or external
  - ▶ A label will add text to your navigation menu that is not clickable
- ▶ Type or paste the web address of the link in the address box
- ▶ Type the name you want to show in the navigation bar
- ▶ Put a check in Open in New Tab
- ▶ Click OK

# NAVIGATION



- ▶ SharePoint offers you the ability to collaborate on documents at the same time. It gives you a central location for storing documents so that they are available to everyone you share with.

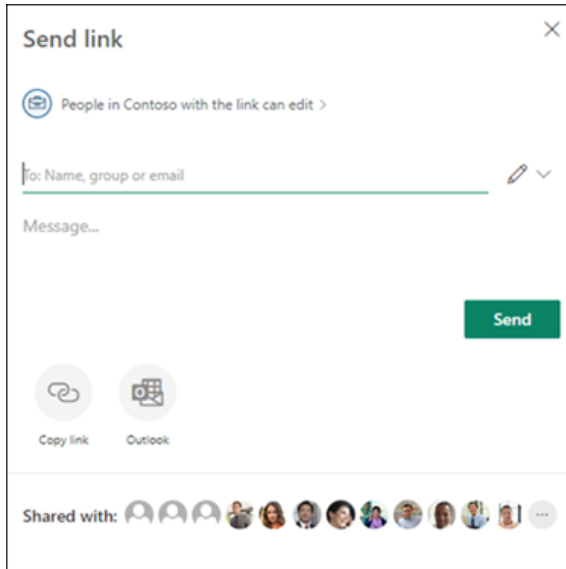
# COLLABORATE



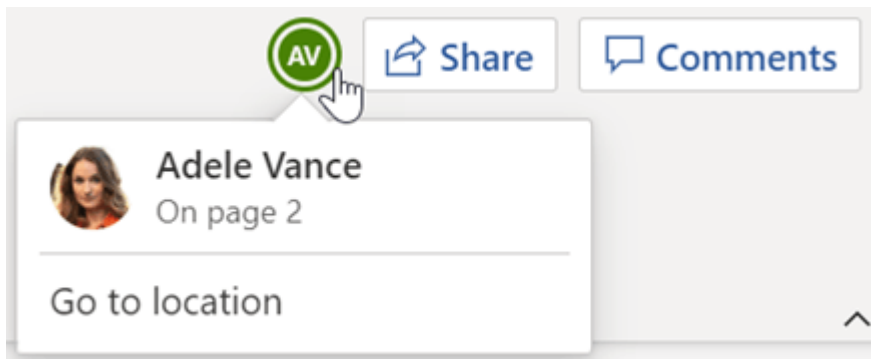
- ▶ Go to your SharePoint site
- ▶ Click Documents from the Top Menu
- ▶ Select a document to view

# OPEN A DOCUMENT FROM THE LIBRARY

- ▶ Select the document you want to share
- ▶ Select Share
- ▶ You have three options
  - ▶ Type the names or email address of those you want to share with and add a message then send
  - ▶ Select COPY LINK to create a direct link to the file that you can then share via email or IM
  - ▶ Select Outlook to open Outlook on the web and add a link to the file in the new message



# SHARE A DOCUMENT

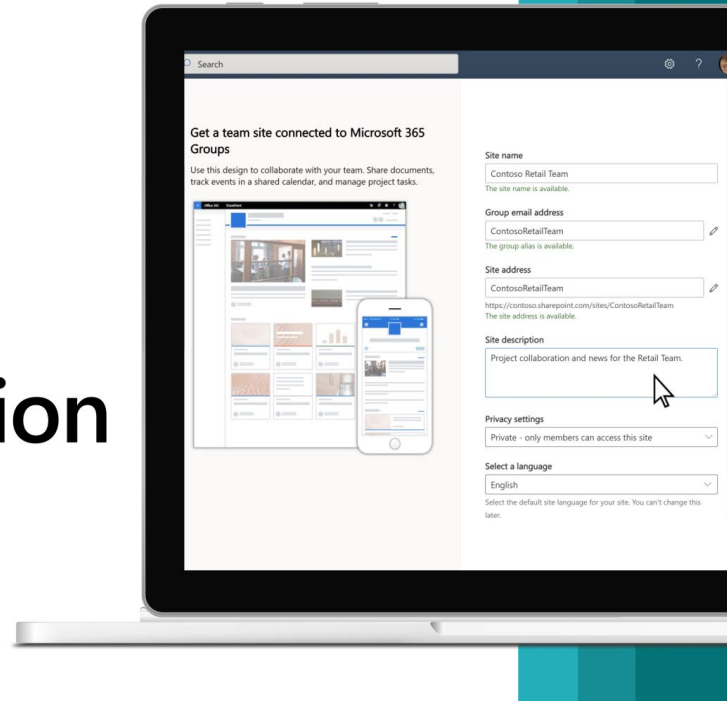


- ▶ Open the document for editing in Office for the web.
- ▶ The number of people currently editing the document appears at the top of the document in Office Online.
- ▶ You will be able to see what is being changed in the document in real time

WHO IS WORKING ON  
THE SAME DOCUMENT?

SharePoint

# Create a Team or Communication site

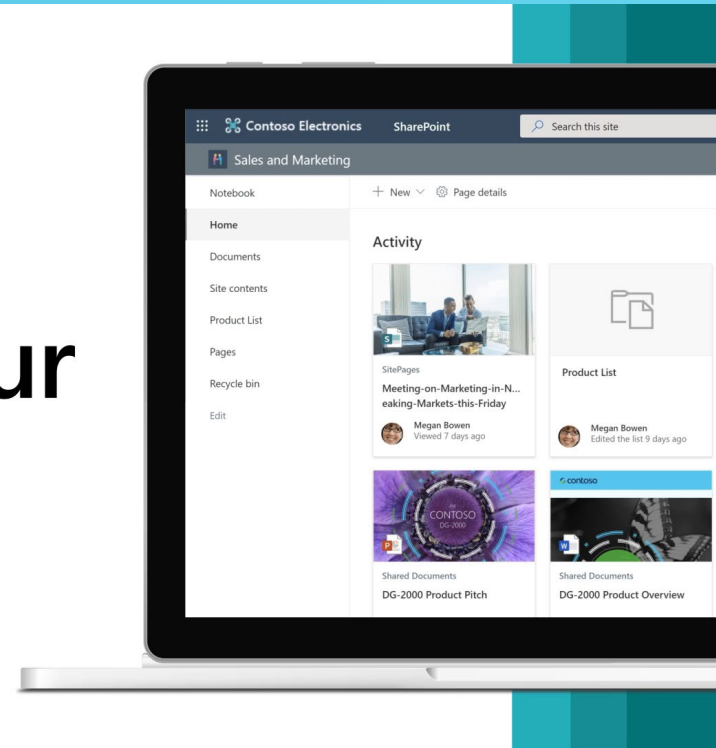


TEAMS SHAREPOINT SITE



SharePoint

# Explore your team site

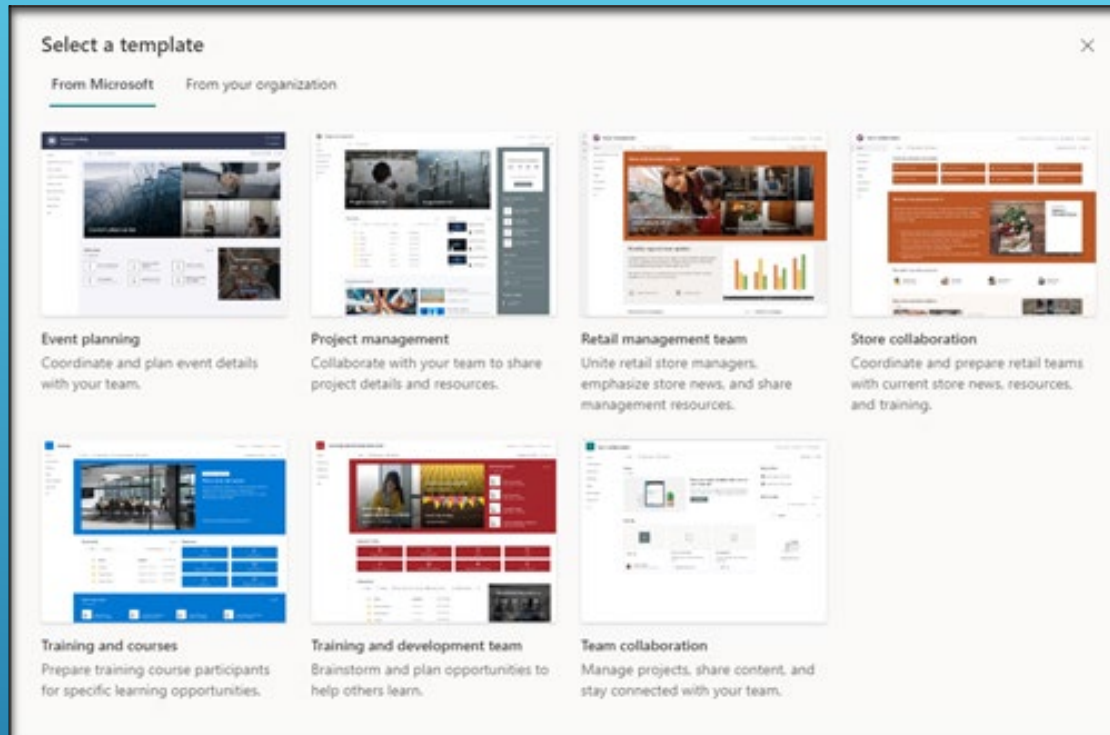


A MICROSOFT SHAREPOINT TEAM SITE CONNECTS YOU AND YOUR TEAM TO THE CONTENT, INFORMATION, AND APPS YOU NEED.



- ▶ 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 for broadcasting information out to others, use a communication site instead.

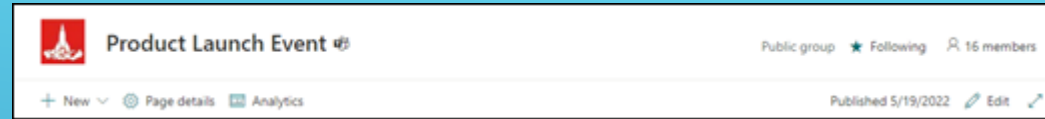
## WHY USE A TEAMS SITE?



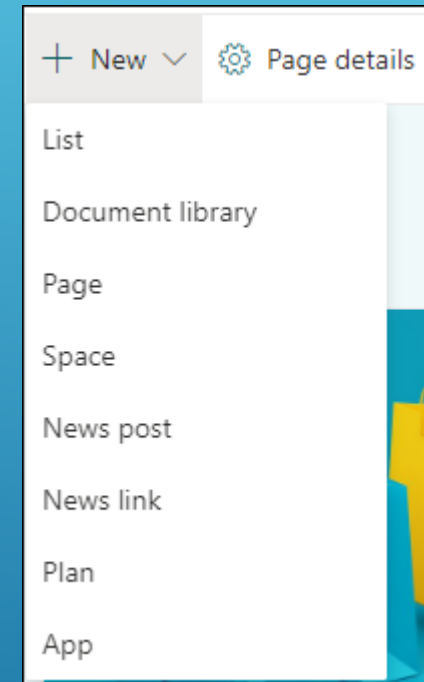
- ▶ Start by creating a new team site. By default, you will get a new Team collaboration site template.
- ▶ To browse more team site templates, select **Settings** and then **Site templates** to view template options.
- ▶

# CREATE A TEAM SHAREPOINT SITE

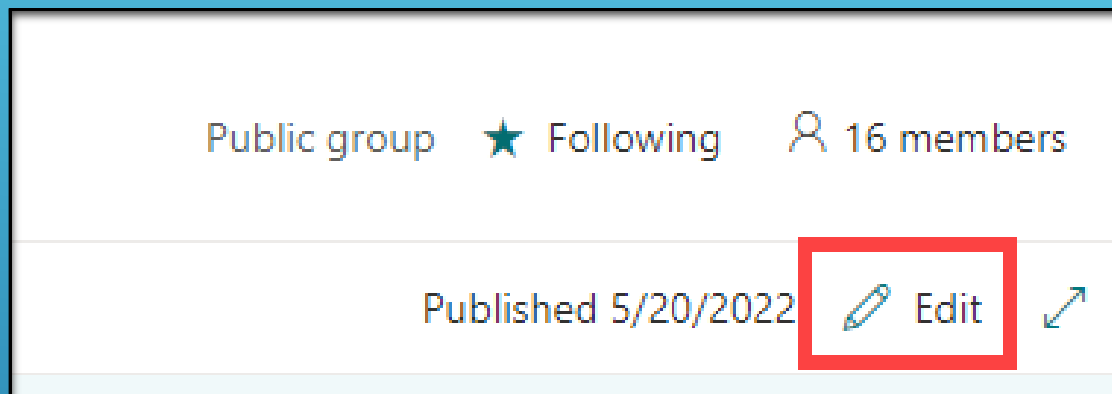
- ▶ At the top of a team site, you'll see the site logo, the name of the site, and whether the site is private (only approved members can view) or public (anyone in your organization can view).



- ▶ If you have permission to edit the site, there's also a link at the top of the team site to add a new list, document library, page, space, news post or link to a news post, Microsoft Planner board, or SharePoint app to the site.

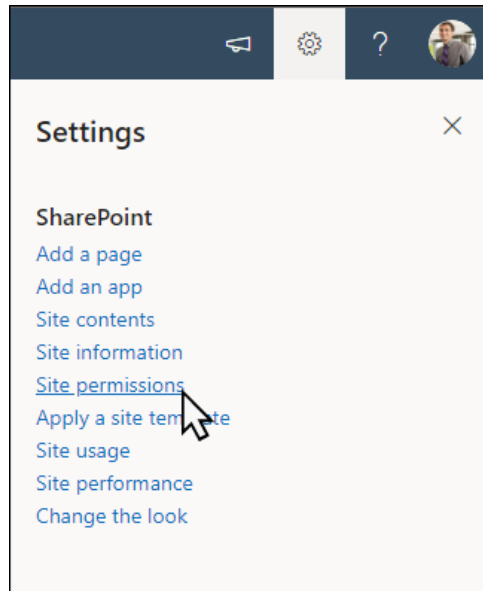


## REVIEW TEAMS SITE CONTENT

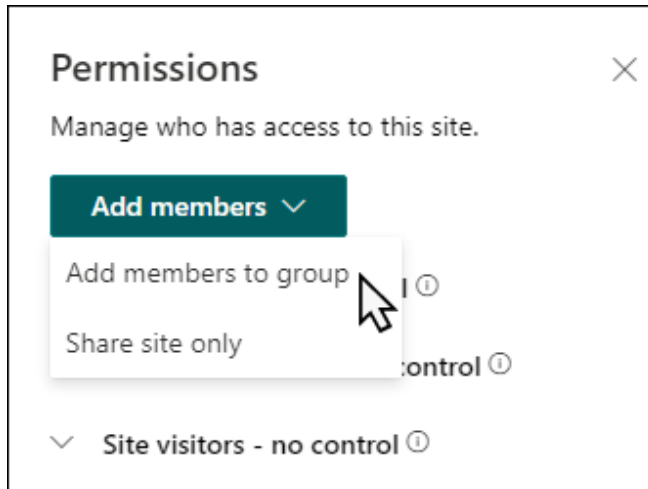


- ▶ If you have edit or owner permissions on the site, you can edit the home page by clicking **Edit** in the top right corner of the page and then make your changes.
- ▶ The editing in a Teams Site is very similar to the previous training you saw here for a Communications site.

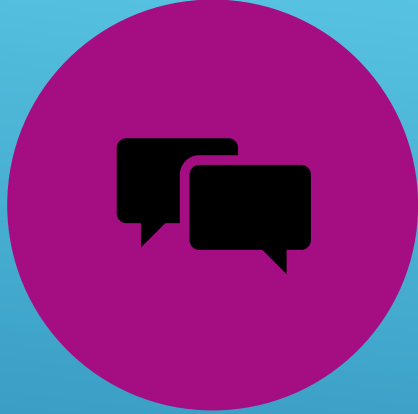
## EDIT THE HOMEPAGE



- ▶ Share your site with others after you've customized your site, reviewed it, and published the final draft.
- ▶ Select **Add members** and then select **Add members to group**.
- ▶ Select **Add members** then enter the name(s) of all users you want to grant full access to team site content, shared resources like the team Outlook calendar and editing rights to the site.
- ▶ Select **Save** when finished adding members and setting permissions.



# SHARING YOUR SITE



SHAREPOINT  
LOOKBOOK



SHAREPOINT VIDEO



TEAMS SHAREPOINT  
SITES

# RESOURCES



# THE END!

- ▶ So that concludes our SharePoint training. Now I would like to open things up for questions and hands on lab time.
- ▶ ANY QUESTIONS!