

SharePoint is a powerful collaborative environment that allows you to communicate, manage documents, schedule events, utilize tasks and solve many other problems from one central location. This guide focuses on the Basic Features of SharePoint.

Dynamic Navigation

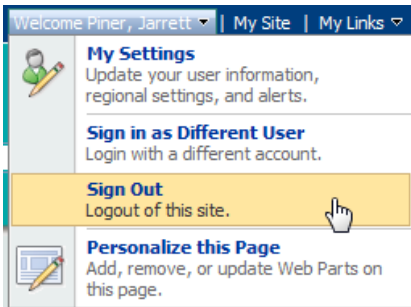
Anywhere in the WORKSPACE, point in the SITE TABS or BREAD CRUMBS for the Top-level or the Subsite to move up and down in the hierarchy.

UNCW > ITSD > TLearn

TELearn > Shared Documents > Procedures

Sign Out

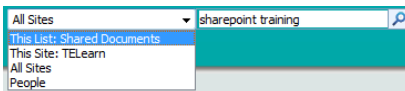
From the Site Navigation bar, click WELCOME (your name), then SIGN OUT.



Simple Search for a File or Item

You may search for files or items from anywhere in the site.

1. Drop open the SEARCH NAVIGATION menu to specify where you want to search.

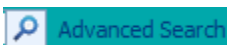


2. In the KEYWORD box, enter a keyword or several as your search criteria.

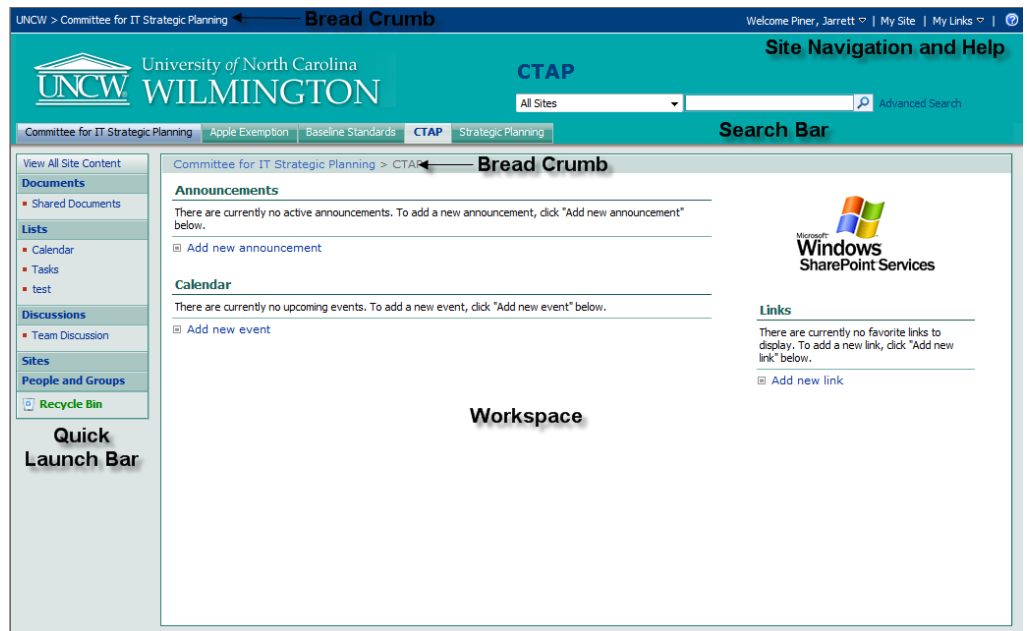
3. Click the MAGNIFY GLASS button.

Advanced Search

1. Click the ADVANCED SEARCH link to search for specific criteria.



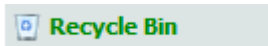
2. Enter all the appropriate fields to help narrow your search.
3. Click SEARCH.



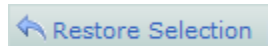
Recycle Bin

You deleted a document and want to restore that document back into the Document Library.

1. Click the RECYCLE BIN option on the QUICK LAUNCH BAR.



2. From the Recycle Bin page, check the BOX next to the document.
3. Click RESTORE SELECTION.



4. A pop up window will display, click OK to restore.

Add an Alert

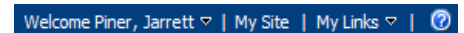
You can request notification through email about additions, deletions, and changes to many items such in the Shared Document Library.

1. Click on the Document Library.
2. Click ACTIONS and select Alert Me.
3. Enter the preferred Subject title.
4. In the CHANGE TYPE section, specify whether you want to be notified for all changes, or when items have been added, changed, or deleted.

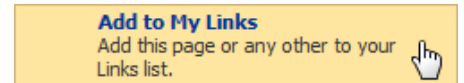
5. In the WHEN TO SEND ALERTS section, click how often you want to be notified of changes.
6. Click OK.

Add a link to My Links

1. Go to the page that you want located under your My links.
2. From that location, on the Site Navigation Bar click the MY LINKS drop down arrow.



3. Select Add to My Links



4. From the Add to My Links webpage, leave the Title and Address as is, and select who you want to show the links to.
5. Click OK.
6. To view your new link, click the MY LINKS drop down arrow.
7. You may also create links for external sites by manually typing in the web page address.