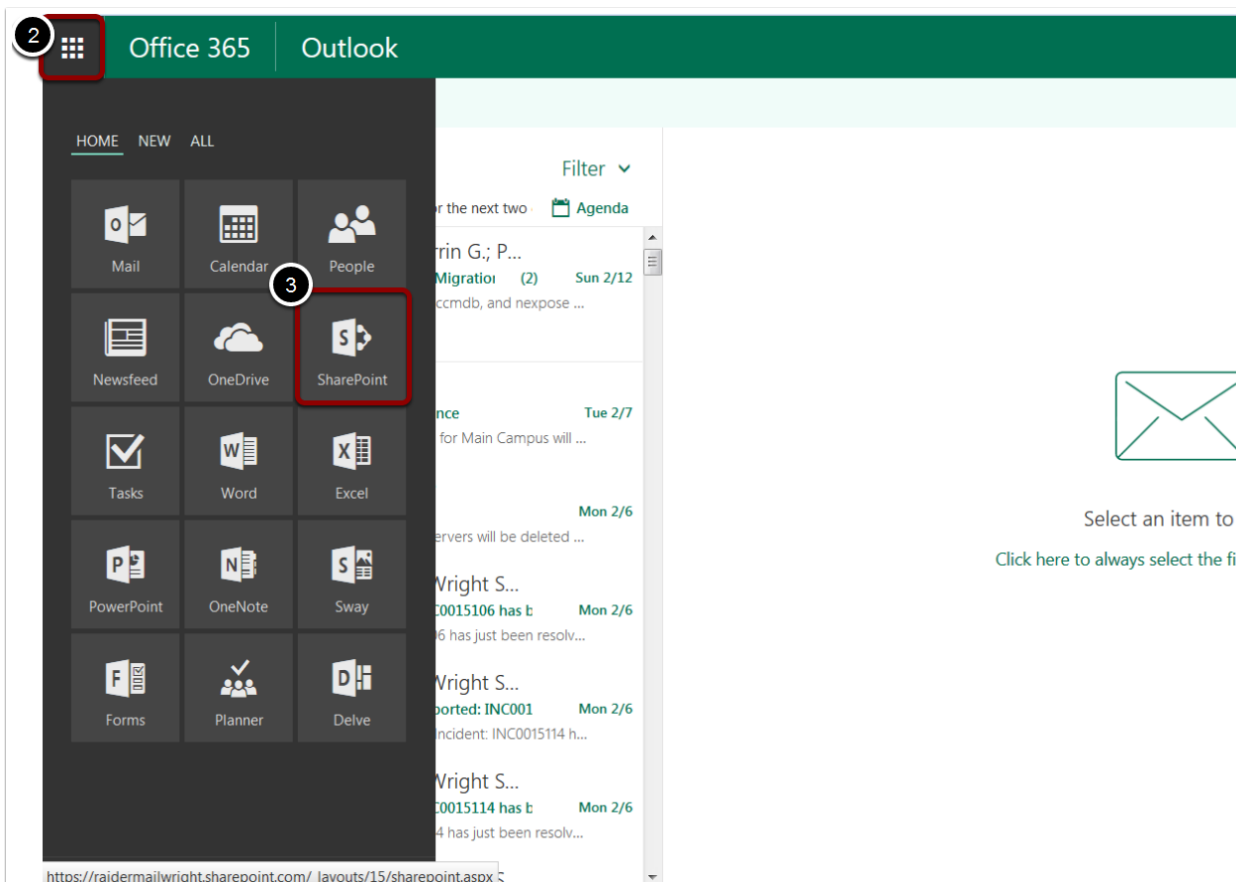


# SharePoint Online Basics Training

*SharePoint is a portal that helps facilitate, communicate, and store common documents for better productivity.*

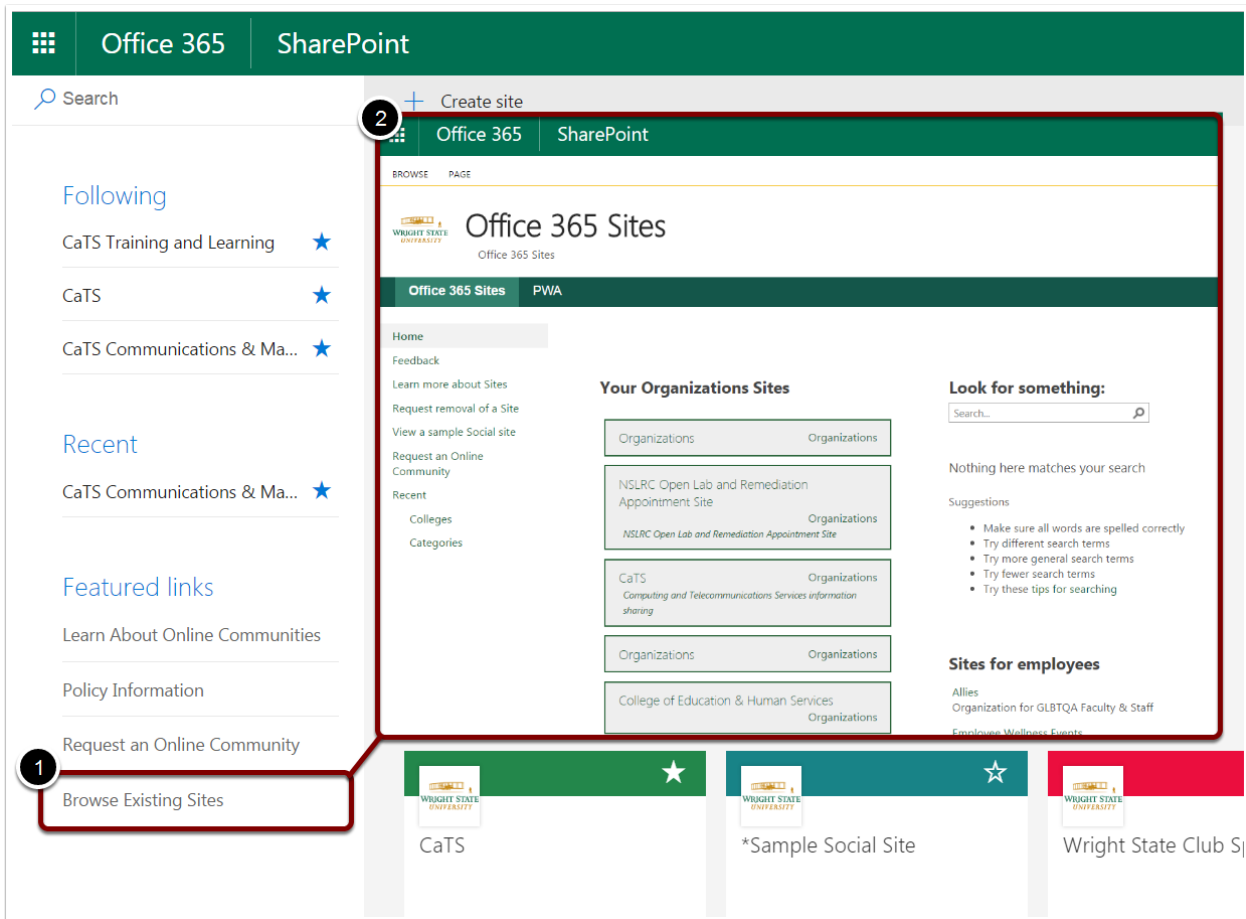
## Accessing SharePoint

1. Login to your Office 365 Account.
2. Click the **grid icon**.
3. Click **SharePoint**.



# Browsing Sites

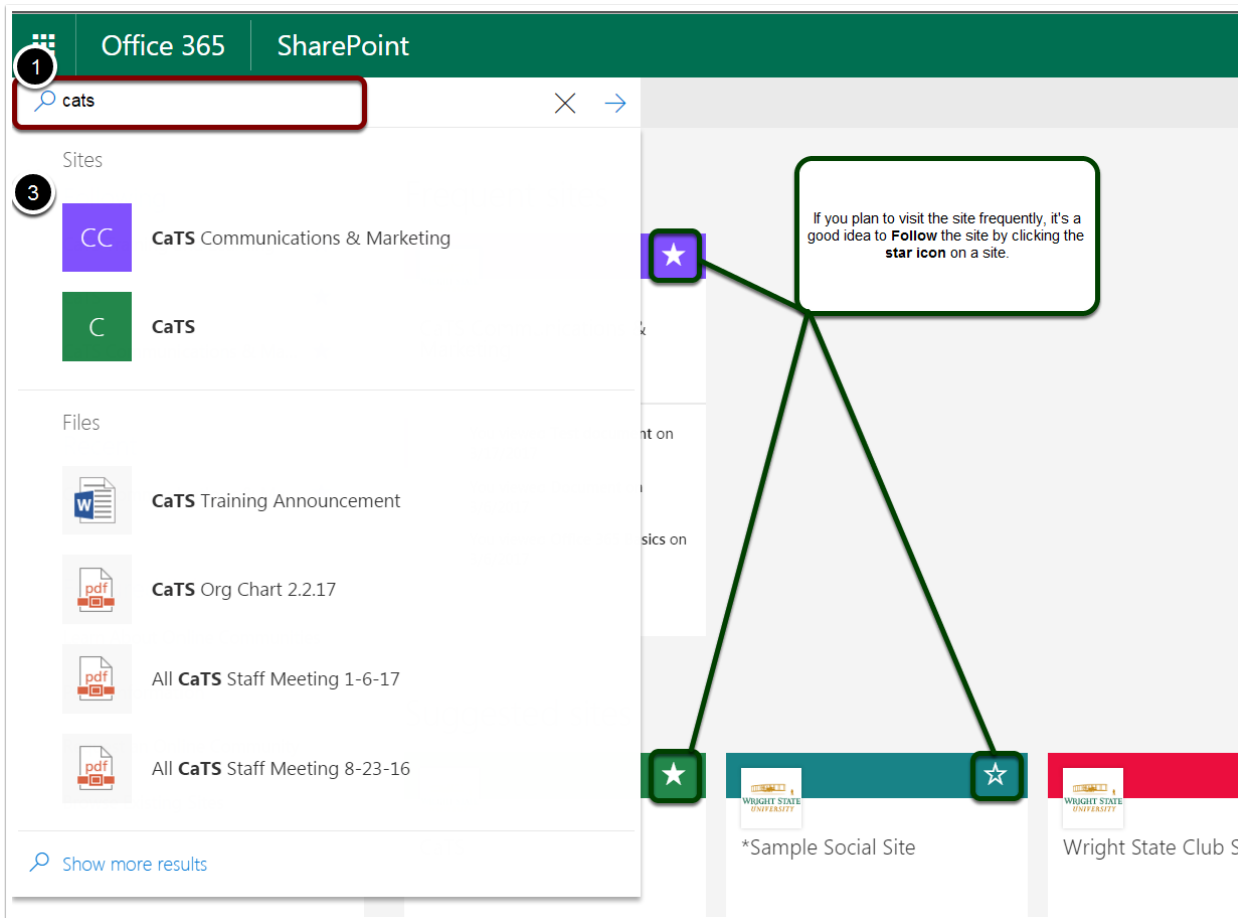
1. Click **Browse Existing Sites**.
2. A new window will appear with a list of public sites you can view and follow.



# Searching for a Site

1. Click in the **Search engine**.
2. Search for the site you would like to visit.
3. Click the site once it comes up, or hit **Enter** once you have finished typing. The site will then open in a new tab.

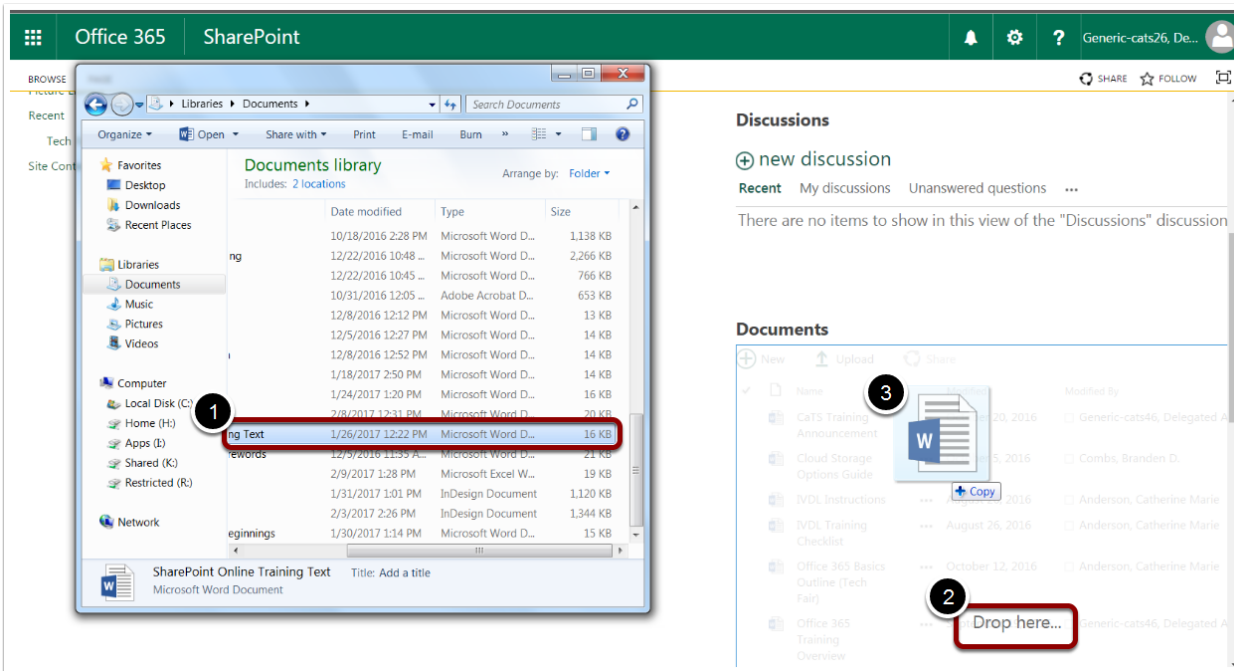
**\*\*Note\*\*** If you search the name of a site you know exists and it doesn't appear in the options, try clicking the **Show more results icon** at the bottom.



# Using the Drag and Drop Feature

1. Select the file you would like to add to your SharePoint Site.
2. Drag the file to document library until it reads, “Drop here...”
3. Drop the file.

**\*\*Note\*\*** You can also move the file from one folder to another within the same site using the same steps.



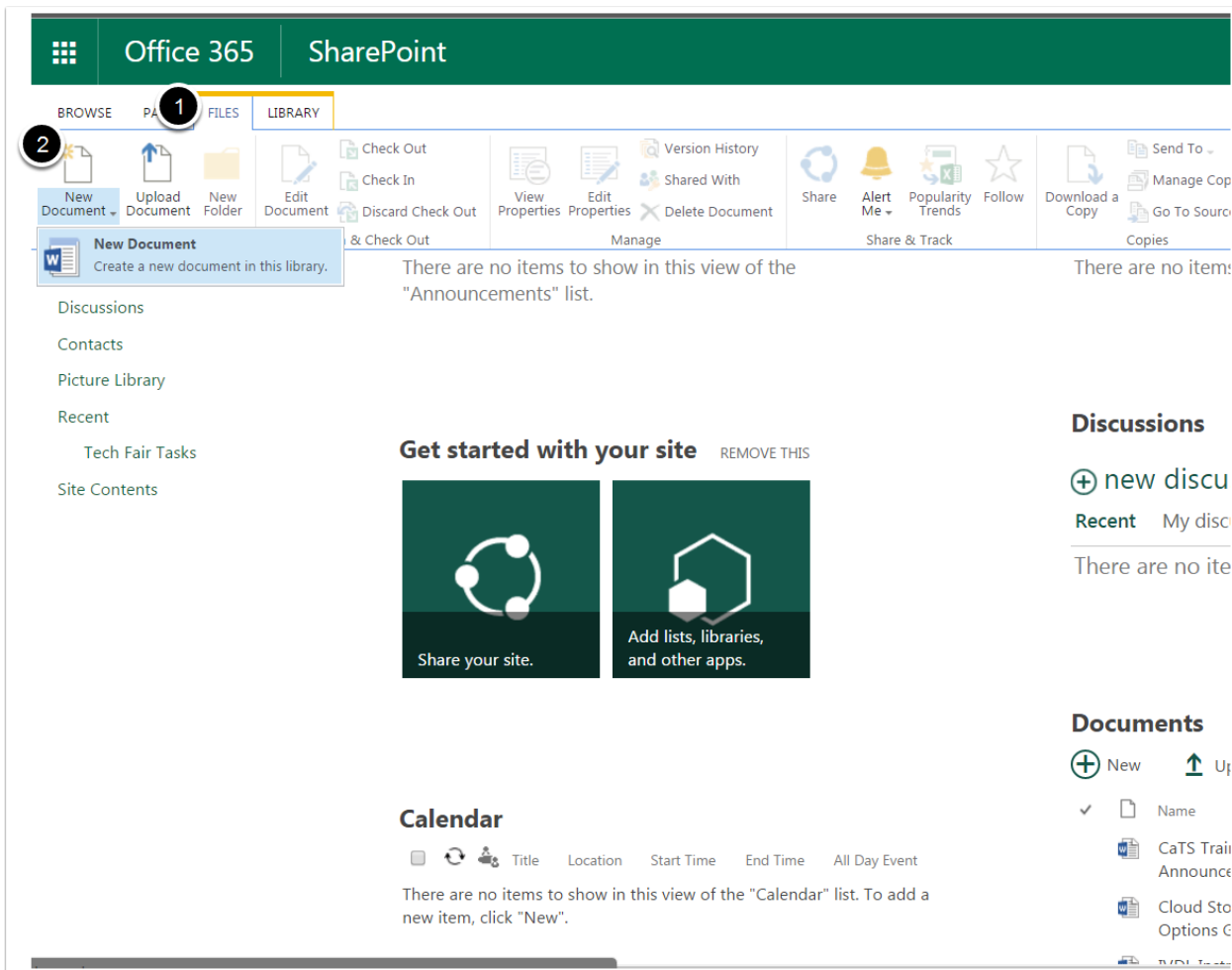
# Document Library

## Creating a New Document in a Library

1. Click **Files**.
2. Click **New Document**.

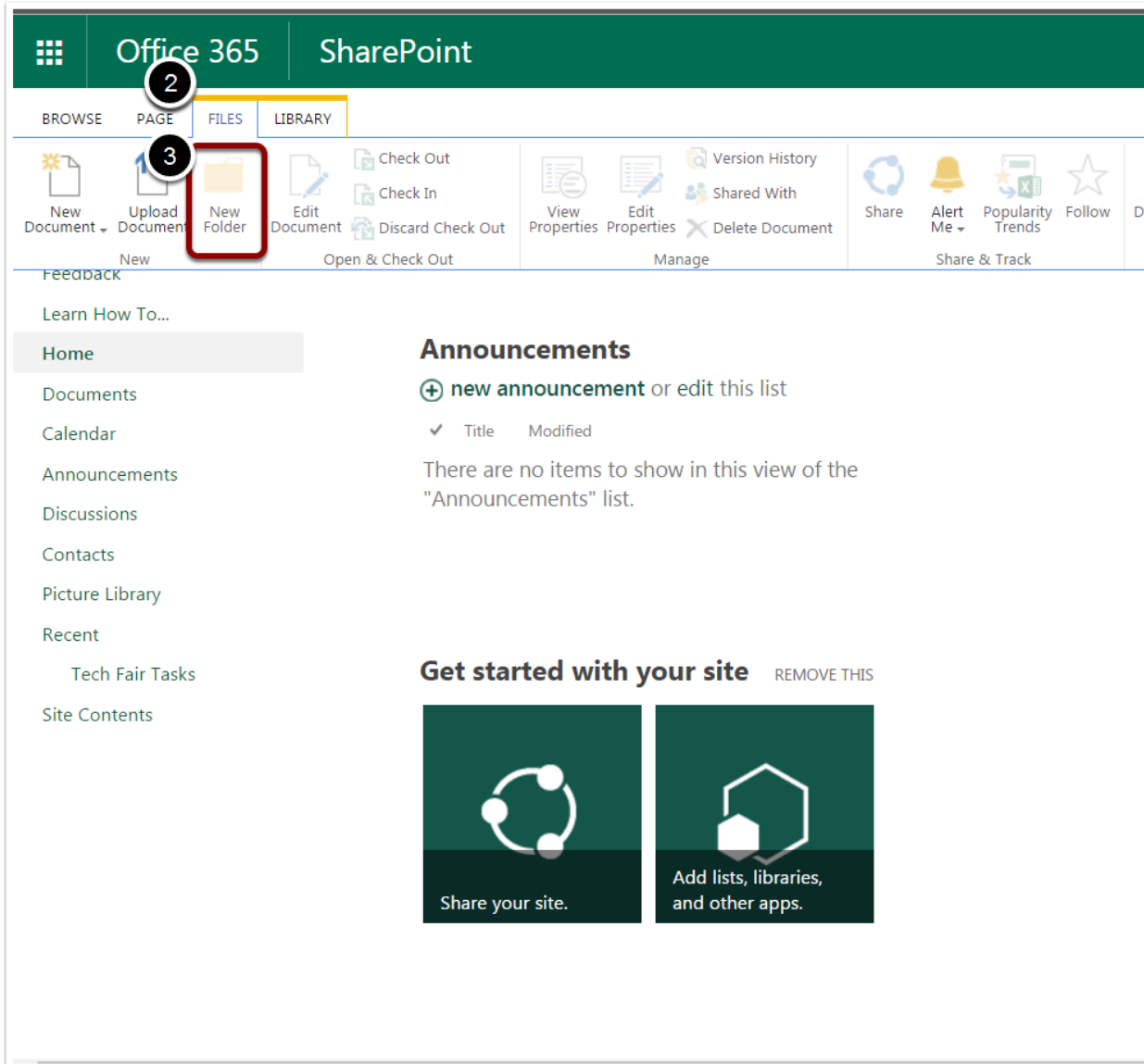
A Word Document will open up in a new tab.

**\*\*Note\*\*** Be sure to save your document by going to **File > Save As**



# Creating a New Folder

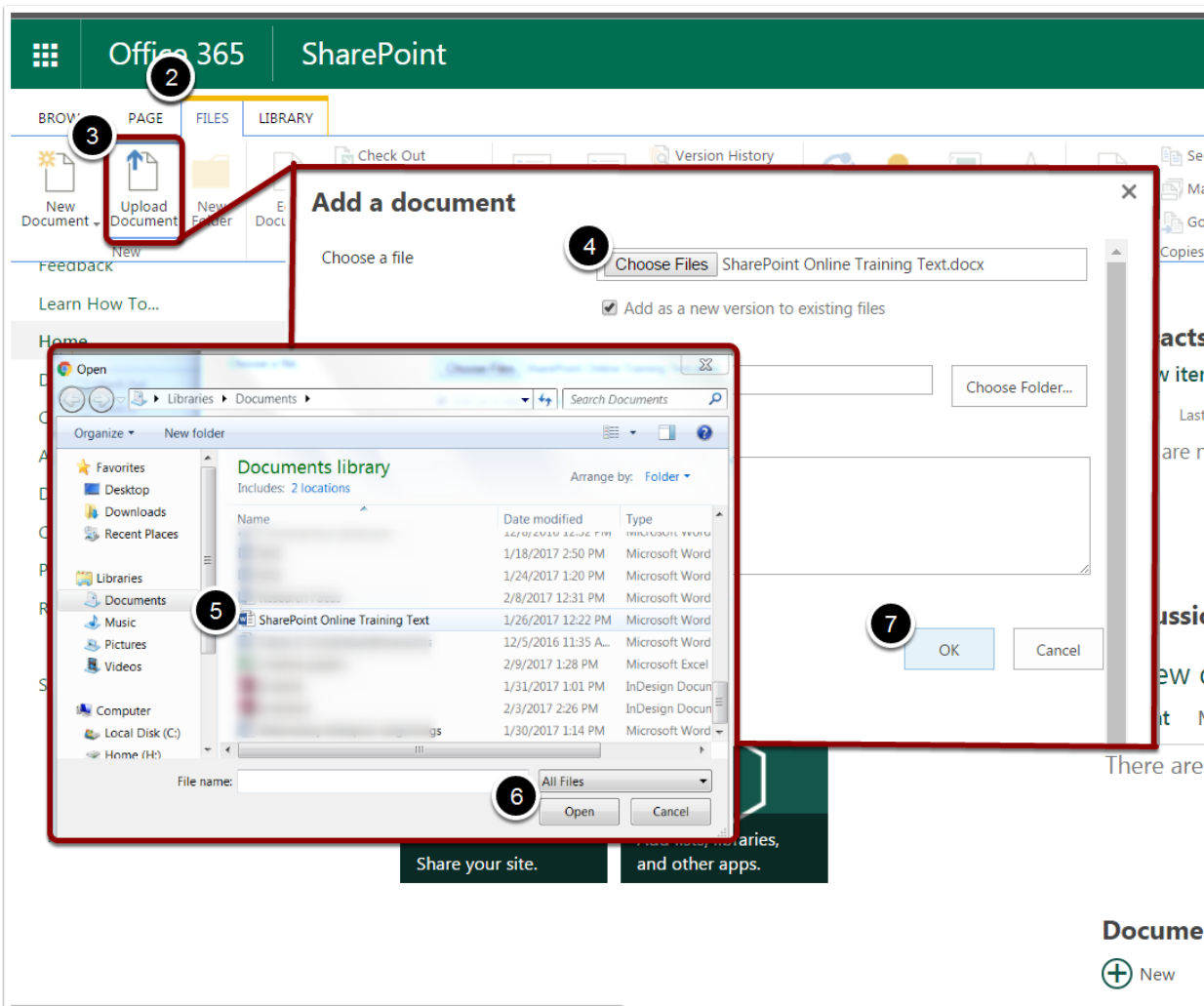
1. Select the document library in which you would like to place the new folder.
2. Click **Files**.
3. Click **New Folder**.
4. In the textbox provided, name your folder.
5. Click **Save**.



## Uploading a Single File

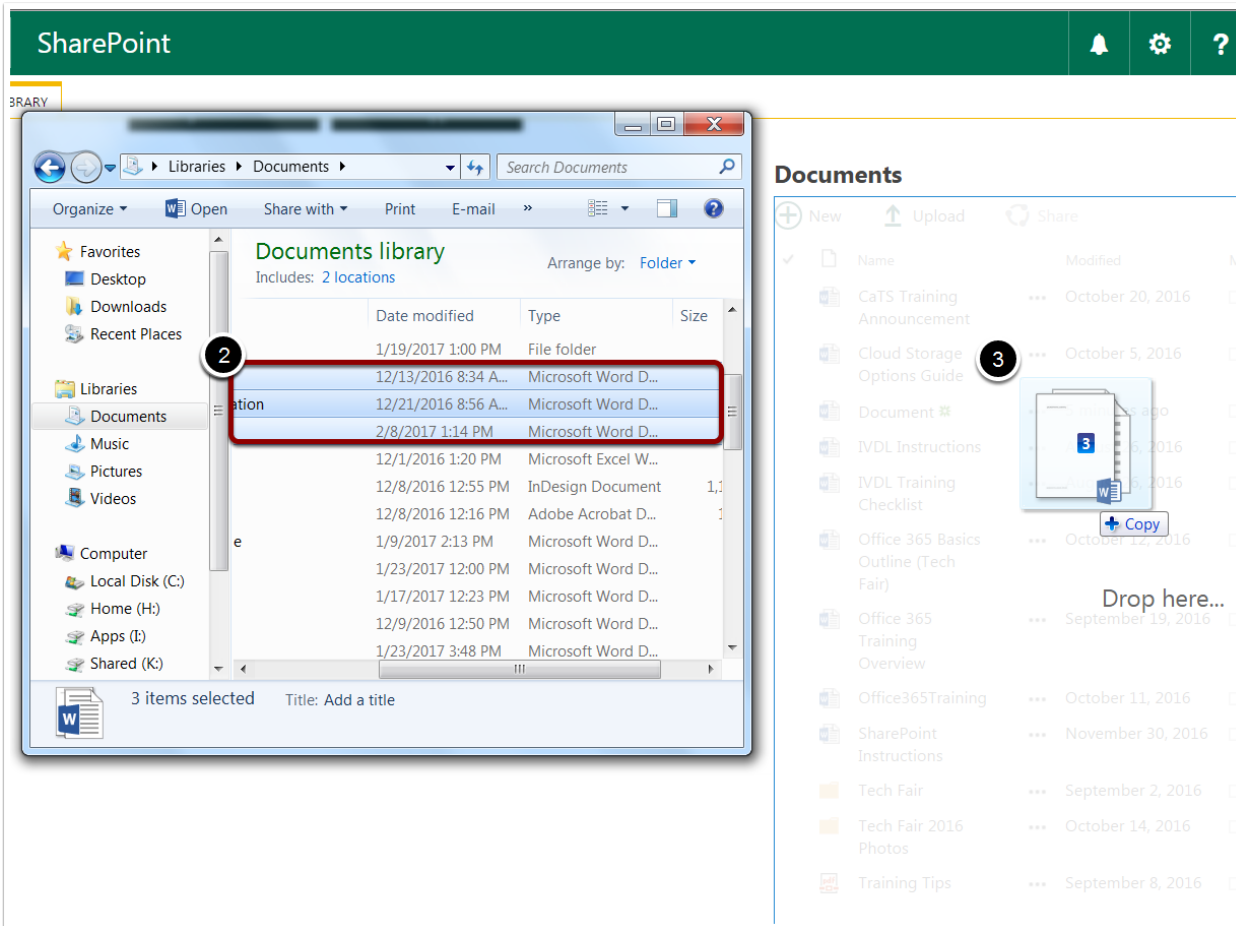
1. Select the document library in which you would like to upload the new file.
2. Click **Files**.
3. Click **Upload Document**.
4. Click **Choose Files**.
5. Select the file you would like to upload.
6. Click **Open**.
7. Click **OK**.

Alternatively, you can click **New Document File**, or use the Drag and Drop method outlined previously.



# Uploading Multiple Files

1. Select the document library in which you would like to upload the new files.
2. Using the **control key**, select the multiple files you would like to upload.
3. Use the Drag and Drop method outlined previously.



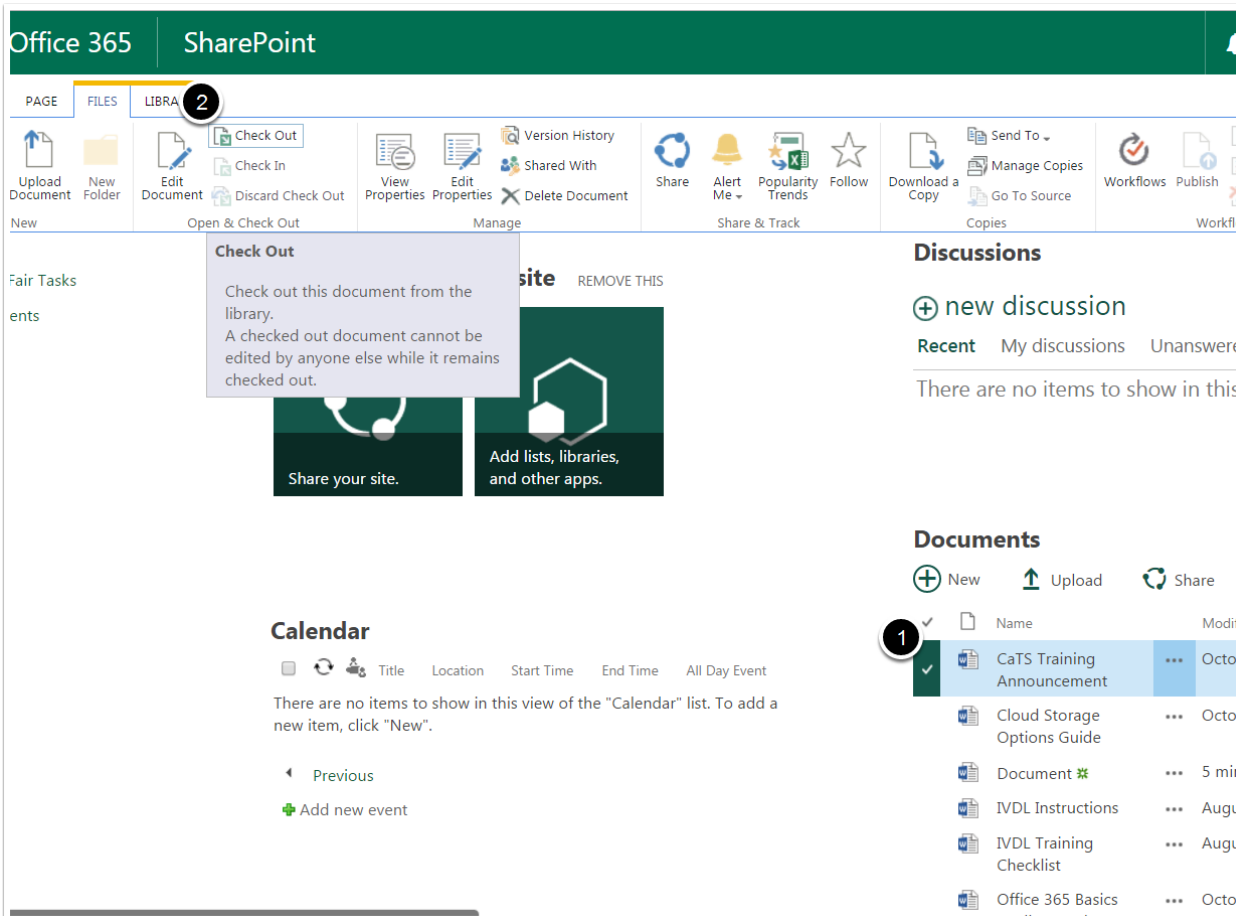


# Checking Out a File

1. Select the file you would like to check out.
2. Click **Check Out**.

Alternatively, you can click the **three dots** next to the file > Click **Check Out**.

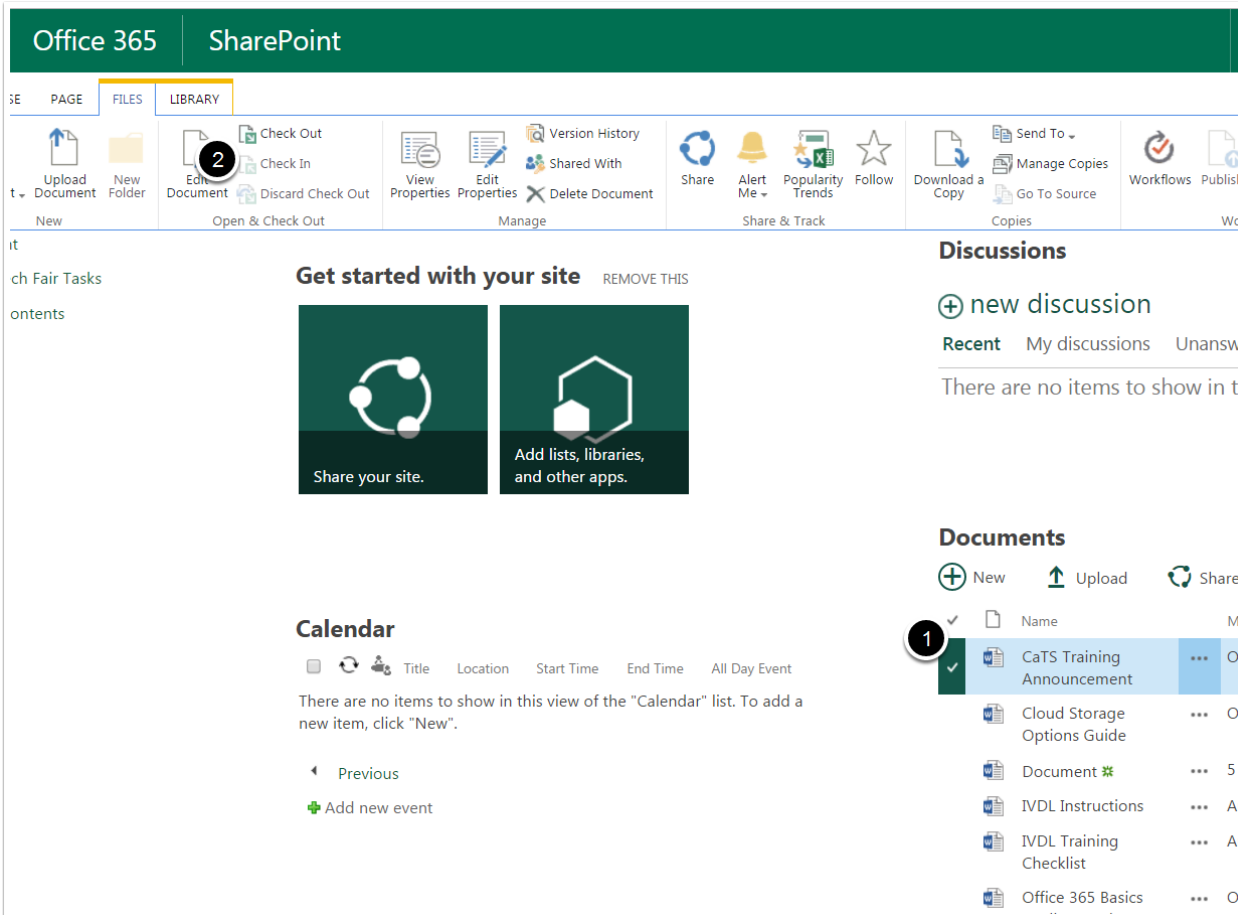
**\*\*Note\*\*** When a document is checked out, only the one who checked it out can work on it.



# Checking In a File

1. Select the file you would like to check in.
2. Click **Check In**.

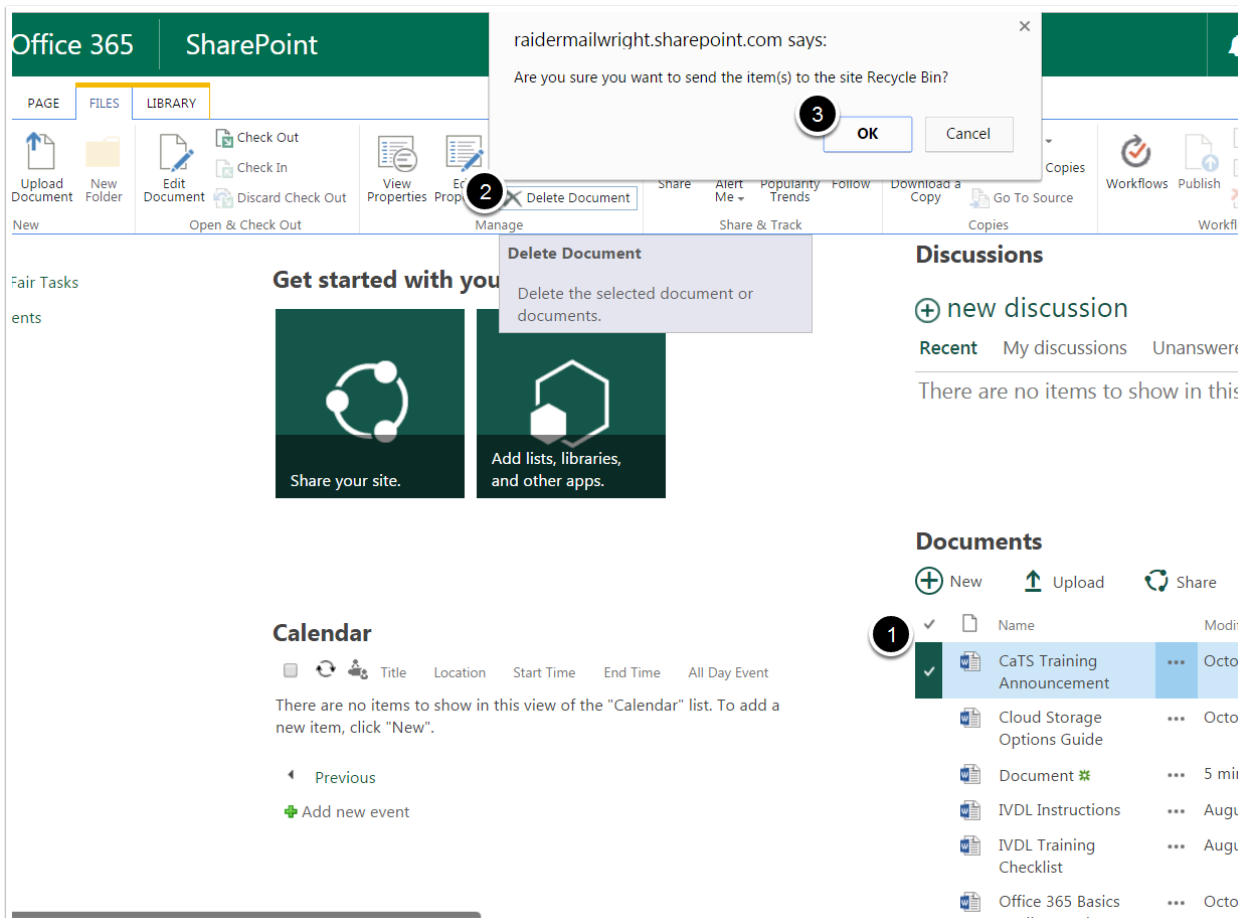
Alternatively, you can click the **three dots** next to the file > Click **Check In** > Click **No** to ensure the file does not check out after you close out of it.



# Deleting a File

1. Select the file you would like to delete.
2. Click **Delete Document**.
3. Click **Okay**.

Alternatively, you can click the **three dots** next to the file > Click **Delete** > Click **Okay**



# Recovering a File

1. Click **Recycle Bin**.
2. Select the file you would like to recover.
3. Click **Restore**.

The screenshot shows the SharePoint interface for the 'CaTS Communications & Marketing' site. The left-hand navigation pane is visible, with the 'Recycle bin' option highlighted and marked with a circled '1'. In the main content area, the 'Recycle bin' table is displayed, containing several rows of deleted files. The second row, with the name 'Test', is selected and marked with a circled '2'. Above the table, the 'Delete' and 'Restore' buttons are visible, with the 'Restore' button marked with a circled '3'.

✓	Name	↓ Date deleted	Deleted by	Created by	Origin
<input type="checkbox"/>	[Icon]	2/14/2017 12:45 PM	Generic-cats26, De	Generic-cats26, De	sites/
<input checked="" type="checkbox"/>	Test	2/14/2017 12:31 PM	Generic-cats26, De	Generic-cats26, De	sites/
<input type="checkbox"/>	[Icon]	2/14/2017 12:05 PM	Generic-cats26, De	Generic-cats26, De	sites/
<input type="checkbox"/>	[Icon]	2/14/2017 12:05 PM	Generic-cats26, De	Generic-cats26, De	sites/
<input type="checkbox"/>	[Icon]	2/14/2017 12:05 PM	Generic-cats26, De	Generic-cats26, De	sites/
<input type="checkbox"/>	[Icon]	2/14/2017 11:56 AM	Generic-cats26, De	Generic-cats26, De	sites/
<input type="checkbox"/>	[Icon]	2/14/2017 11:56 AM	Generic-cats26, De	Generic-cats26, De	sites/
<input type="checkbox"/>	[Icon]	2/14/2017 11:48 AM	Generic-cats26, De	Generic-cats26, De	sites/

# Comparing Versions of a Word Document

1. In the document, click the **Files tab**.
2. Click **Info**.
3. Click **Manage Versions**.
4. Select to either compare the document with the **Major Version** or the **Latest Version**. The selected version will then appear alongside the current version you are working on.

Alternatively, while in the document, you can click the **Review tab > Click Compare**

The screenshot displays the 'Info' ribbon in a SharePoint document viewer. The ribbon is divided into several sections: 'Protect Document', 'Inspect Document', 'Versions and Check Out', and 'Recover Unsaved Documents'. The 'Versions and Check Out' section is highlighted with a red box and a circled '4', indicating the step to compare versions. Within this section, two options are visible: 'Compare with Major Version' and 'Compare with Last Version'. The 'Compare with Last Version' option is selected. The ribbon also includes a 'Manage Versions' button, which is circled with a '3'. The 'Info' tab itself is circled with a '2'. The background shows the document title 'Test document' and its location within the SharePoint hierarchy: 'Wright State University > sites > communities > organizations > cats > clientservices > commlktg > Shared Documents'. On the right side of the ribbon, there are sections for 'Properties', 'Related Dates', 'Related People', and 'Related Documents'.

Info **2** Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Options

Test document

Wright State University > sites > communities > organizations > cats > clientservices > commlktg > Shared Documents

Protect Document

Control what types of changes people can make to this document.

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties, document server properties, content type information and author's name
- Custom XML data

3 Manage Versions

2.0: 3/14/2017 10:15 AM by Anderson, Catherine Marie (current)

1.0: 3/14/2017 10:14 AM by Anderson, Catherine Marie

4 Compare with Major Version

Compare this document with the last major version published on the server

Compare with Last Version

Compare this document with the last version saved on the server

Recover Unsaved Documents

Browse recent unsaved files

Properties

Size 17.4KB

Pages 1

Words 2

Total Editing Time 0 Minutes

Title Add a title

Tags Add a tag

Comments Add comment

Related Dates

Last Modified 3/14/2017 10:00

Created 3/14/2017 10:00

Last Printed

Related People

Author wsuc

Add an author

Last Modified By wsuc

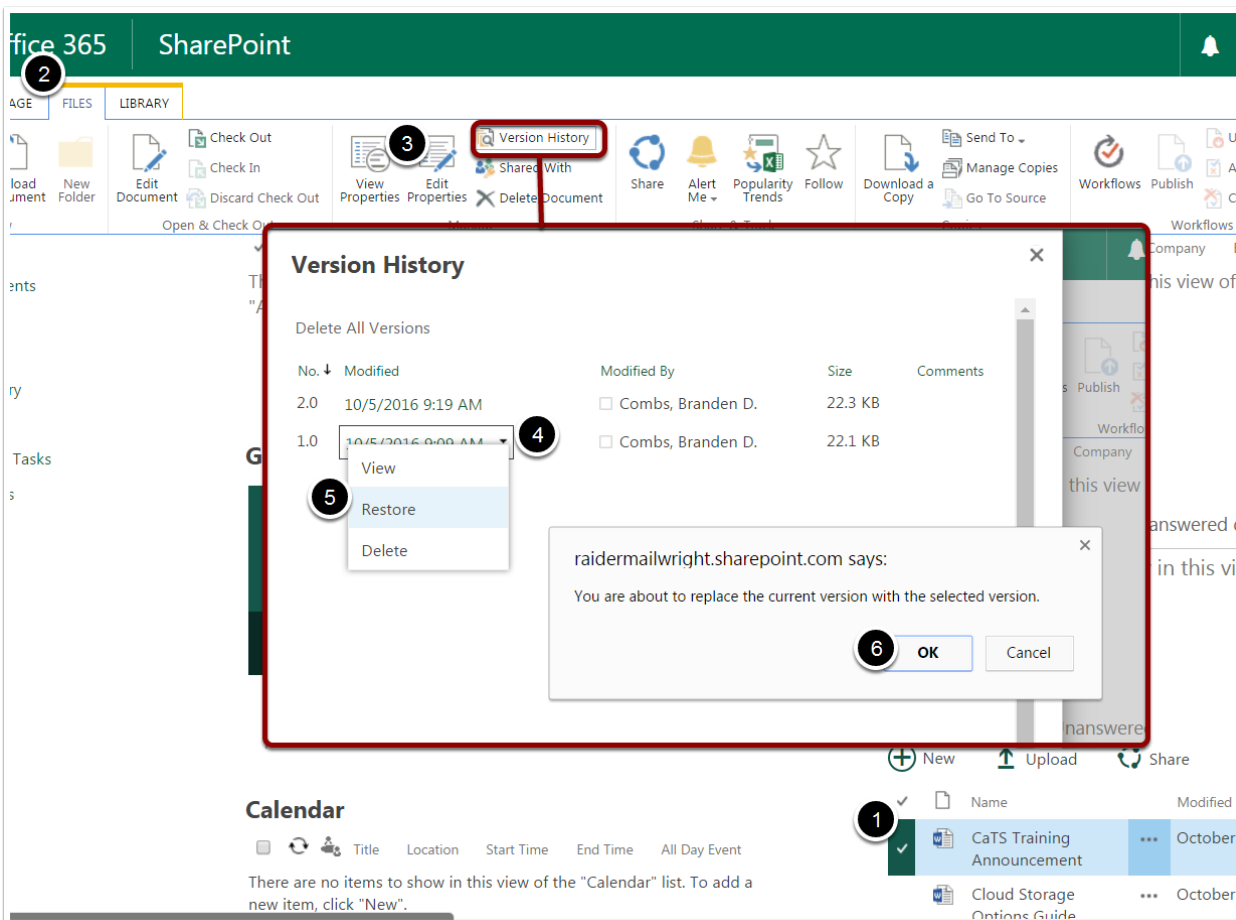
Related Documents

Open File Location

Show All Properties

# Restoring a Previous Version of a File

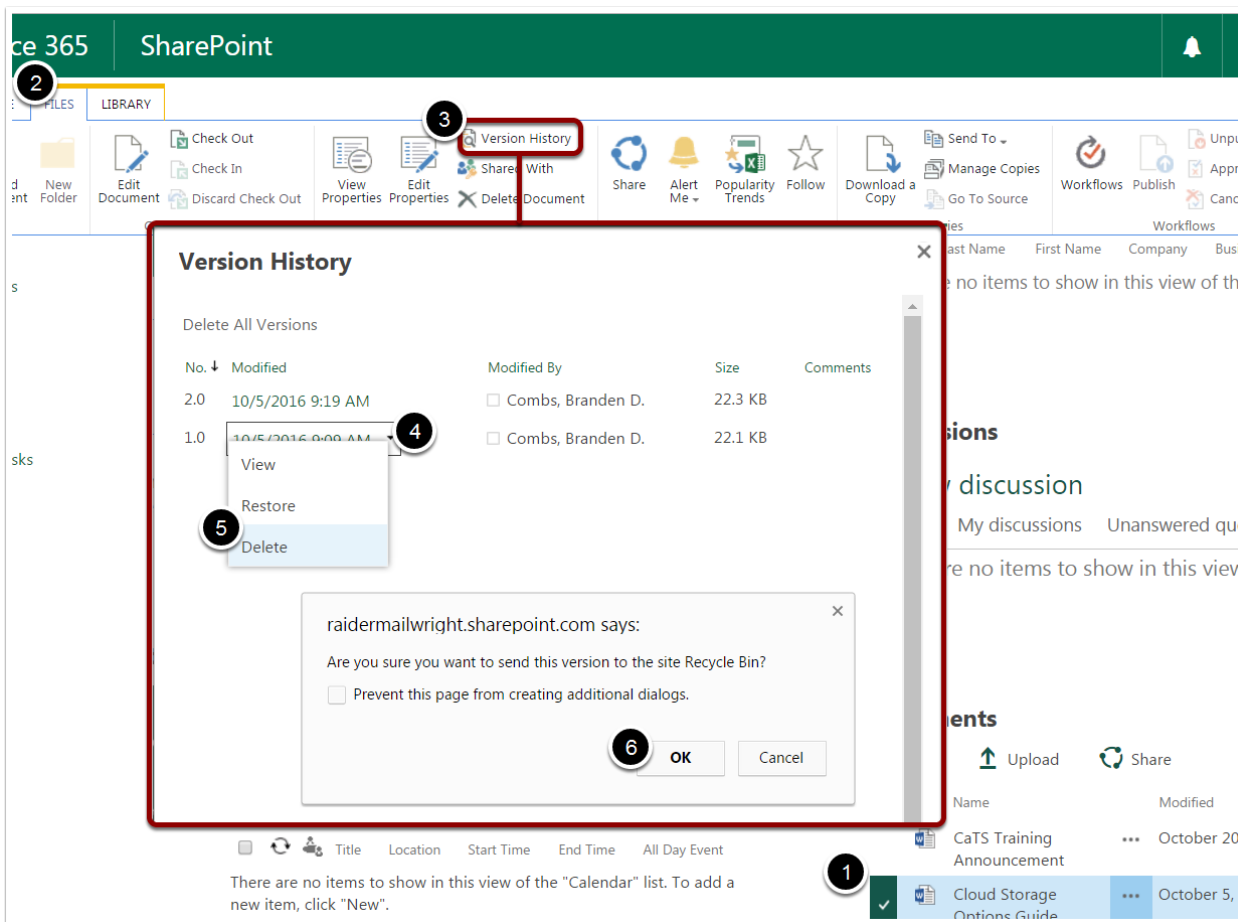
1. In the Document Library, click the **File** tab.
2. Click **Version History**.
3. Select the version you wish to restore.
4. Click the **Drop-down List**.
5. Click **Restore**.
6. Click **OK**.



# Deleting a Version of the File

1. In the Document Library, click the **File** tab.
2. Click **Version History**.
3. Select the version you would like to delete.
4. Click the **Drop-down List**.
5. Click **Delete**.
6. Click **OK**.

**\*\*Note\*\*** You can also click **Delete All Versions** or **Delete Minor Versions** in the **Version History** menu.



# Picture Library

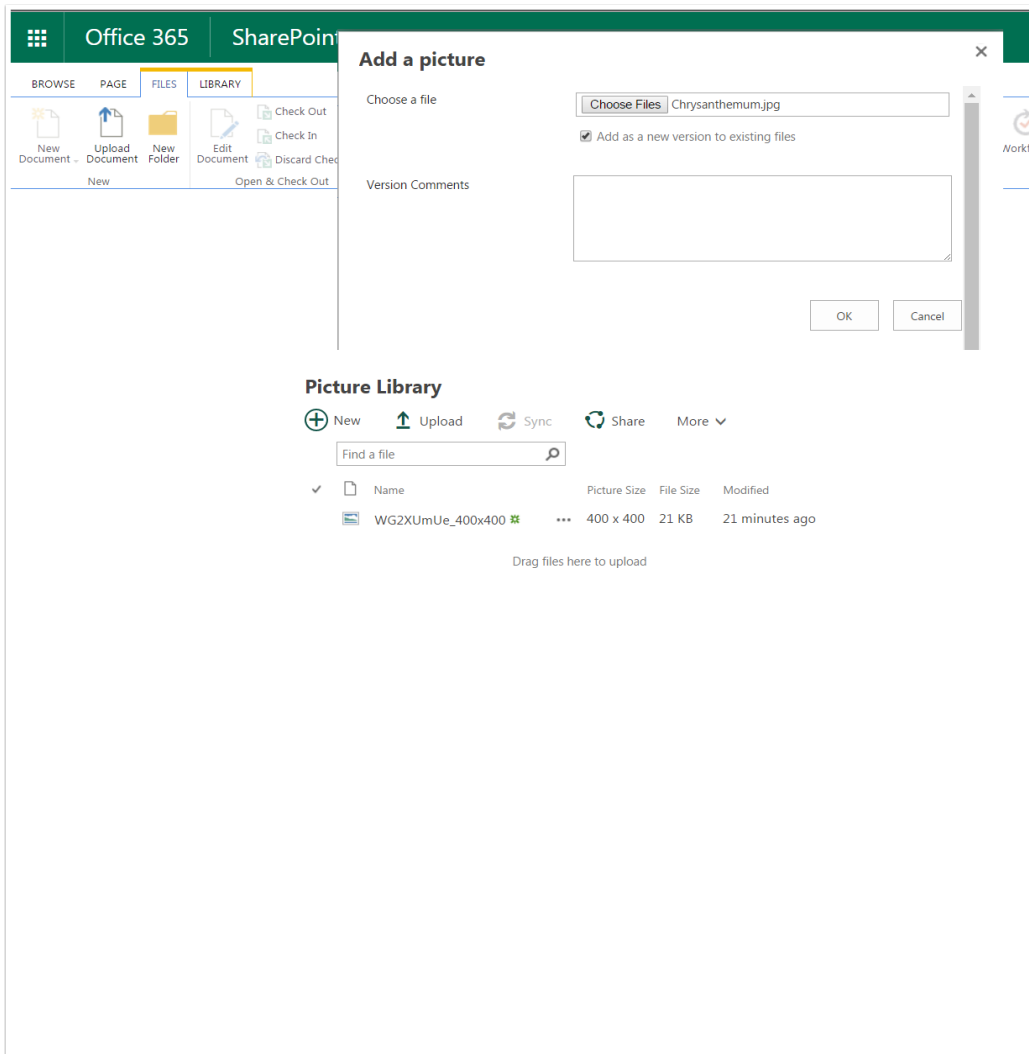
The screenshot displays the SharePoint interface for a Picture Library. At the top, the Office 365 and SharePoint logos are visible. The main header area includes the site name 'CaTS Communications & Marketing' and the Wright State University logo. Below the header, there are navigation options: '+ New', 'Upload', 'Quick edit', 'Sync', and a menu icon. The central content area is titled 'Picture Library' and features a single image thumbnail. The thumbnail shows a large gold 'W' logo with the text 'CaTS INFORMATION' below it. The image file name is 'WG2XUmUe\_400x400.jpg' and it was edited by 'Generic-cats26, Delegated ...'. A left-hand navigation pane lists various site features, with 'Picture Library' selected. At the bottom, a status bar shows the current image file name 'WG2XUmUe\_400x...jpg'.



## Uploading a Single Picture

1. Select the Picture Library in which you would like to upload the picture.
2. Click the **Files** tab.
3. Click **Upload Document**.
4. Click **Browse**.
5. Select the picture you would like to upload.
6. Click **OK**.
7. In the textboxes provided, name and describe your picture. (Optional)

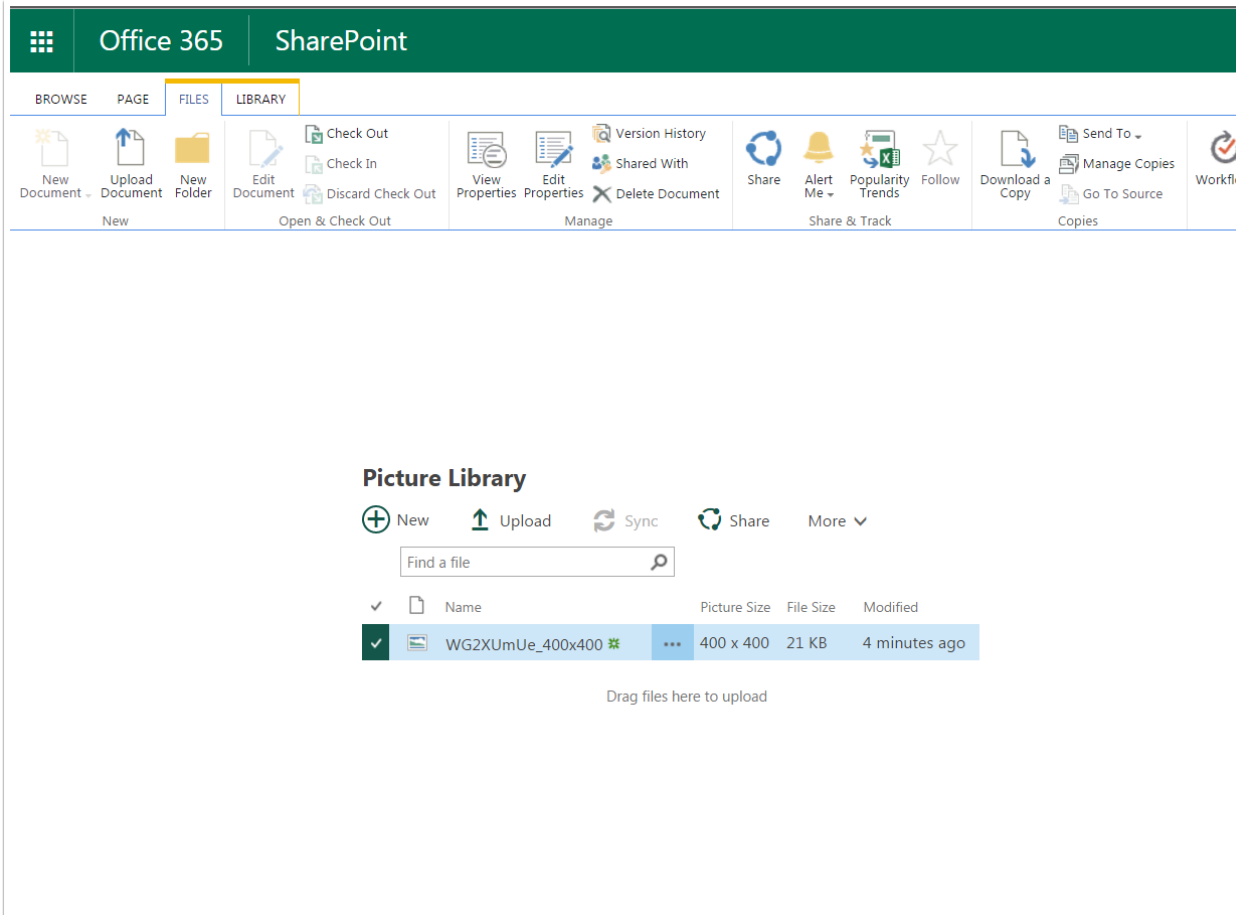
Alternatively, you can click **New Picture**, **Upload**, or use the Drag and Drop method.



# Uploading Multiple Pictures

1. Select the Picture Library in which you would like to upload the picture.
2. Using the **control** key, click the pictures you would like to upload.
3. Use the Drag and Drop method.

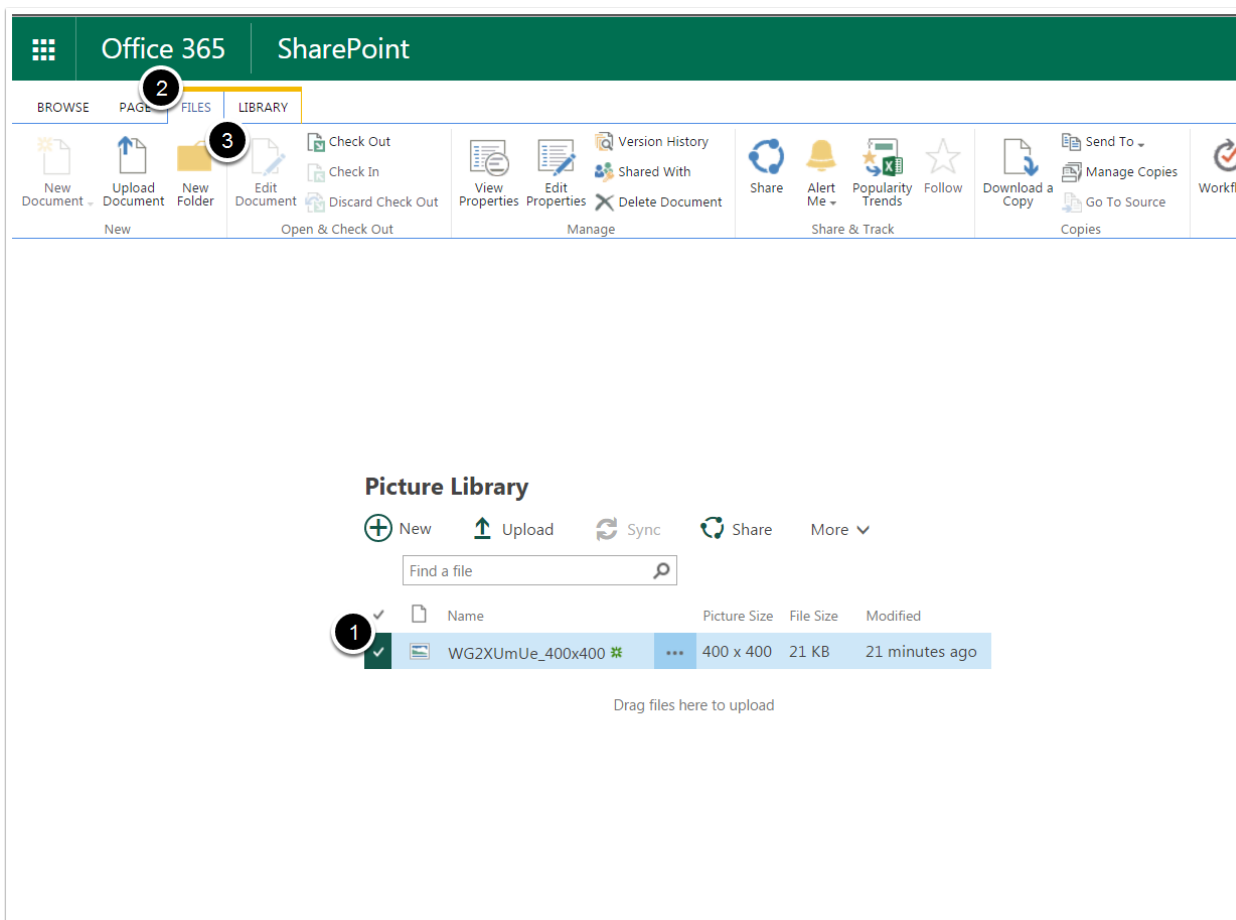
Alternatively, you can click **New Picture** > Click **Browse** > Open the folder the pictures are in > Select the pictures > Use the Drag and Drop method.



## Editing a Picture

1. Select the picture you would like to edit.
2. Click the **Files** tab.
3. Click **Edit Document**.
4. The picture will appear in your device's photo editor (e.g. Paint, Windows Photo).
5. When you have finished editing your picture, click **Save**.

Alternatively, you can click the **three dots** next to the picture file > Click **Edit**



The screenshot shows the SharePoint interface. At the top, there is a green header with 'Office 365' and 'SharePoint'. Below this is a navigation bar with 'BROWSE', 'PAGES', 'FILES', and 'LIBRARY' tabs. The 'FILES' tab is selected, and a circled '2' is next to it. Below the navigation bar is a ribbon with various icons for file management. A circled '3' is next to the 'Edit Document' icon. The main content area shows a 'Picture Library' with a search bar and a list of files. A circled '1' is next to the first file in the list, which is 'WG2XUmUe\_400x400'. The file details are as follows:

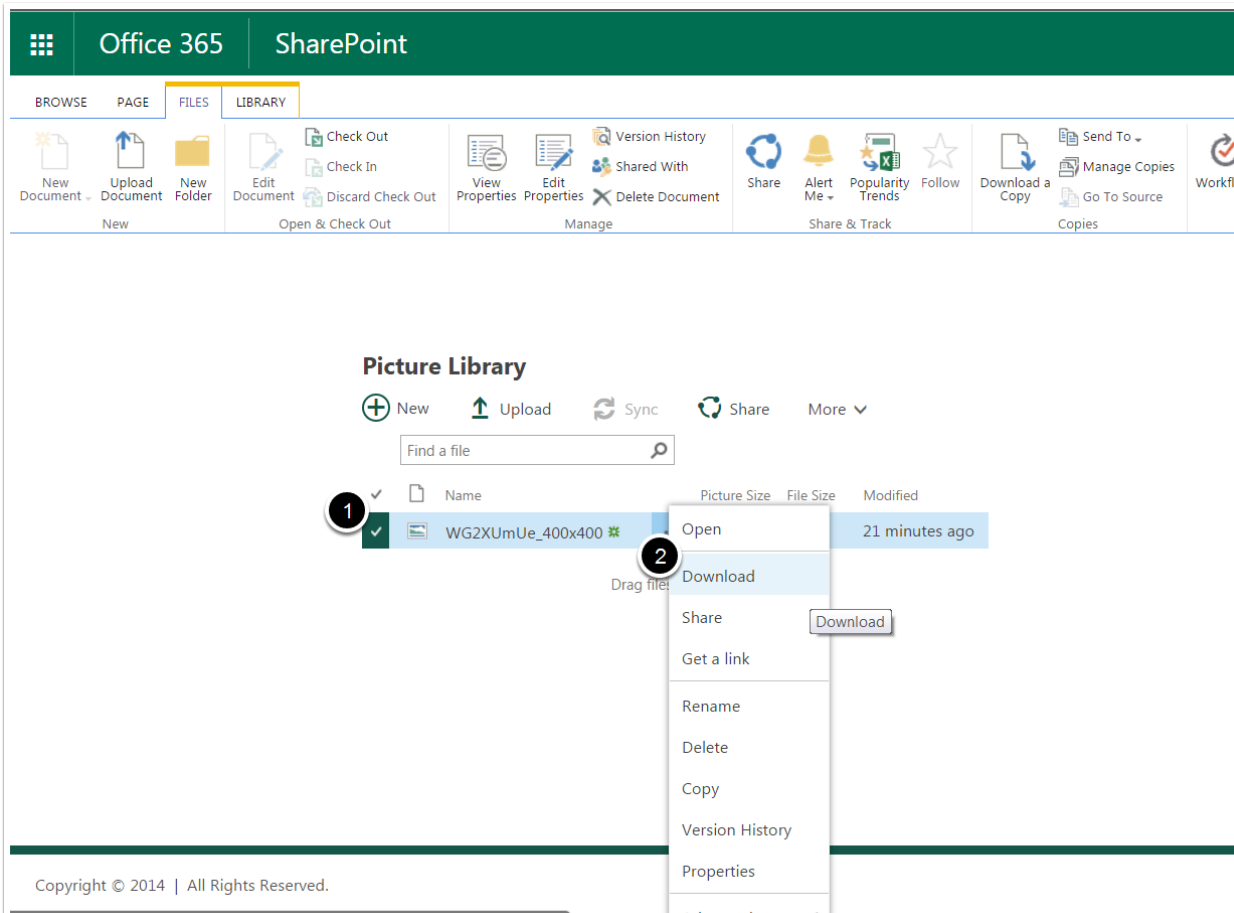
Name	Picture Size	File Size	Modified
WG2XUmUe_400x400	400 x 400	21 KB	21 minutes ago

Below the table, there is a message: 'Drag files here to upload'.

# Downloading a Picture

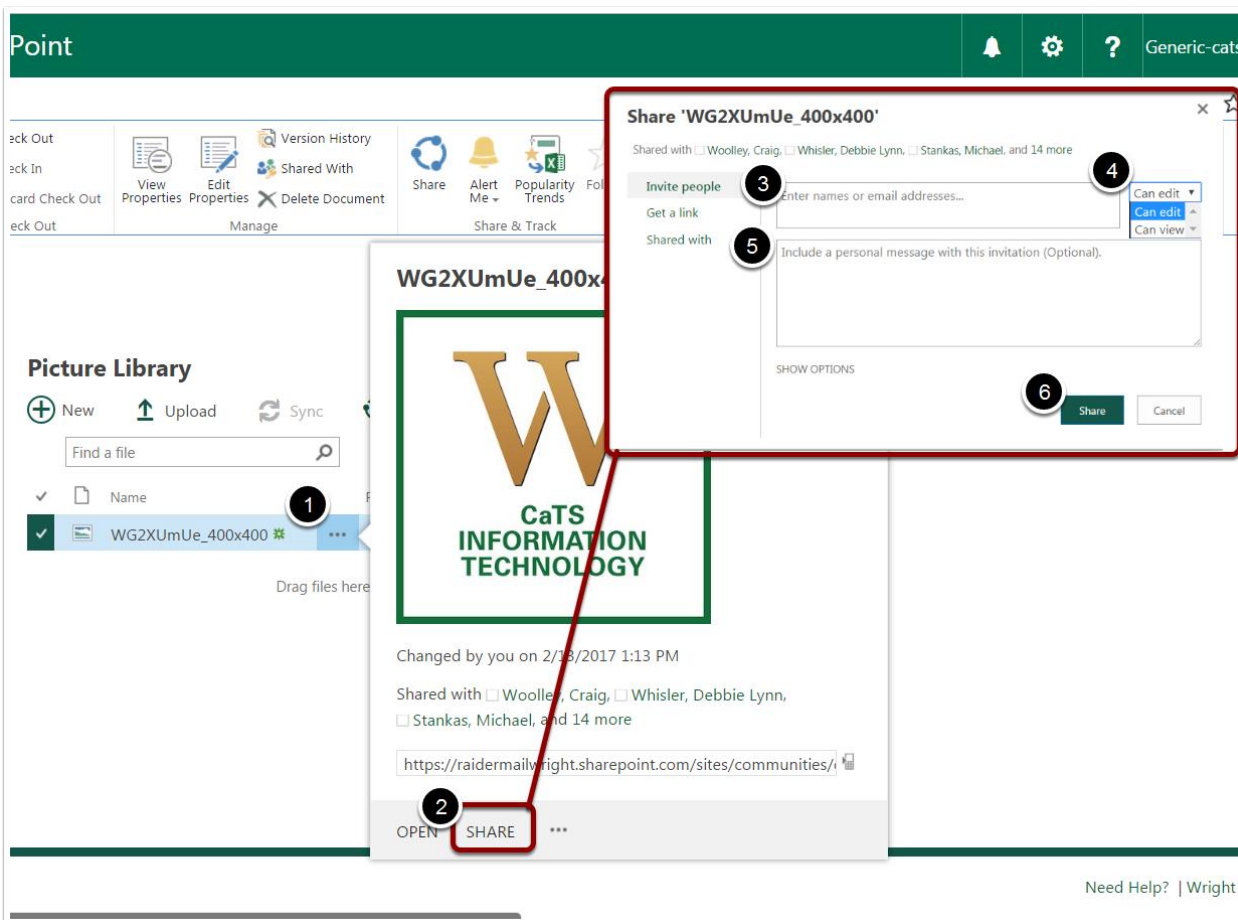
1. Right click the picture you would like to download.
2. Click **Download**.

Alternatively, you can select the picture you would like to download > Click the **File tab** > Click **Download a Copy**



# Sharing a Picture

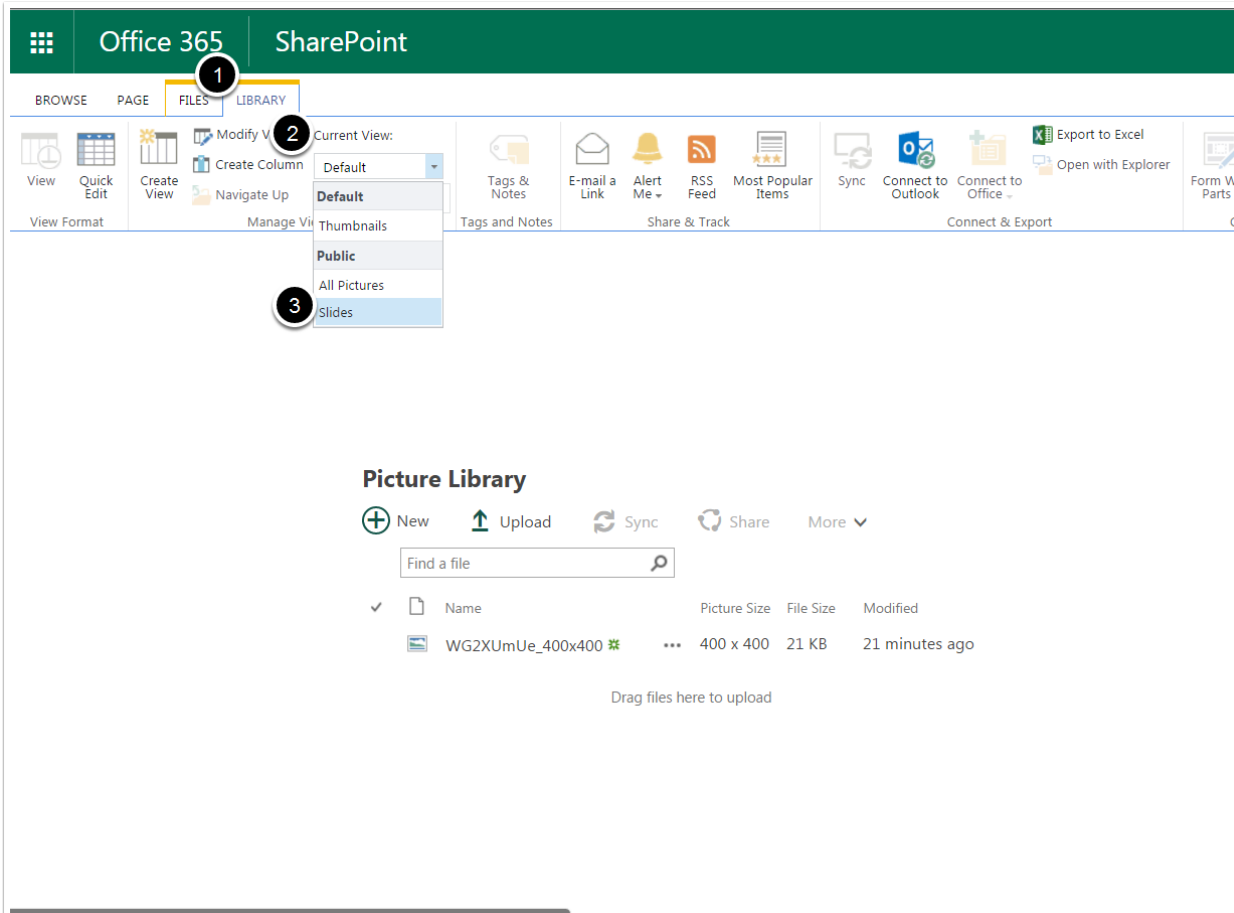
1. Click the **three dots** next to the picture you would like to share.
2. Click **Share**.
3. In the textbox provided, type the email address of the recipient(s) you wish to share the picture with.
4. Under the drop-down menu, select whether your recipient(s) can only edit or view the image.
5. In the textbox provided, include a message to your recipient(s). (Optional)
6. Click **Share**.



# Viewing a Slideshow

1. Click the **Library** tab.
2. Click **Current View**.
3. Under the drop-down menu, click **Slides**.
4. Use the **arrow icon** to navigate through the pictures.

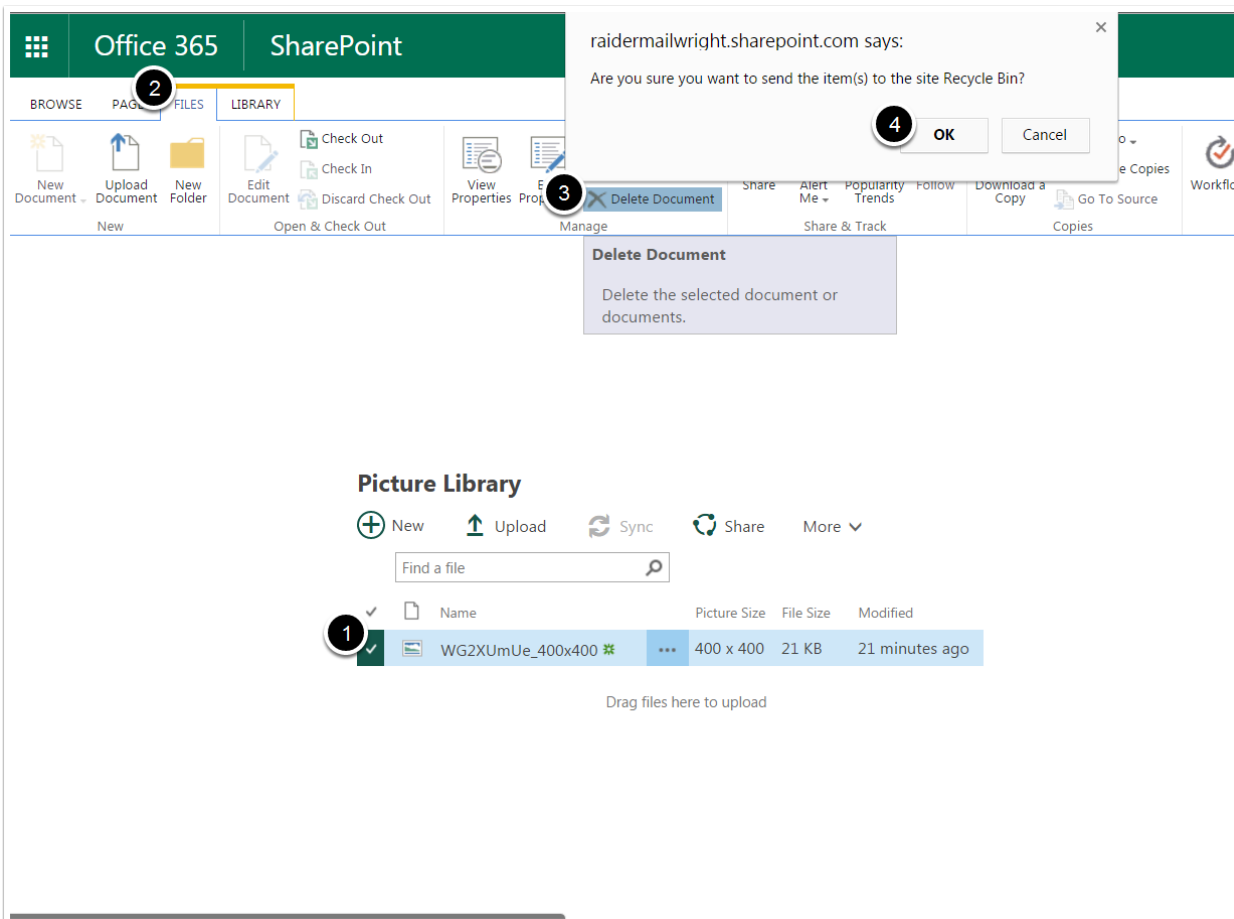
Alternatively, you can click **Slides** in the Picture Library.



# Deleting a Picture

1. Select the picture you would like to delete.
2. Click the **Files** tab.
3. Click **Delete Document**.
4. Click **OK**.

Alternatively, you can click the **three dots** next to the picture you would like to delete > In the new menu that appears, click the **three dots** > Click **Delete**



# Calendar

The screenshot shows a SharePoint Online calendar page. At the top, there is a dark green header with the Office 365 logo and the text "Office 365" and "SharePoint". Below this is a navigation bar with "BROWSE", "EVENTS", and "CALENDAR" tabs. The main content area features the Wright State University logo and the title "Calendar". A breadcrumb trail reads "Office 365 Sites > Organizations > CaTS > Client Services > CaTS Communications & Marketing". A dark green banner below the breadcrumb contains the text "CaTS Test and Training Sites".

On the left side, there is a navigation menu with a "Calendars in View" section containing a "Calendar" button. Below this are links for "Home", "Documents", "Calendar" (highlighted), "Announcements", "Discussions", "Contacts", and "Picture Library".

The main calendar area shows a grid for February 2017. The days of the week are listed at the top: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY. The dates are arranged in a grid:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	1	2

At the bottom of the screenshot, a taskbar is visible with the text "W62XUmLe\_400x...jpg".

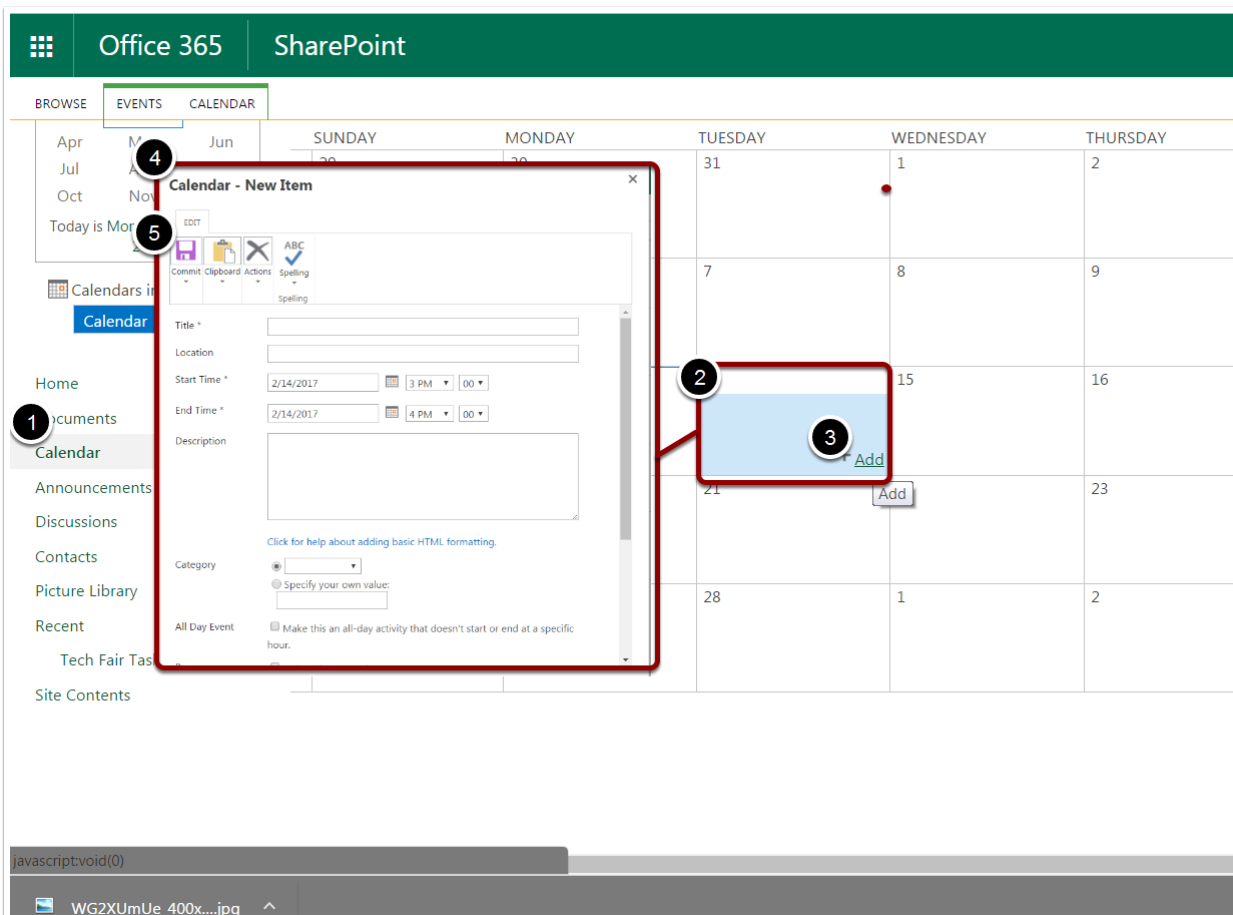


# Adding a New Event

1. Click **Calendar**.
2. Select the date you would like the event to occur.
3. Click **Add**.
4. In the window that appears, enter the details of your event (e.g. title, start time, end time).
5. Click **Save**.

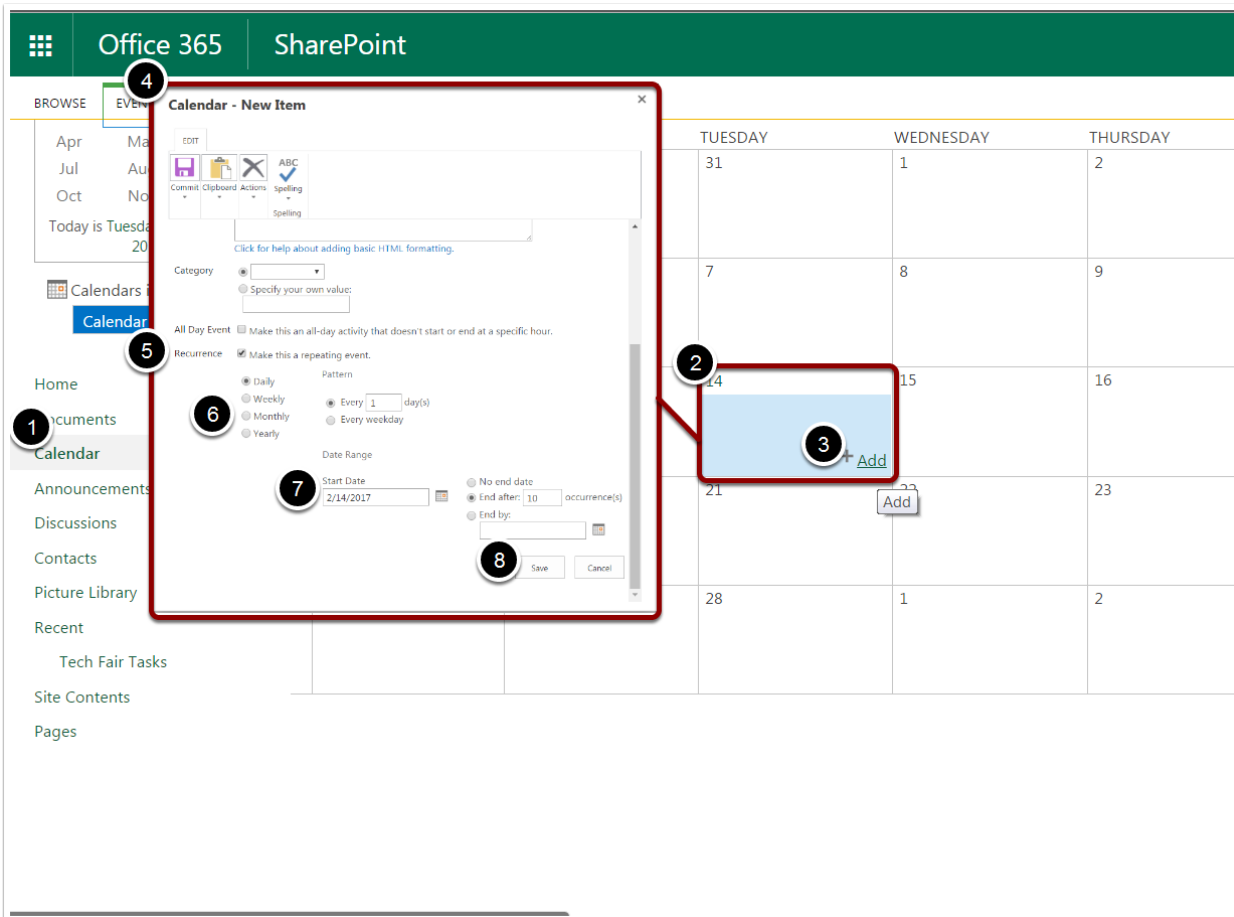
Alternatively, you can click the **Events tab** > Click **New Event**. Or click **Add New Event** under the **Calendar** link on your main SharePoint page.

**\*\*Note\*\*** You can make the event an all-day event by checking the box next to **Make this an all-day activity** > Click **Save**.



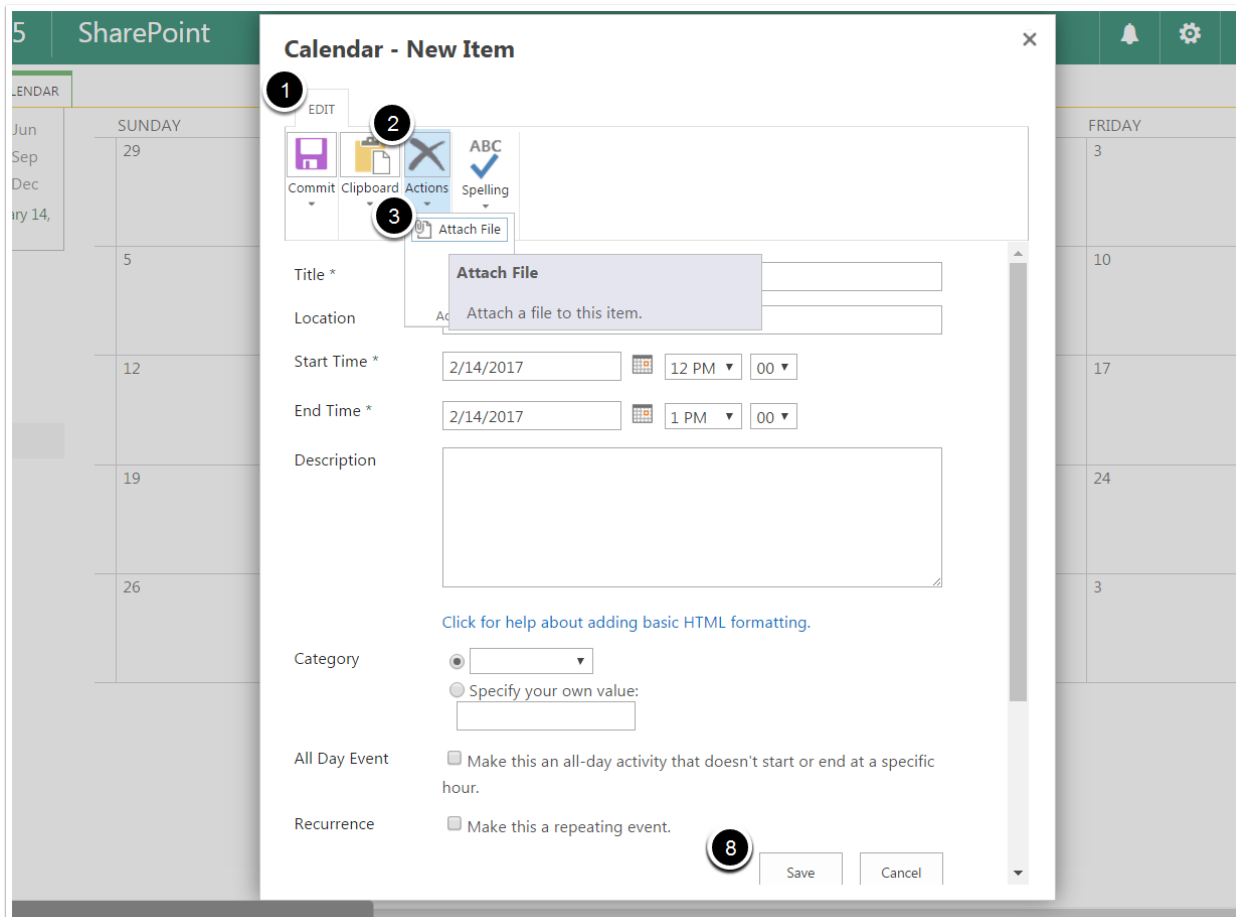
# Creating a Recurring Event

1. Click **Calendar**.
2. Select the date you would like the event to occur.
3. Click **Add**.
4. In the window that appears, enter the details of your event (e.g. title, start time, end time).
5. Check the box next to **Make this a repeating event**.
6. Choose your frequency (e.g. Daily, Weekly, or Monthly).
7. Select a start and end date.
8. Click **Save**.



## Attaching a File to an Event

1. When creating a new event, click the **Edit** tab.
2. Click **Actions**.
3. Click **Attach File**.
4. Click **Choose File**.
5. Select the file you would like to attach.
6. Click **Open**.
7. Click **Ok**.
8. Click **Save**.



# Deleting an Event

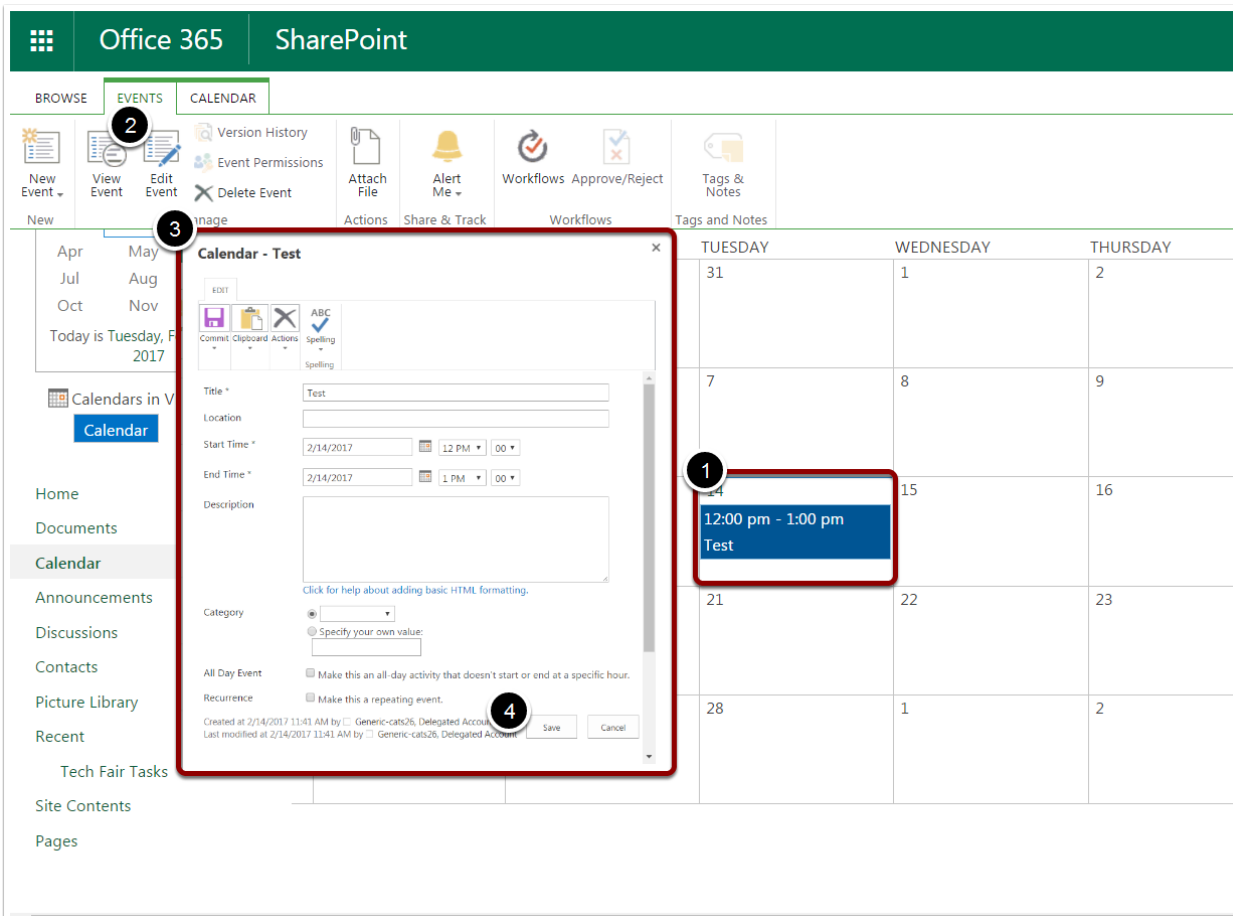
1. Select the event you would like to delete.
2. Click **Delete Event**.
3. Click **OK**.

The screenshot shows the SharePoint Online interface. The top navigation bar includes 'Office 365' and 'SharePoint'. The main content area is the 'CALENDAR' view. A 'Delete Event' dialog box is open, showing the text 'Delete the selected event.' and a 'Delete Event' button. A confirmation message from 'raidermailwright.sharepoint.com' is displayed, asking 'Are you sure you want to send the item(s) to the site Recycle Bin?' with 'OK' and 'Cancel' buttons. The calendar grid shows a 'Test' event on Tuesday, February 14, 2017, from 12:00 pm to 1:00 pm. The left sidebar shows the 'Calendars in View' section with 'Calendar' selected. The bottom of the page shows the 'Home' and 'Documents' sections.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	1	2	
5	6	7	8	9
12	13	14 12:00 pm - 1:00 pm Test	15	16
19	20	21	22	23
26	27	28	1	2

# Editing a Recurring Event

1. Select the event you would like to edit.
2. Click **Edit Item**.
3. In the window that appears, make your necessary edits.
4. Click **Save**.



# Deleting One Occurrence in a Recurring Event

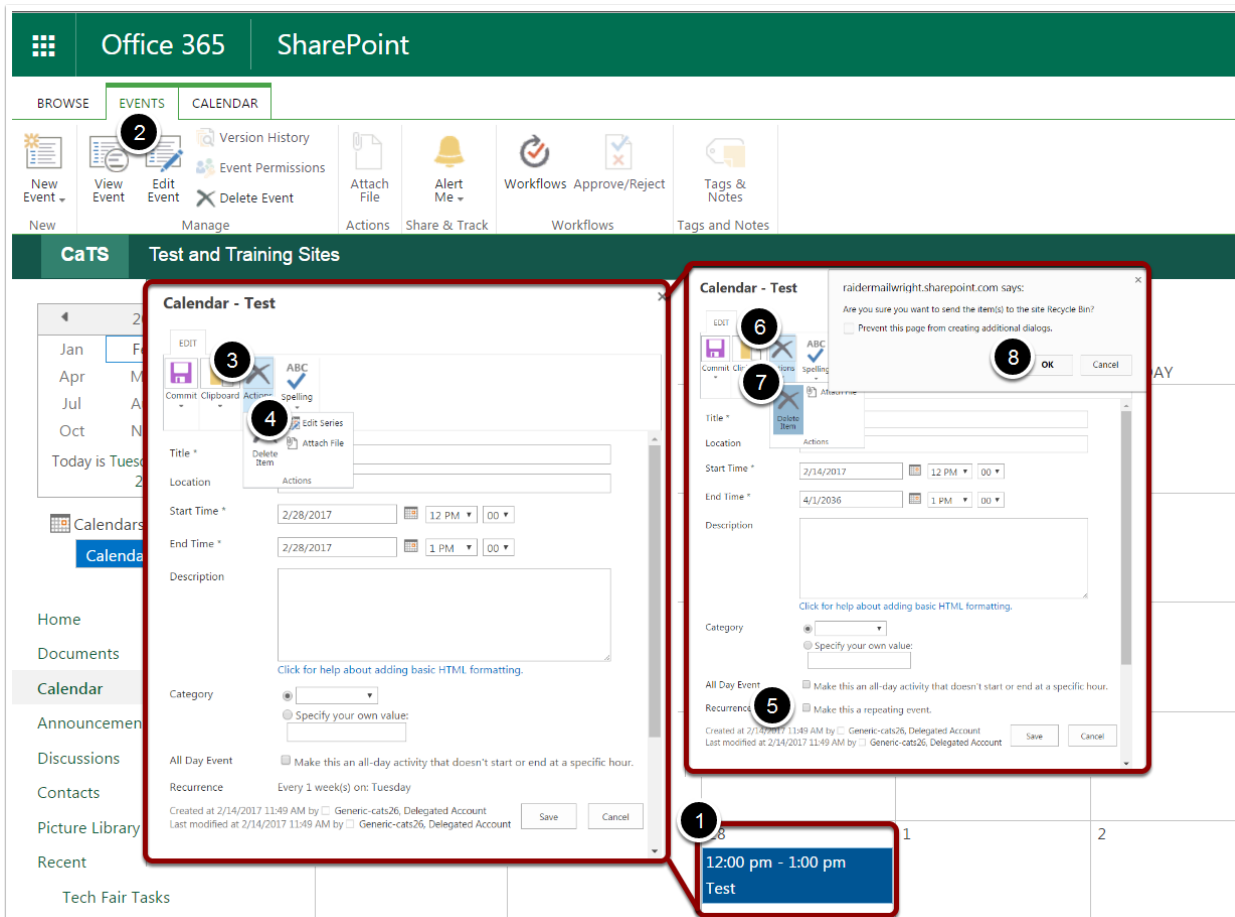
1. Select the event you would like to delete.
2. Click **Edit Event**.
3. Click **Actions**.
4. Click **Delete Item**.
5. Click **OK**.

The screenshot displays the SharePoint Online interface. At the top, there is a green header with 'Office 365' and 'SharePoint'. Below this is a navigation bar with 'BROWSE', 'EVENTS', and 'CALENDAR' tabs. The 'EVENTS' tab is active, showing a ribbon with options like 'New Event', 'View Event', 'Edit Event', 'Delete Event', 'Attach File', 'Alert Me', 'Workflows Approve/Reject', and 'Tags & Notes'. The 'Edit Event' button is circled with a '2'. A 'Calendar - Test' dialog box is open, showing a confirmation prompt: 'Are you sure you want to permanently delete the item(s)?'. The dialog has a 'Delete Item' button circled with a '4' and an 'OK' button circled with a '5'. A red box highlights the 'Delete Item' button. A callout points to a specific event occurrence on the calendar grid, labeled '12:00 pm - 1:00 pm Test'. The calendar grid shows dates from 31 to 28, with event occurrences listed for each date.

TUESDAY	WEDNESDAY	THURSDAY
31	1	2
7	8	9
14	15	16
21	22	23
28	1	2

# Deleting the Whole Series in a Recurring Event

1. Select the event you would like to delete.
2. Click **Edit Event**.
3. Click **Actions**.
4. Click **Edit Series**.
5. Uncheck the **Recurrence** box.
6. Click **Actions**.
7. Click **Delete Item**.
8. Click **OK**.

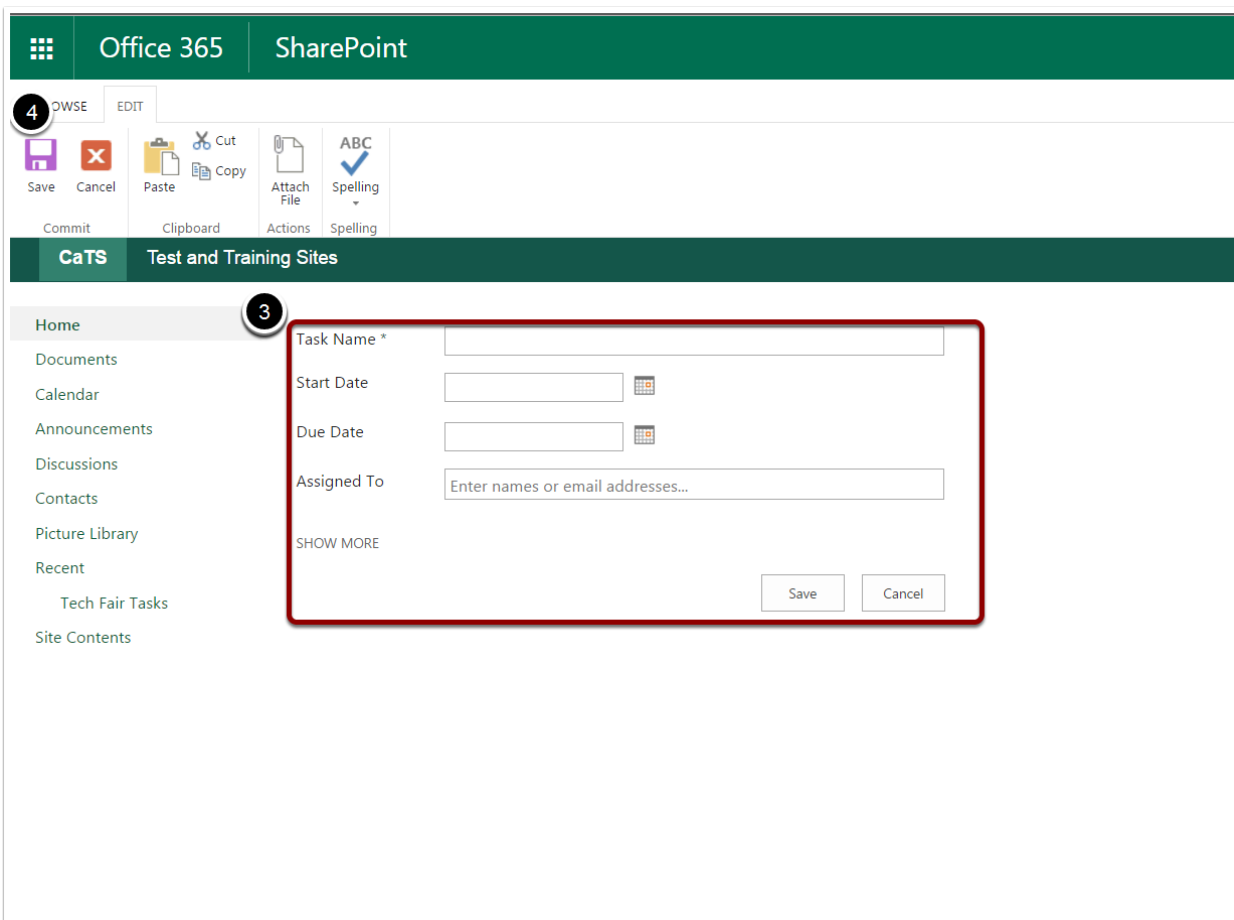


# Task Lists

## Adding a New Task

1. Click **Tasks**.
2. Click **New Task**.
3. In the textboxes provided, enter any details of the task you would like to add.
4. Click **Save**.

**\*\*Note\*\*** You can add tasks to your timeline by selecting the task and clicking **Add to Timeline**.





## Attaching a File

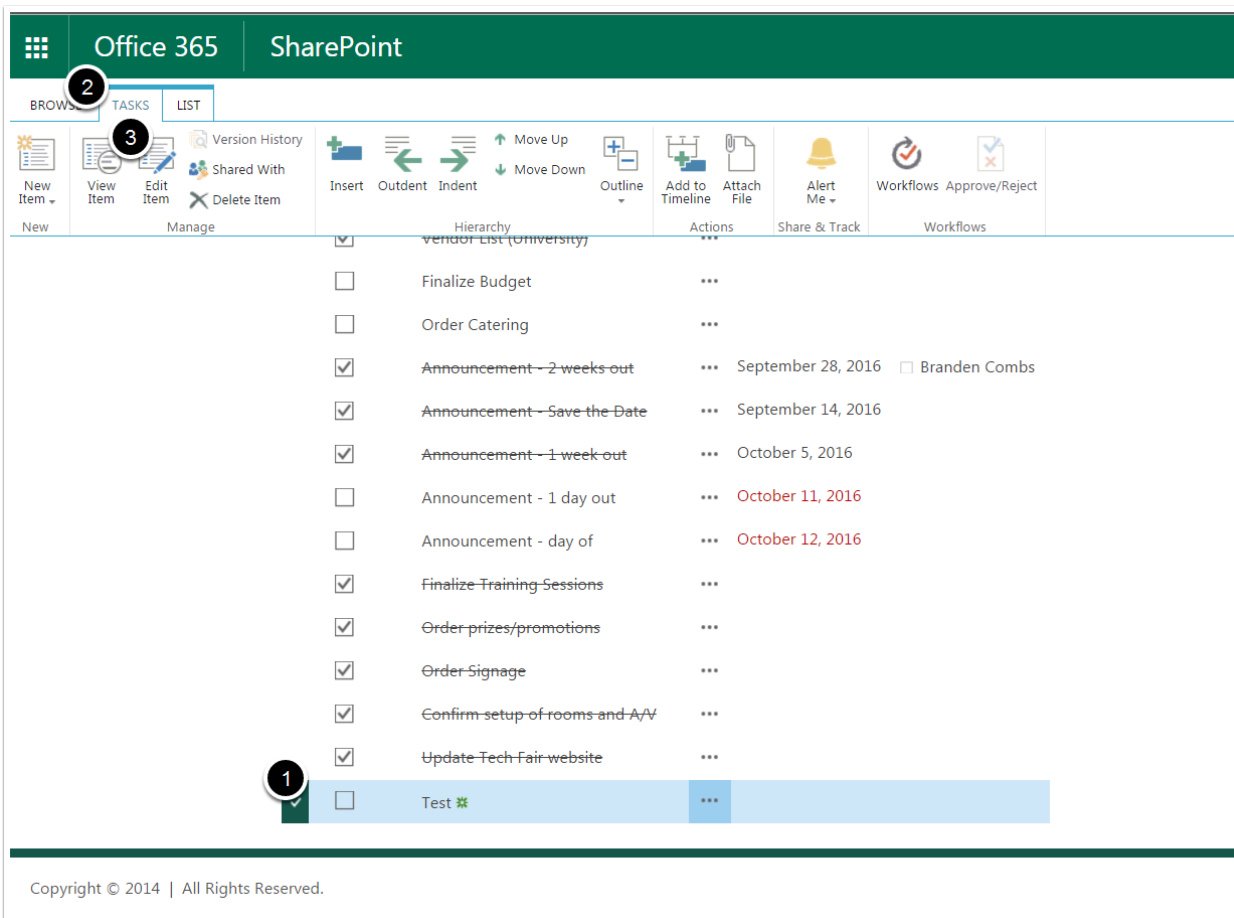
1. When you are creating a task, click the **Edit** tab.
2. Click **Attach File**.
3. Click **Choose File**.
4. Select the file you would like to attach.
5. Click **Open**.
6. Click **OK**.
7. Click **Save**.

The screenshot shows the SharePoint interface for creating a task. At the top, the 'Office 365' and 'SharePoint' logos are visible. Below the logos, the 'EDIT' tab is selected, and the 'Attach File' button is highlighted with a callout '2'. The 'Attach File' button is part of a ribbon that also includes 'Save', 'Cancel', 'Paste', 'Copy', 'Cut', and 'Spelling'. Below the ribbon, the 'CaTS' (Test and Training Sites) header is visible. The main content area shows a form for creating a task with fields for 'Task Name \*', 'Start Date', 'Due Date', and 'Assigned To'. Below the form, there are 'Save' and 'Cancel' buttons. At the bottom of the form, there is a section for adding attachments. The 'Name' field is empty, and the 'Choose File' button is highlighted with a callout '3'. The 'No file chosen' text is visible next to the button. Below the 'Choose File' button, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by callout '6'. A callout '7' points to the 'Save' button in the top left corner of the ribbon.

# Editing a Task

1. Select the task you would like to edit.
2. Click the **Tasks** tab.
3. Click **Edit Item**.
4. Make your necessary edits.
5. Click **Save**.

Alternatively, you can select the task > Click the **Edit** tab > Click **Edit Item** > Click **Save**



# Updating a Task

1. Select the task you would like to update.
2. Click the **Tasks** tab.
3. Click **Edit Item**.
4. In the page that appears, update the **Completeness Percentage**.
5. Click **Save**.

Alternatively, you can select the task > Click the **Edit** tab > Click **Edit Item** > Click **Save**

The screenshot displays the SharePoint Online interface for editing a task. The main interface shows a list of tasks under the 'TASKS' tab. The 'Test' task is selected, and the 'Edit Item' dialog is open. The dialog is titled 'Office 365 | SharePoint' and 'CaTS | Test and Training Sites'. It contains the following fields:

- Task Name: Test
- Start Date: [Empty]
- Due Date: [Empty]
- Assigned To: Enter names or email addresses...
- % Complete: 0%

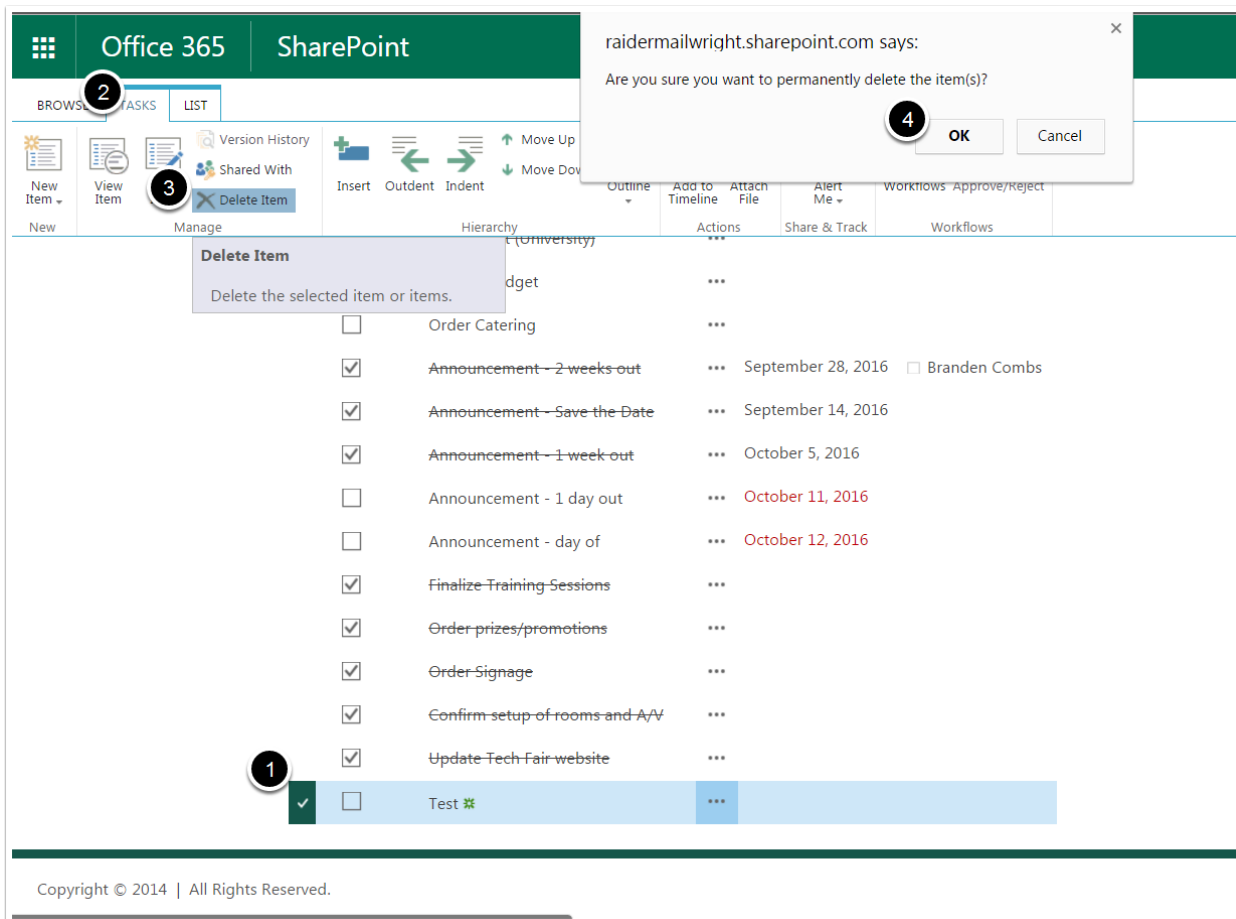
The dialog also shows a 'SHOW MORE' link and a 'Save' button. The background interface shows the 'Edit Item' button highlighted with a red circle and the number 3. The task list includes items like 'Order prizes/promotions', 'Order Signage', 'Confirm setup of rooms and A/V', 'Update Tech Fair website', and 'Test'.

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# Deleting a Task

1. Select the task you would like to delete.
2. Click the **Tasks** tab.
3. Click **Delete Item**.
4. Click **OK**.

Alternatively, you can click the **three dots** next to the task > In the new menu that appears, click the **three dots** > Click **Delete Item**



# Lists

## Introduction to Lists

Your **Lists** are a collection of data that you can share with other users. There are four different Lists:

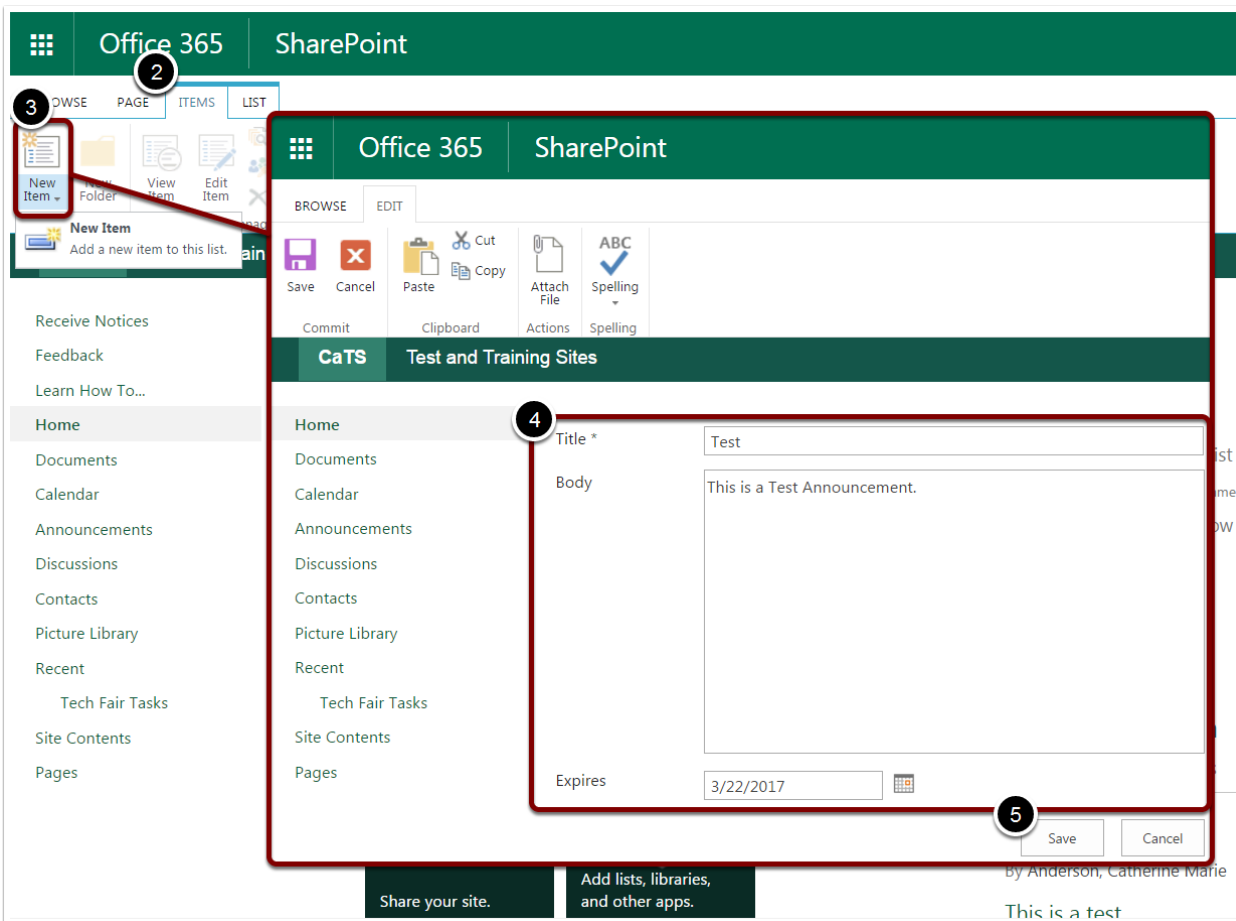
1. **Announcements** - Here, you can make announcements and view announcements from other users.
2. **Calendar** - Here, you can view all of the events scheduled.
3. **Tasks** - Here, you can view assigned tasks and things to do.
4. **Contacts** - Here, you can view all of your contacts' information.

The screenshot shows a SharePoint site for 'CaTS Communications & Marketing'. The navigation bar at the top includes 'Office 365' and 'SharePoint'. Below the navigation bar, there are tabs for 'BROWSE', 'PAGE', 'ITEMS', and 'LIST', with 'ITEMS' and 'LIST' highlighted. The main content area is divided into three columns. The left column contains a navigation menu with items like 'Home', 'Documents', 'Calendar', 'Announcements', 'Discussions', 'Contacts', 'Picture Library', 'Recent', 'Tech Fair Tasks', 'Site Contents', and 'Pages'. The middle column displays the 'Announcements' list, which is currently empty. It features a 'new announcement' button and a message: 'There are no items to show in this view of the "Announcements" list.' Below this, there is a 'Get started with your site' section with a 'REMOVE THIS' link and two cards: one with a circular arrow icon and another with a house icon and the text 'Add lists, libraries, and content to your site.' The right column displays the 'Contacts' list, which is also empty. It features a 'new item' button and a message: 'There are no items to show in this view of the "Contacts" list.' Below this, there is a 'Discussions' section with a 'new discussion' button and a recent discussion titled 'This is a test' by Catherine Marie Anderson.

# Creating a New Item

1. Click under the list you would like to add a new item to.
2. Click **Items**.
3. Click **New Item**.
4. Fill in the necessary information.
5. Click **Save**.

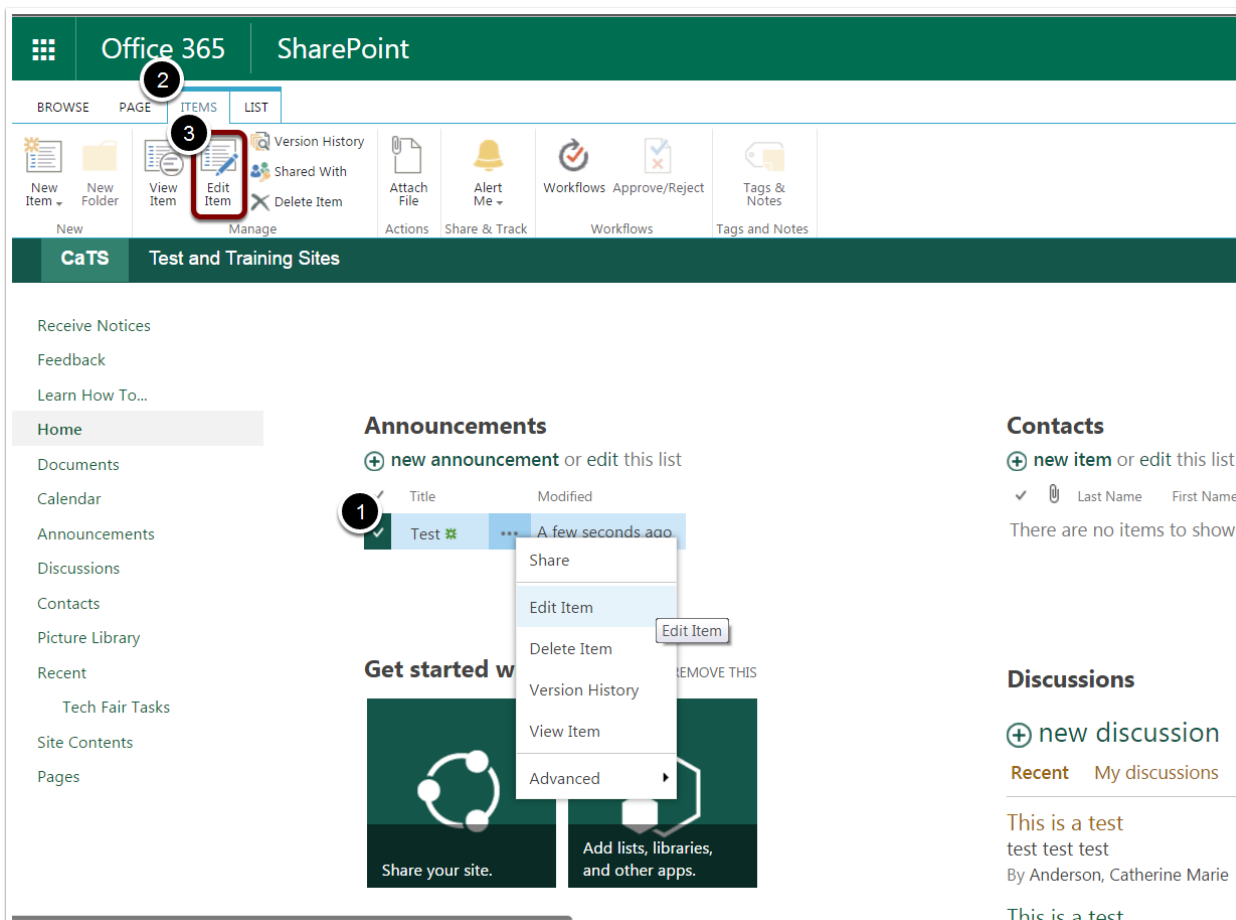
**\*\*Note\*\*** The information provided will vary depending on which List you add the item under. For instance, if you add a new item to your **Contacts List**, it will require different information than if you add a new item to your **Calendar**. The image below shows the screen you will see if you add a new item to your **Announcements List**.



# Editing an Item

1. Select the item you would like to edit.
2. Click **Items**.
3. Click **Edit Item**.
4. On the new page that appears, make your necessary edits.
5. Click **Save**.

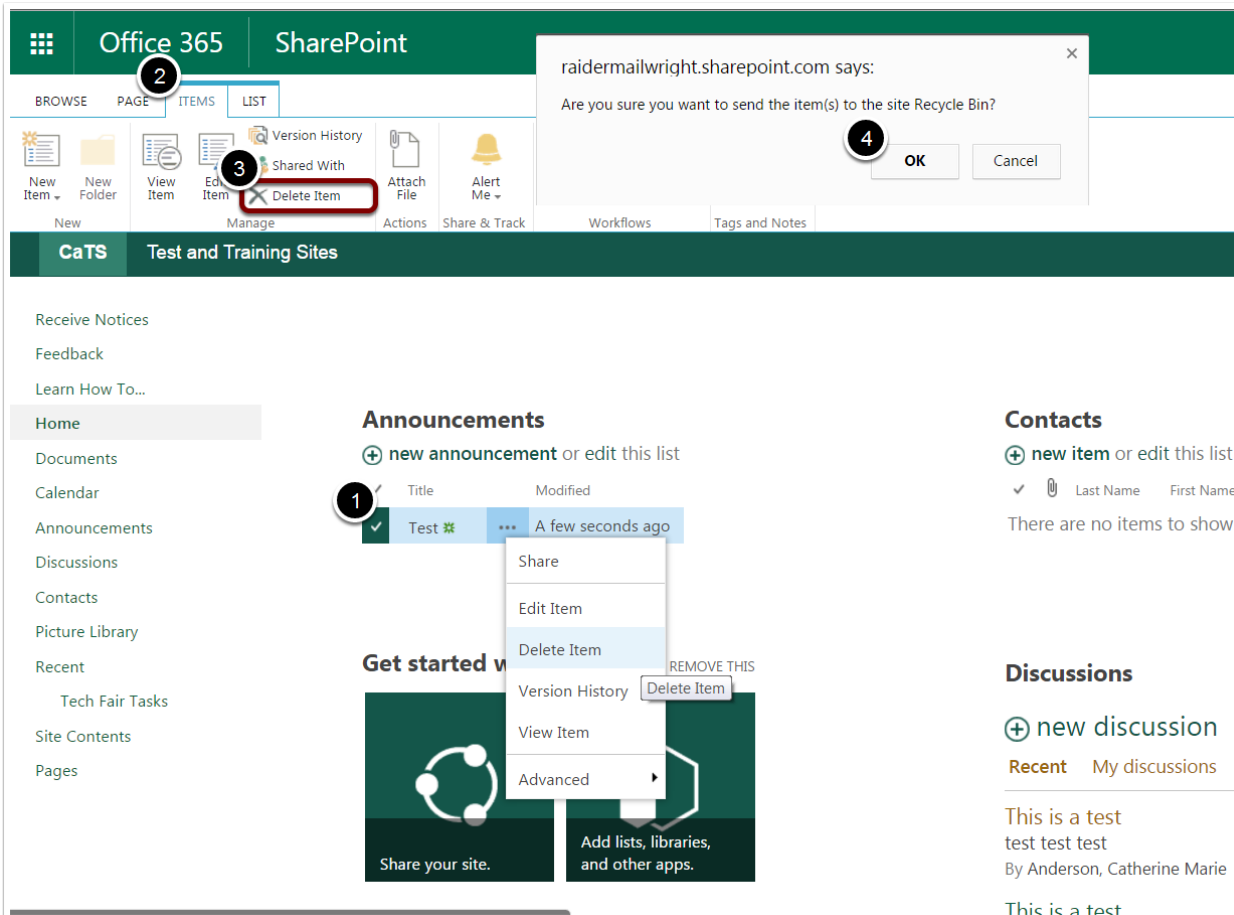
Alternatively, you can click the **three dots icon** > Click **Edit Item**.



# Deleting an Item

1. Select the item you would like to delete.
2. Click **Items**.
3. Click **Delete Item**.
4. Click **OK**.

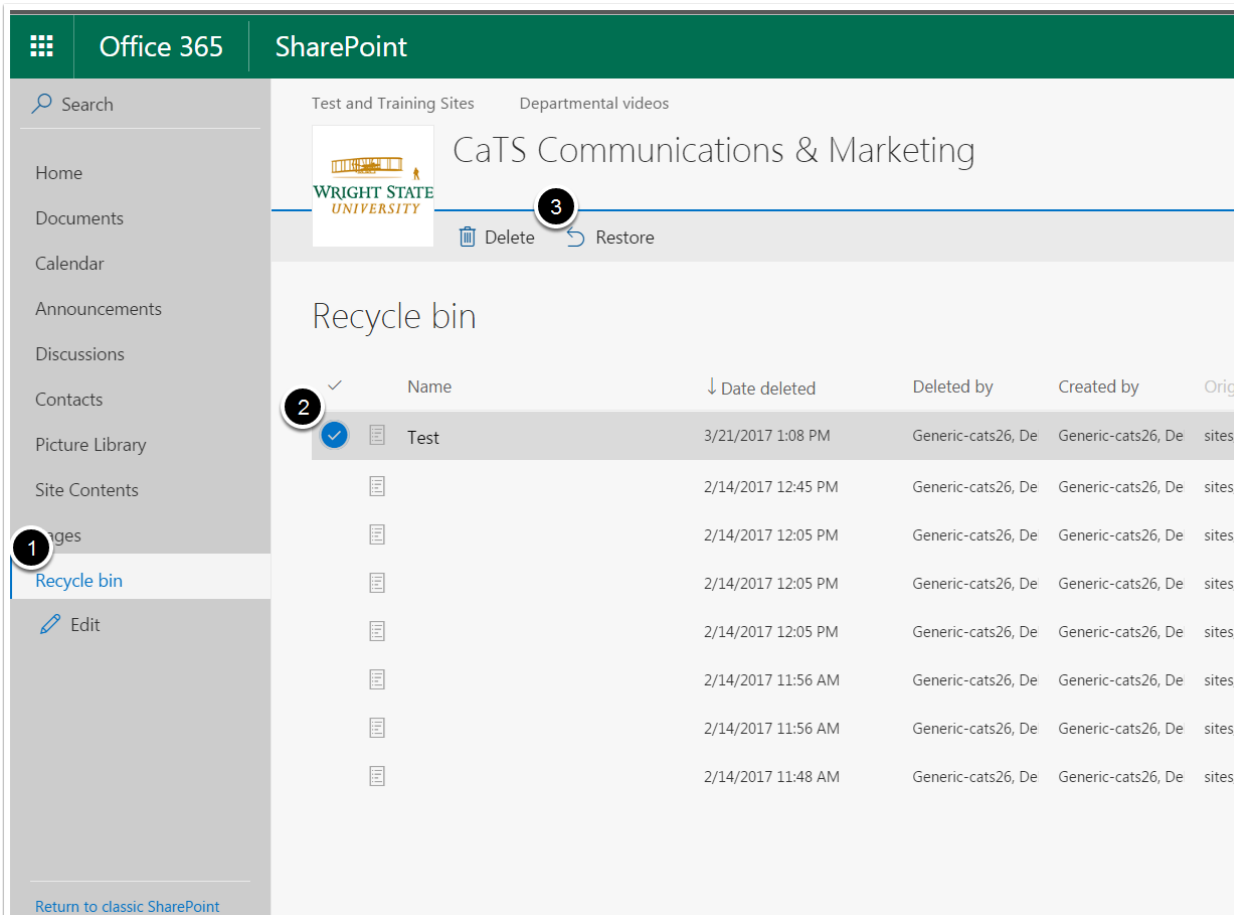
Alternatively, you can click the **three dots icon** > Click **Delete Item**.





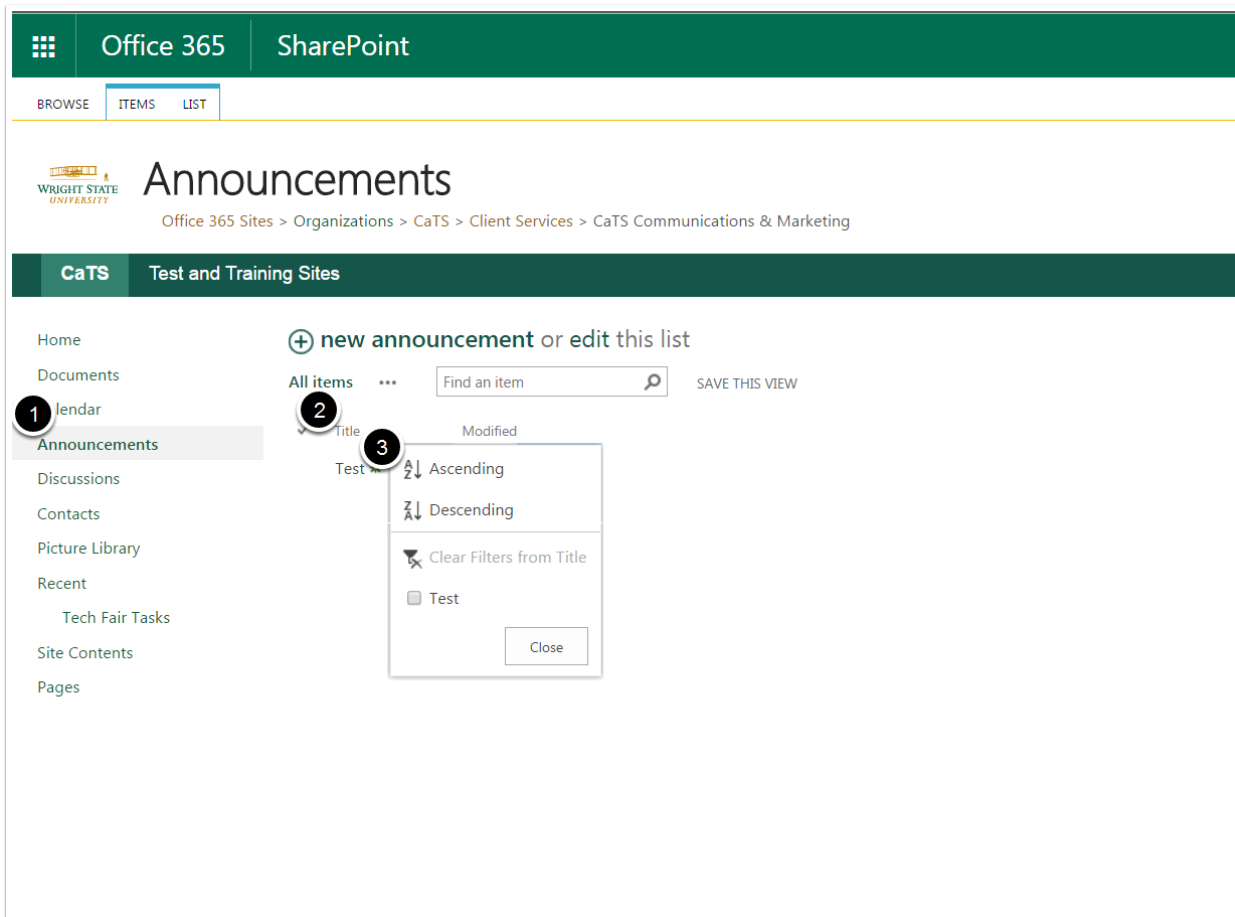
# Recovering an Item from the Recycle Bin

1. Click **Recycle Bin**.
2. Select the item you would like to recover.
3. Click **Restore**.



# Sorting Items

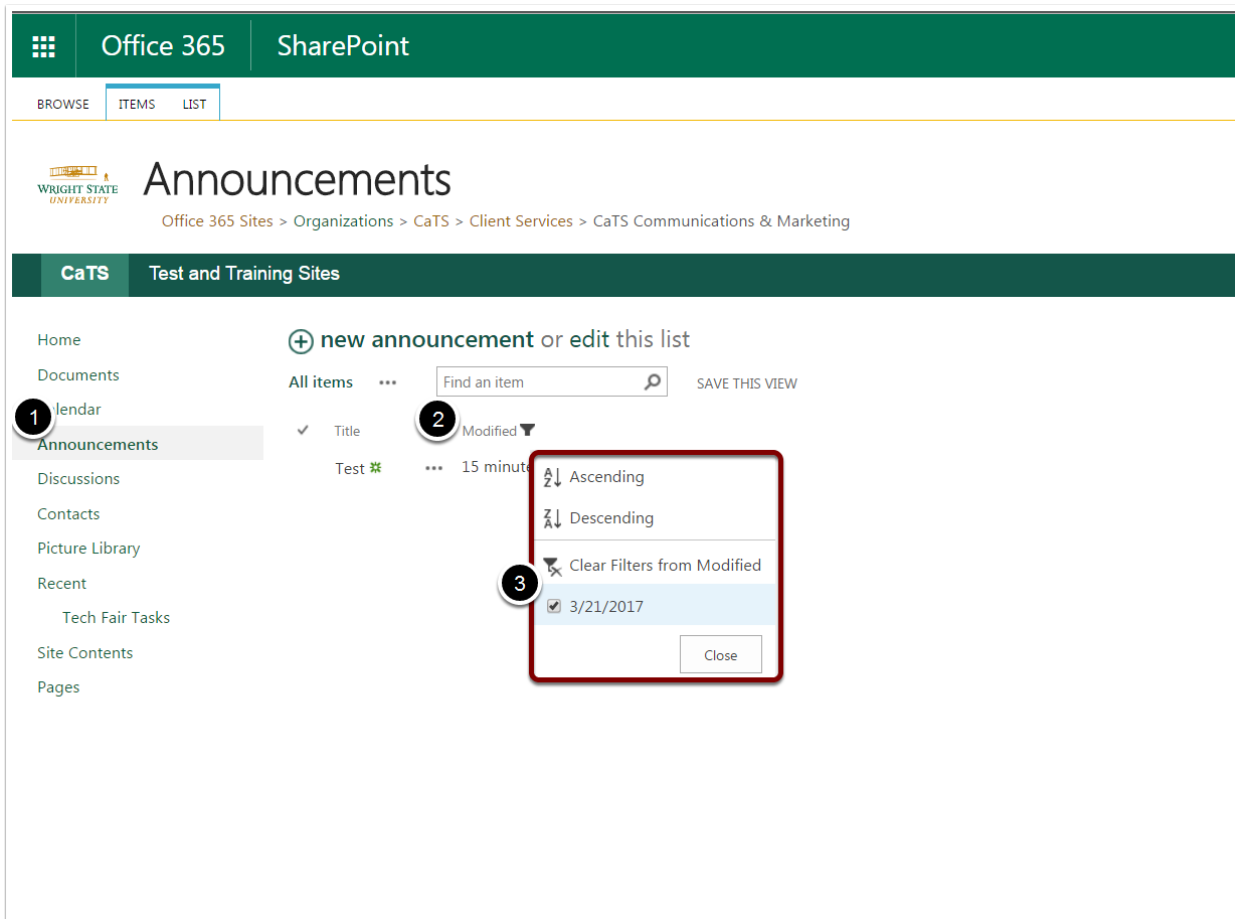
1. Click into the List of Items you would like to sort.
2. Click the drop down menu under whatever you would like to sort the items by.
3. Click **Ascending** or **Descending**. Your items will immediately be sorted and you can



# Filtering Items

1. Click into the List of Items you would like to filter.
2. Click the drop down menu under whatever you would like to filter the items by.
3. Click the option to filter the list. A gray icon will appear next to the menu to indicate that it has been filtered.

**\*\*Note\*\*** To clear your filters, simply click **Clear Filters** under the drop down menu.



## Other Features

### Setting an Alert for an Item or Document

1. Select the file for which you would like to set the alert.
2. Click the **Files** tab.
3. Click **Alert Me**.
4. Click **Set alert on this document**.
5. In the window that appears, add the email addresses of those whom you would like to alert. Here, you can also select when and how often the alert should appear.
6. Click **OK**.

The screenshot displays the SharePoint Online interface. At the top, the 'Office 365' and 'SharePoint' logos are visible. The 'FILES' tab is selected in the ribbon. The 'Alert Me' button in the ribbon is highlighted with a circled '3'. A tooltip for 'Set alert on this document' is shown, indicating that users will receive e-mail or mobile notifications when the document is changed. The 'Set alert on this document' button in the ribbon is highlighted with a circled '4'. A dialog box titled 'Documents: CaTS Training Announcement.docx - New Alert' is open, with a red box around it. The dialog box contains the following fields and options:

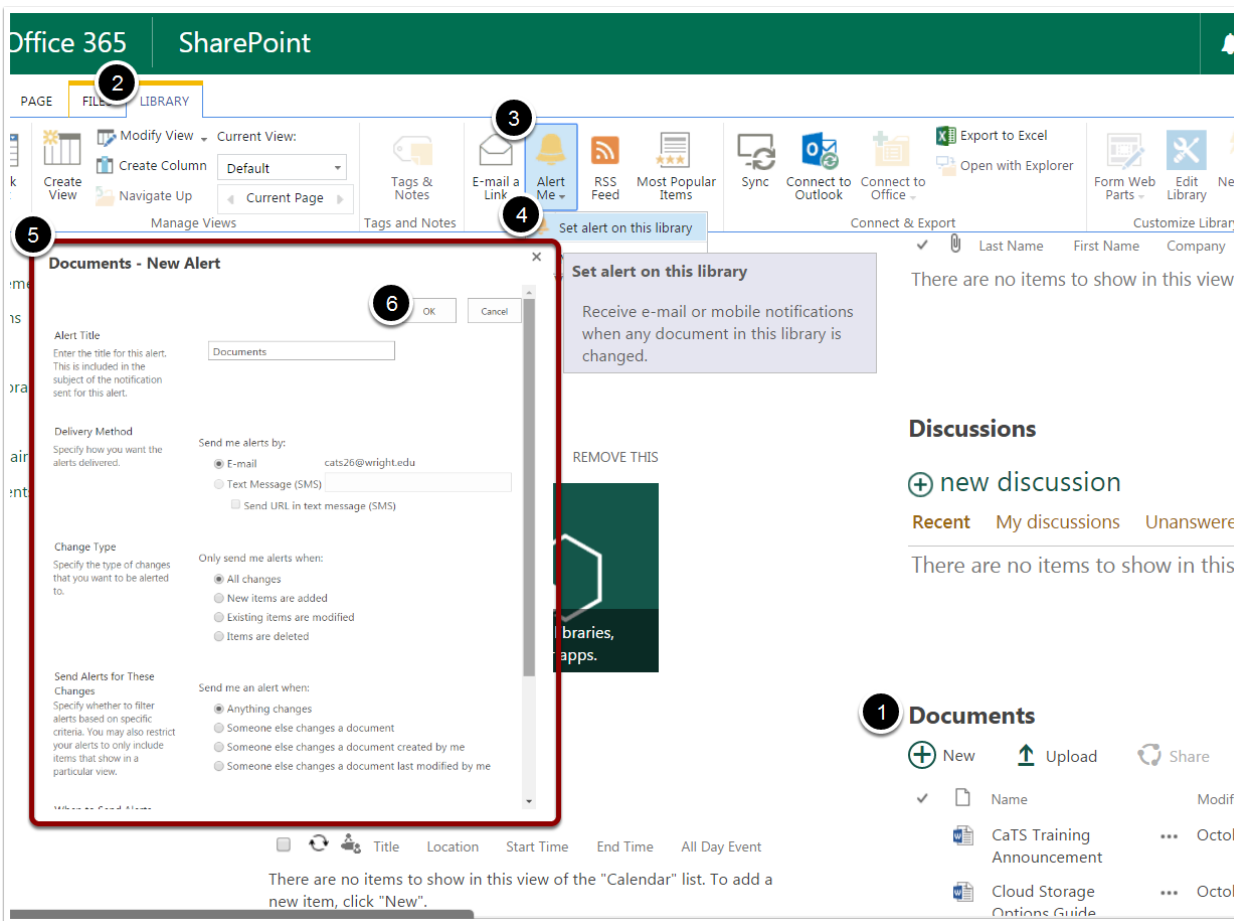
- Alert Title:** Documents: CaTS Training Announcement
- Delivery Method:** Send me alerts by:
  - E-mail (cats26@wright.edu)
  - Text Message (SMS)
  - Send URL in text message (SMS)
- Send Alerts for These Changes:** Send me an alert when:
  - Anything changes
  - Someone else changes a document
  - Someone else changes a document created by me
  - Someone else changes a document last modified by me
- When to Send Alerts:** Specify how frequently you want to be alerted:
  - Send notification immediately
  - Send a daily summary
  - Send a weekly summary
- Time:** Tuesday, 9:00 AM

The background shows a list of documents with the following items:

Name	Modified
CaTS Training Announcement	October 2
Cloud Storage Options Guide	October 5

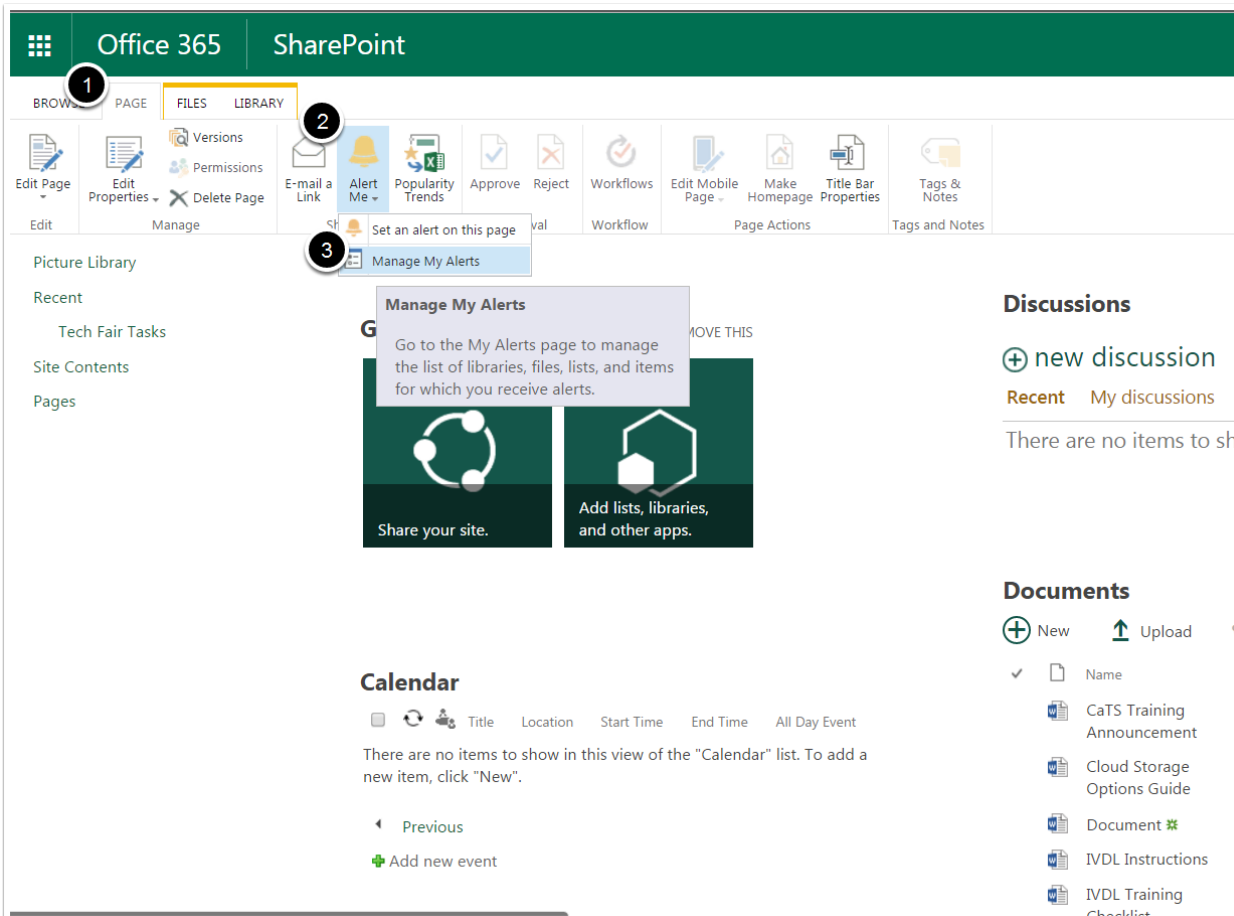
# Setting an Alert for a List or Library

1. Select the List or Library for which you would like to set the alert.
2. Click the **List/Library** tab.
3. Click **Alert Me**.
4. Click **Set alert on this list/library**.
5. In the window that appears, add the email addresses of those whom you would like to alert. Here, you can also select when and how often the alert should appear.
6. Click **OK**.



# Managing and Removing Alerts

1. Click the **Page** tab.
2. Click **Alert Me**.
3. Click **Manage Alerts** from the dropdown menu.
4. From here, you can add, edit, or delete your alert(s).



# FAQs and Notes

## FAQs

### **Q: Can multiple users work on the same document simultaneously in SharePoint?**

A: Yes! With SharePoint's real-time coauthoring of files, each employee can work on the same document at once, see the changes in real-time and rest assured that SharePoint is automatically updating the file as they go.

### **Q: Does SharePoint allow me to search the contents of files instead of just by filename?**

A: Yes! Think of SharePoint's search tool like a web search for your business. It's constantly crawling your network analyzing file contents, titles, dates and metadata to deliver you relevant results and detailed previews. Find that file right away!

### **Q: Can we go back to look at previous file versions in SharePoint?**

A: Yes! With SharePoint's unlimited file versioning, you can click on a specific document and retrieve previous versions, right back to the moment it was created. Not only that, you can see when the version was created and who made the changes. File versioning is particularly handy when business strategies change and an employee needs to retrieve a previous edit they thought had been lost forever!

## Notes

- You have up to 10GB worth of storage space in SharePoint!
- Forget where something is saved? Office 365 Delve can help you find any documents you've uploaded, including shared documents from your team! Find out more about Delve at <http://www.wright.edu/information-technology/services/office-delve>.
- Working on the go? You can download the SharePoint app on any iOS or Android device! Visit your OS's app store and install the SharePoint app for free.