Microsoft SharePoint Basics

Microsoft SharePoint is a cloud-based service that helps organizations share and manage content, knowledge, and apps. As part of the migration away from Box departmental shares in Box were moved to SharePoint. SharePoint provides a place to store files and folders, but it also has many other useful features that can be leveraged by your department or team.

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**File access and management**

**Browser**

From a modern browser (i.e., current versions of Edge, Chrome, Firefox), log in to https://office.com and clicking the OneDrive icon in the left navigation pane. Then click Sharing from the left navigation pane and click the Shared with me tab. Files may also be downloaded for editing unless this functionality has been restricted due to security reasons.

**OneDrive Client**

Departmental shares you had access to in Box are now in SharePoint. These shared folders will now show up under your OneDrive-University of Maine System/University of Maine System. You can add SharePoint folders that have been shared with you by going to https://office.com and clicking the OneDrive icon in the left navigation pane. Then click Sharing from the left navigation pane and click the Shared with me tab. Select the desired Folder and click Add shortcut to MyFiles. Once complete there will now be a link to the folder OneDrive-University of Maine System folder. Files can be opened and edited on your local computer and any changes will sync back up to SharePoint when connected to the internet. Files can be opened and edited on your local computer and any changes will sync back up to SharePoint when connected to the internet.

For a video demonstration, see the video below.

**SharePoint Sites**

In addition to document libraries, SharePoint sites have other types of features and content. For some basic video tutorials from Microsoft see https://support.microsoft.com/en-us/office/sharepoint-video-training-cb8ef501-84db-4427-ac77-ec2009fb8e23

**SharePoint News Pages**

Keep your team and/or external departments in the loop with a SharePoint News page.

For information on how to create a News page, see https://support.microsoft.com/en-us/office/use-the-news-web-part-on-a-sharepoint-page-c2dce50-f5d7-434b-8cb9-a7feef9f165?ui=en-us&rs=en-us&ad=us

Targeting News to specific audiences by using Microsoft 365 groups is coming soon.

**SharePoint Lists**

A list is a collection of data that you can share with your team members and people who you've provided access to. For information on how to create and work with lists, including list templates, see https://support.microsoft.com/en-us/office/introduction-to-lists-0a1c3ace-04af-b225-cfb8d92c522d

Lists are frequently used for Project task status tracking. You may find SharePoint lists of use in many situations where you used to use Excel to share and collaborate on data with your team, but utilizing SharePoint lists instead provides for better collaboration and puts the data in a location that is more easily utilized by PowerApps and other automation.

**SharePoint Site Home pages**
You can pull together various sources of information in one place for your team or department. Things like announcements, videos, kudos, commonly used links and documents, and coming soon PowerBI info. For more information, check out the LinkedIn tutorial below.

⚠️ By default sites that migrated from Box or were created by IT have been configured to have the landing page be the Document library.

Related

SharePoint Version History

SharePoint Permissions