

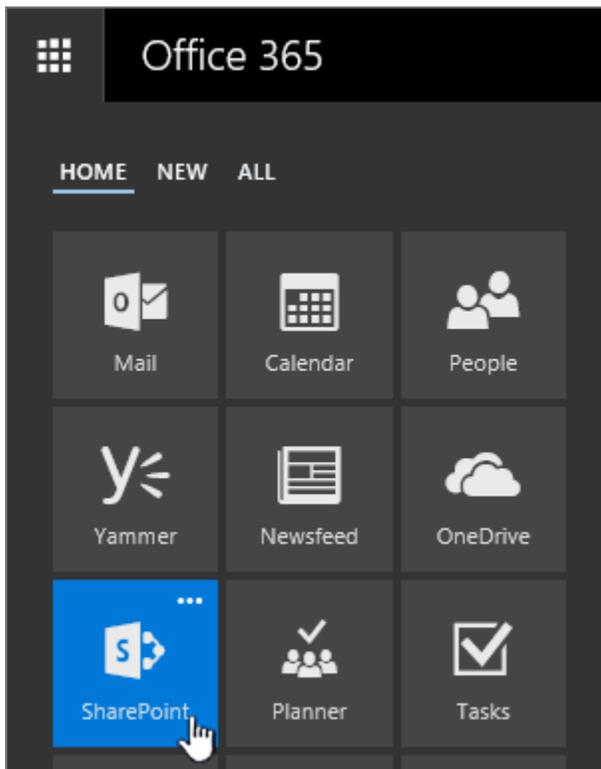


## *Get started with SharePoint*

### **Purpose: How to use Microsoft SharePoint.**

When you sign in to Office 365, or your organization's corporate SharePoint Server site, click **SharePoint** or **Sites** in the app launcher navigation or top bar. These are your entry points into SharePoint.

Click on SharePoint and "Create Site".

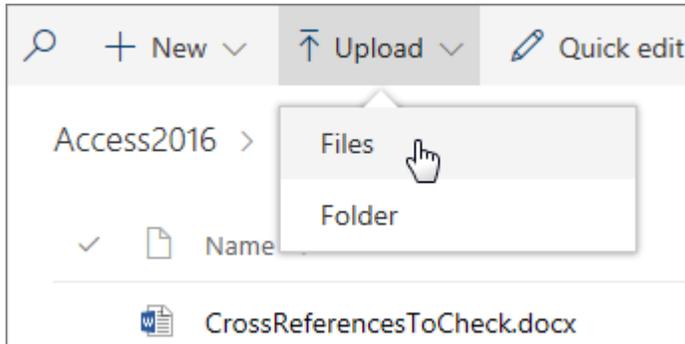


### ***What's in a SharePoint site***

Organizations use SharePoint to create websites. In Office 365, you can create a site from the SharePoint start page. You also get a SharePoint team site whenever you create an Office 365 group in Outlook Online or Office 365. If you're in SharePoint Server, you can create a team or a number of other types of sites. You can use the sites as a secure place to store, organize, share, and access information from any device. All you need is a web browser, such as Microsoft Edge, Internet Explorer, Google Chrome, or Mozilla Firefox.

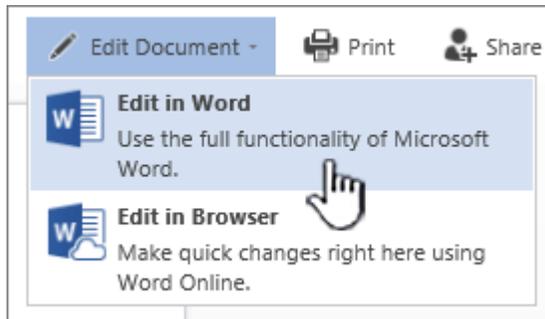
## Get started with SharePoint

1. **Upload files to your SharePoint document library, so you can access them from anywhere**



2. **Open a document in a document library**

Click to open the document you want to work on and it will open in Office for the web. If you have the application installed on your computer and want to use it, click **Edit Document > Edit in <application name>**.



In a document library, click to open the document you want to work on. It will open in Office for the web. The number of people currently editing the document appears at the top right of the document.

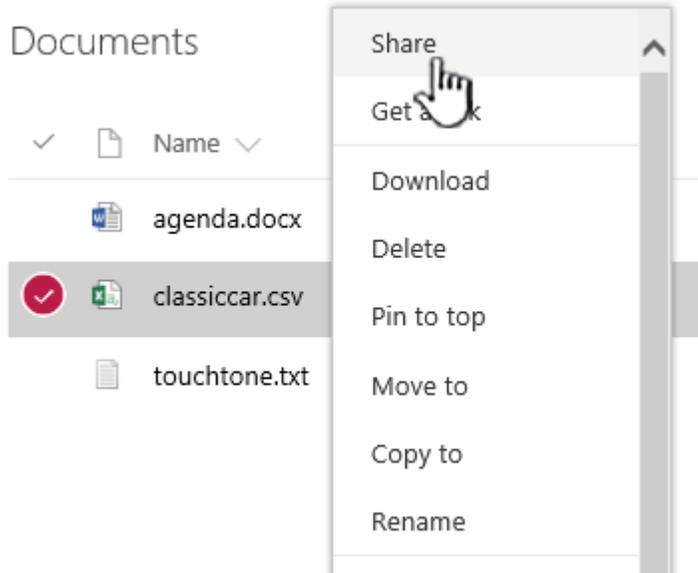
3. **Work with others on the same document, at the same time**



Select the document you want to share, click the ellipses (...) to open the menu, and then click

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### 4. Share documents



### 5. Share sites

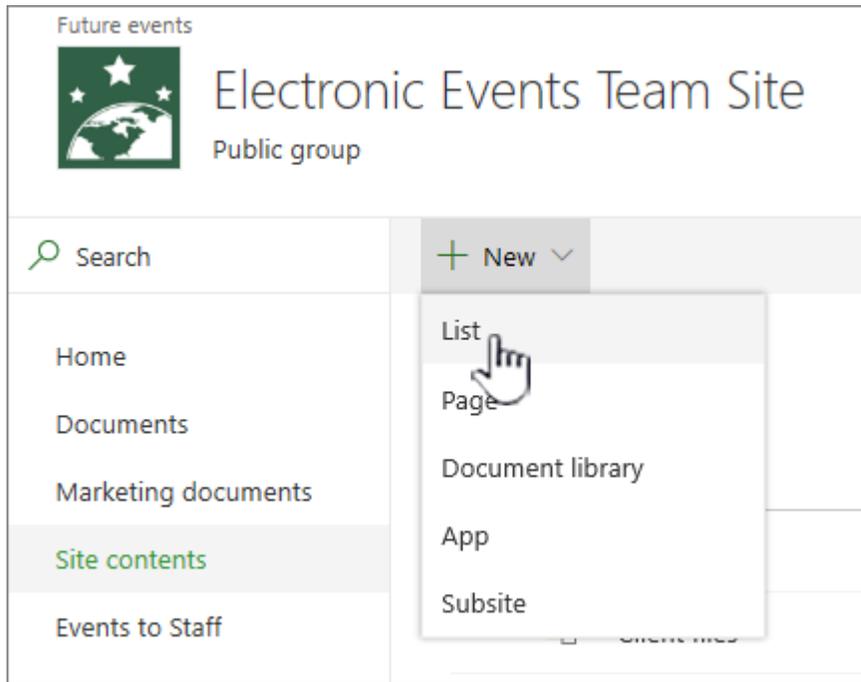
If you have site owner permissions, click **SharePoint** or **Sites**, choose the site you want to share, and then click **Share**  **Share**.

If you're using Office 365, you can create a site from the SharePoint start page, and it automatically creates an Office 365 group. If you create an Office 365 group in Outlook or People, and you automatically get a team site in SharePoint Online.

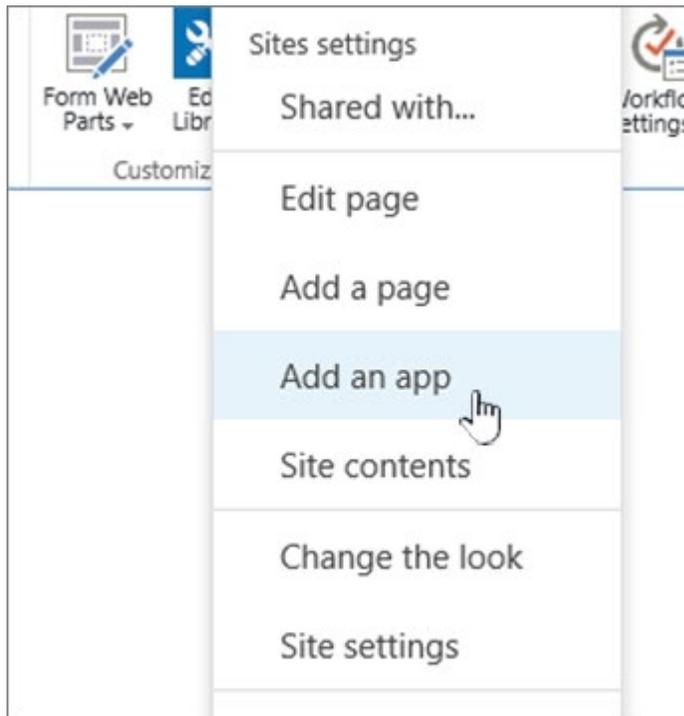
### 6. Add a list or library to your team site

To add a list or library to SharePoint Online, click **+ New** from within a site, and then pick **List** or **Library** from the list.

## Get started with SharePoint



To add a list or library for SharePoint Server versions of SharePoint click **Settings**  and then click **Add an app**.





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***Ready to move beyond the basics?***

Take a look at our beginner and intermediate training to learn more about:

- [Create a document library in SharePoint](#)
- [Create a list in SharePoint](#)
- [Share SharePoint files or folders in Office 365](#)
- [Edit and manage permissions for a SharePoint list or library](#)
- [Set up your computer to sync SharePoint Server on-premises files](#)
- [Customize the navigation on your team site](#)
- [Sync files with OneDrive in Windows](#)