SharePoint Reference

Allina Health

Introduction

| | SharePoint 2016 | Sites **1** | * Bar is Black in SharePoint 2016 / Bar is Green in SharePoint Online | Allina Health | **7** ⚙ ? **8** User ▾ |

BROWSE PAGE QUICK HELP **3** · (8) SHARE FOLLOW EDIT

Global Link 1 Global Link 2 ✏ ED **5** KS   **9** Search this site ▾ 🔍

Site Name

1 = Global Navigation bar *   **6** = Quick Launch (Left Navigation) Links
2 = Office 365 App Launcher   **7** = Gear Icon = Settings
3 = Ribbon Menu   **8** = User Info / Sign Out
4 = Current Site Home Page   **9** = Site Search
5 = Global Top Links   **10** = Main Content Area

Home **6**
Notebook
Documents
Site Contents

✏ EDIT LINKS

Newsfeed **10**

Start a conversation

It's pretty quiet here. Invite more people to the site, or start a conversation.

Documents
⊕ New   ⬆ Upload   🔄 Sync   Share   More ✓
Find a file 🔍
✓ 🗋 Name

Drag files here to upload

SharePoint is a repository of information and knowledge that can be shared. Document libraries and custom lists are key tools for this content.

Accessing a SharePoint Site
1. Click the link in an emailed invite, click the link from a saved bookmark or favorite or navigate to http://spt.allina.com/SitePages/Home.aspx to find your site.
2. When prompted, login with your Allina email address.

Signing Out
1. In the top right of the window, click **your name** (**8**).
2. Click **sign-out**.

Using the App Launcher
The Office 365 App launcher can be used to access other SharePoint Sites.
1. In the upper left of the window, click the "**waffle**" (nine dots).
2. In the fly-out, under Apps click **SharePoint**.

Navigating SharePoint
- To go to the home page, click **Home** from the left navigation quick links pane (**6**)or click the image (**4**) above the left navigation quick links pane.
- Use the global top links (**5**) or left navigation quick links (**6**) to access other sites, lists and/or libraries.
- Click the ribbon tab (**3**) to access tasks specific to the page, list or library.

Expand the Main Content Area
To display more of the main content of a SharePoint site or page:
1. From the ribbon area, on the right click the **Focus on Content** icon.
2. Click it again to return to normal.

SharePoint document libraries and custom lists allow you to compile, manage, track and share information and documents, spreadsheets, presentations, etc.

SharePoint Document Libraries
1. To access a document library, from the left navigation quick links pane (**6**), click **Documents**.
Note: There might also be link to a document library on the main content area (**10**).

SharePoint Lists
A list in SharePoint is a collection of data that gives you and your co-workers a flexible way to organize information.
1. To access a SharePoint list, from the left navigation quick links pane (**6**), look for the name of the list (Tasks, contacts, Links, etc.)
Note: Not all SharePoint sites have custom lists.

Uploading Documents   ⬆ Upload
1. Navigate to the document library then click **upload**.
2. Click **Browse** and navigate to the location of your file.
3. Double click file name.
4. Click **OK**.

Share a Document via a Link
The best way to share SharePoint content is through a URL.
1. From a document library, click the **ellipsis** (3 dots) to the right of the file name.
2. From the pop-up window, copy the URL near the bottom of the page.

Sorting and Filtering a Library or List
1. Hover over the column title.
2. Choose a sort order.
3. Select / deselect filters as required.   ↓ ▼
4. Click Clear Filters to clear all filters.
Note: A sorted list will have an arrow next to the column. A filtered list will have a funnel next to the column.