

Microsoft 365 – Getting started with SharePoint

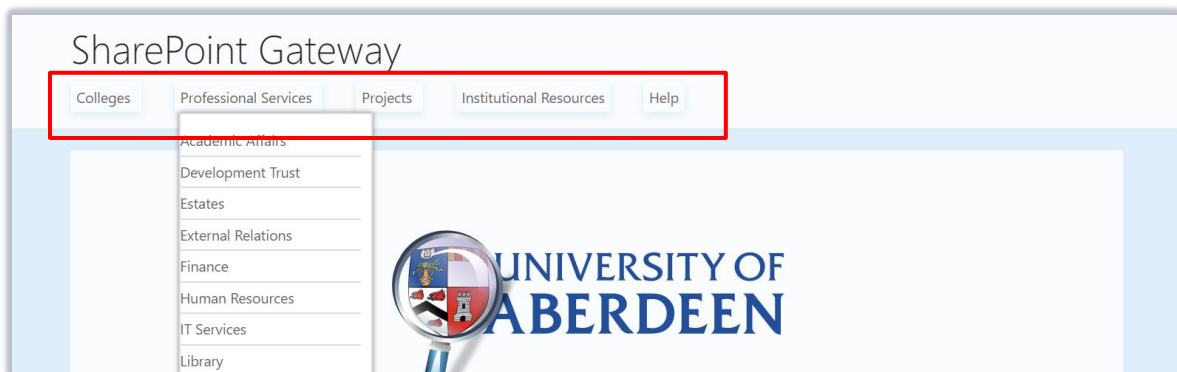
What is SharePoint?

SharePoint is an online platform, allowing teams to upload and manage content, process and tasks. It is a useful tool for collaboration, as you can share documents with colleagues, and benefit from features including version control, document histories and workflows.

You can access SharePoint from any location, using a web browser and your University username and password. Like websites, every SharePoint site is different. Depending on the teams and research groups that you are part of, you may have access to several SharePoint sites.

Accessing SharePoint

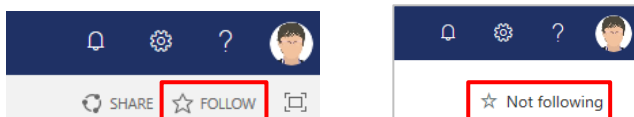
1. Open your **web browser** and enter the **URL** for your SharePoint site in the address bar.
 - If you do not know the URL, go to the SharePoint Gateway.
 - Once you log in, you can use the **Top Link Bar** to navigate to your site.



2. Log in with **yourusername@abdn.ac.uk** (eg s01az15@abdn.ac.uk) and **password**.
3. As long as you have **permission** to view the site, it will open in your web browser.
 - If you don't have permission, you will see a request form that you can use to contact the Site Owner. The Site Owner is the person who manages access permissions for a SharePoint site.

Following a SharePoint site

Once you have accessed a SharePoint site for the first time, it is a good idea to follow it. This is a bit like bookmarking the site as a favourite. Click **Follow** at the top right **or** click **Not following** to change it to Following.



Sites that you follow appear as a list on your SharePoint app page. To access this, click the **waffle (app launcher)** at the top left, then click **SharePoint**.

You can choose to follow any of the sites you see on this page by clicking on the star beside the site name or on the site tile. ☆

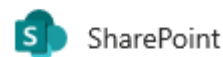
SharePoint and Microsoft 365

At the University, SharePoint works as part of **Microsoft 365**. This means that when you log in to an Microsoft 365 app, such as **Outlook Web App** (outlook.com/owa/abdn.ac.uk), you can move quickly and easily between your University email, calendar, SharePoint, and other online apps.

How? Just click the **app launcher** at the top left of the browser window to decide where you want to go.



For example, click the **SharePoint** app to access:



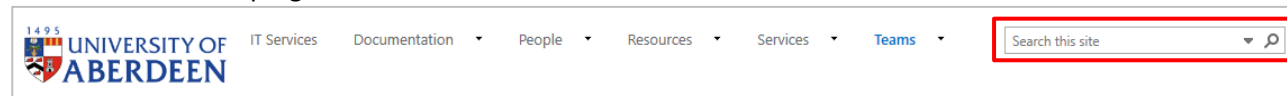
- Sites you access frequently
- Sites you are following
- Sites you visited recently
- Featured links



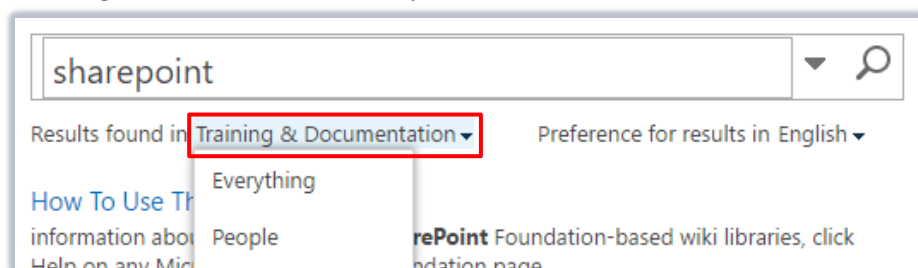
Note: Some SharePoint sites have the Classic look and some the Modern. As the file structure behind every Microsoft Team is a SharePoint site you will see these sites as well.

Searching for SharePoint content

SharePoint allows you to search for content across multiple sites, starting with a keyword or phrase in the **Search** box at the top right of the SharePoint window.



At first, the list of search results will show content from the site you are currently using. You can change this using the **Results found in** drop-down box.



You can refine your search results using a number of filters:

- **Result type:** a list of content types e.g. Excel, PowerPoint, OneNote, Task, Web page, Word.
- **Author:** a list of names, if you know who created the content.
- **Modified date:** a sliding scale that you can use to focus on content last edited in a specific time period.

Help and support

A selection of user guides and an FAQ are available via the [SharePoint Help](#) site.

You can book SharePoint training via the [Course Booking System](#).

For further help or advice, please use [MyIT](#) to log a call with the IT Service Desk.