

2009

The University of New Orleans
SharePoint: For Students



THE UNIVERSITY *of*
NEW ORLEANS

Training Group

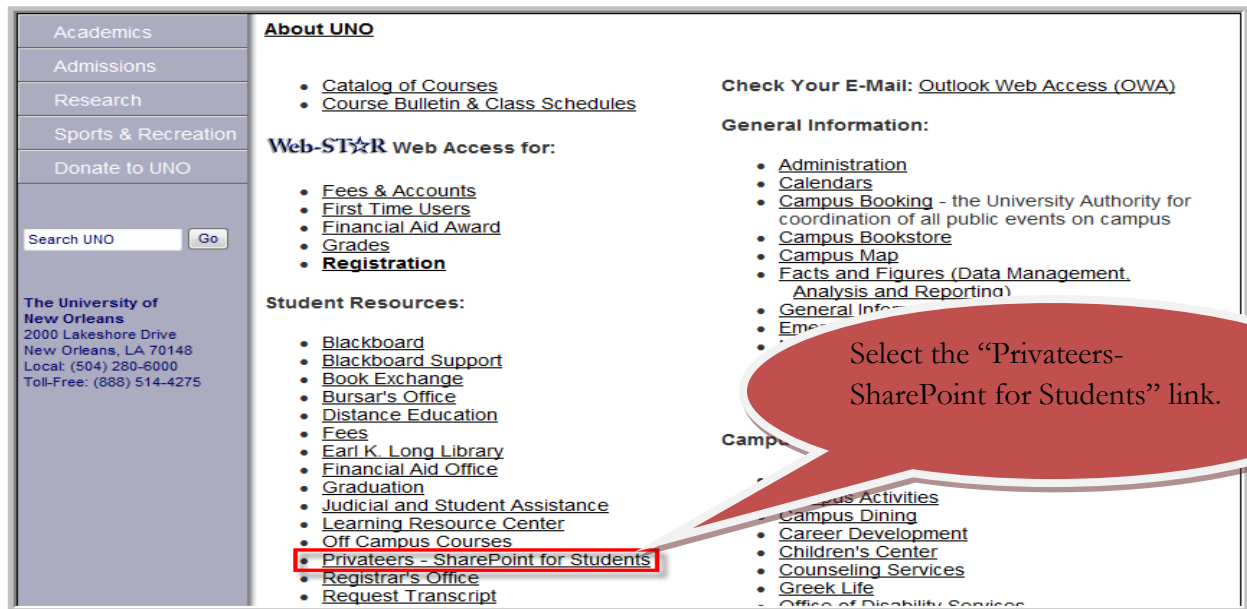


Login.....	4
What is SharePoint?.....	6
How can I use SharePoint as a Student?	6
Can I use SharePoint as a backup?	6
Introduction to My Site.....	7
Uploading Documents into a Document Library.....	7
Make the most of your calendar	7
Find the built-in calendar	7
Get around in the calendar	7
Enter an item	8
Edit or delete an item	8
Send a link to others	8
Create your own calendar	8
Create a calendar.....	9
Delete a calendar	9
Switch between Calendar view and List view.....	9
Connect a SharePoint calendar to outlook.....	10
Make the SharePoint calendar visible in Microsoft® Office Outlook®.....	10
Enter a calendar item from Outlook	10
Check your permissions for the SharePoint calendar from Outlook	11
Copy entries from private to public.....	11
Go the other way: Copy entries from public to private	12
Synchronize your entries	12
Disconnect the calendar from Outlook	12
Find calendar items from the SharePoint site	12
Find calendar items from Outlook	13
Send a sharing message from Outlook.....	13
Calendars Tips & Tricks	14
Find calendar items from the SharePoint site	14
Find calendar items from Outlook	14

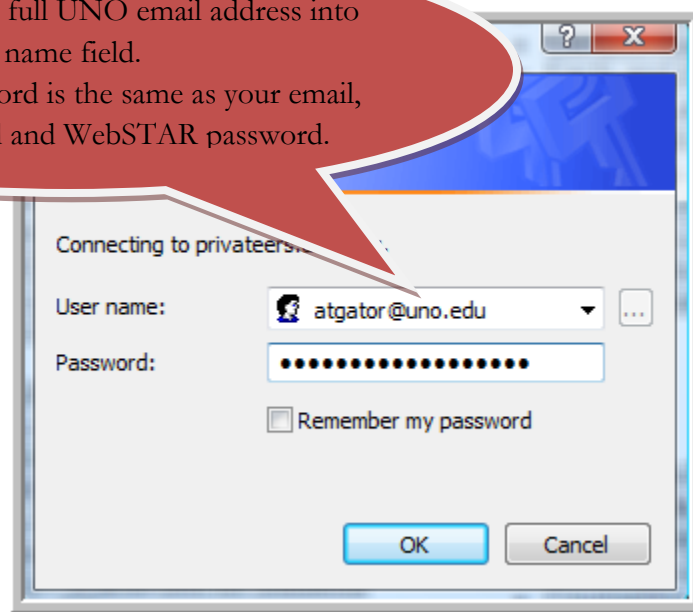
Send a sharing message from Outlook.....14

Login

1. Open a web browser.
2. Type the **SharePoint address** into the browser address field and press **<Enter>** <https://privateers.uno.edu:44300/default.aspx> or follow the instructions below.
3. If you have problems accessing sharepoint contact the Helpdesk at (504) 280- HELP (4357).



1. Enter your full UNO email address into to the user name field.
2. The password is the same as your email, blackboard and WebSTAR password.



What is SharePoint?

- SharePoint is a content and document management system that allows students, faculty and staff to store information online so it can be easily accessed from home or at The University.

How can I use SharePoint as a Student?

- Store documents and access the files via the Internet using a browser, such as Internet Explorer(Works best with IE), Firefox or Safari. Students are allowed 100 megabytes of total data storage on their SharePoint My Site.
- Organize files in document libraries

Can I use SharePoint as a backup?

- It is a good practice to keep backup copies of all important documents and files in more than one location. Store your documents in at least two places.

Why Should I use SharePoint?

- Easy Access to files via internet access
- Don't have to worry about lost or stolen flash drives or damaged disc.
- Create Blogs and Wikis for Group Projects
- Create your own discussion boards
- Streamline all documents in one central location

Trusted Sites

Make sure you add SharePoint as a “trusted sites” in Internet Explorer, click “Tools” and then select “Internet Options” Click the “Security” tab. Click on “Trusted Sites” and then click on the “Sites” button. Cut and paste <http://privateers.uno.edu> into the “Add this Web site to the zone” box and then click the “Add” button. Then click “OK” to close th open dialog box.

Introduction to My Site

My Site is a personal site that gives you a central location to manage and store your documents, content, links and contacts. My Site serves as a point of contact for other users in your organization to find information about you and your skills and interests.

By default, your My Site includes two parts: a personal site called My Home and a public profile page called My Profile.

You are the administrator of the personal site, which starts with a private home page. My Site is similar to having your own personal space on Facebook. You can create document libraries and picture libraries, calendars, surveys, tasks, and other SharePoint lists. You can create other pages on your personal site and provide links to those pages by using your public home page. Any of the documents and lists that you create in your personal site can be shared with other people on campus or view only by you.

Uploading Documents into a Document Library

- Students can upload existing files directly into a document library or organize subfolders.
- If you decide to organize your files in a document library, click the New Folder button, enter a **Name** for the folder, and click the **Save and Close** button. If you do not want to create a folder, click the **Upload Document** button, browse to locate the file, select the file and click **Save and Close**.

Make the most of your calendar

Find the built-in calendar

To access the calendar, click **Calendar** on the Quick Launch of your Department's SharePoint.

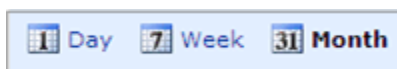
If you don't see the calendar on the Quick Launch, there are several other options:

Click **View All Site Content** on the Quick Launch and click **Calendar** under **Lists**.

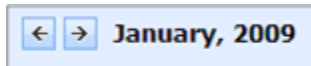
Create your own calendar (see the link to the course on this subject.)

Get around in the calendar

Use the buttons to look at a day, a week, or a month at a time.




Use the arrows to move from month to month, week to week, or day to day.



To quickly move to different years or months, use the small calendar above the Quick Launch.

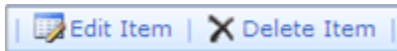


Enter an item

From the calendar, on the **New** menu , click the arrow, and then click **New Item**. If you want to create a recurring entry, set the item's recurrence pattern.

Edit or delete an item

1. Click the item in the calendar to open its form.
2. At the top of the form, click **Edit Item** or **Delete Item**.



Send a link to others

You'll see the URL for the calendar at the top of your Web browser in the address bar. You can copy this URL and paste it into an e-mail message. Or, if you're using Windows® Internet Explorer®, an easy way to send the link is to follow these steps:

1. In Internet Explorer, click the **File** menu.
2. Point to **Send** and click **Link by E-mail**.

Create your own calendar

Create a calendar

1. Click **View All Site Content**, and then click **Create** on the All Site Content page.
2. Under **Tracking**, click **Calendar**.
3. In the **Name** box, type a name for the calendar.

The calendar name is required. The name appears at the top of the calendar page, becomes part of the Web address for the calendar page, and appears in navigational elements that help people find and open the calendar.

4. In the **Description** box, type a description of the purpose of the calendar.

The description is optional. The description appears at the top of the calendar page in most views, underneath the name of the calendar.

5. To add a link to the calendar on the Quick Launch, click **Yes** in the **Navigation** section.
6. Click **Create**.

Delete a calendar


1. From the Calendar, click the **Settings** menu.
2. Click **List Settings**.
3. Under **Permissions and Management**, click **Delete this list**.

Switch between Calendar view and List view

To display a calendar as a list of items, click **All Events** or **Current Events** on the **View** menu. To display it in the familiar grid of a calendar, click **Calendar**

Connect a SharePoint calendar to outlook

Make the SharePoint calendar visible in Microsoft® Office Outlook®

1. In a Web browser, open the calendar on the site that was created with Windows® SharePoint® 2007.
2. On the **Actions** menu , click **Connect to Outlook**.



3. When you are prompted to confirm that you want to connect the SharePoint calendar to Outlook, click **Yes**.

In Outlook, in Calendar view, the SharePoint calendar is added under **Other Calendars**.

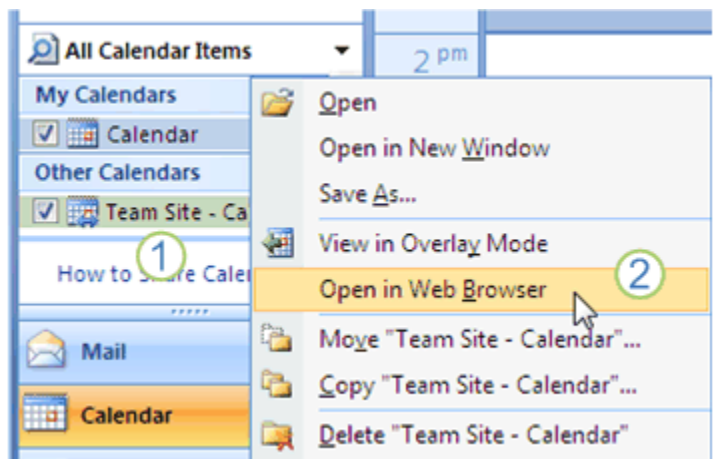
If the check boxes are selected for the SharePoint calendar and your default Outlook calendar, both calendars appear together in Side-By-Side Calendar view.

Enter a calendar item from Outlook

1. From Outlook, rest the pointer over the time that you want in the SharePoint calendar, and then click.
2. Type the details.

Need more time for your appointment? Drag the handle to make the appointment longer.

Tip Here's a way to quickly open the SharePoint calendar in the Web browser right from Outlook.



- 1 Right-click the name of the SharePoint calendar under **Other Calendars**.
- 2 Click **Open in Web Browser**.

Check your permissions for the SharePoint calendar from Outlook

1. On the **Tools** menu, click **Account Settings**.
2. Click the **SharePoint Lists** tab.
3. In the table, look at the entry in the **Permissions** column for the calendar that you've connected to Outlook.

Note You'll need Write permissions in order to be able to create, modify, or delete items. To get the correct permissions, contact the person who set up the SharePoint calendar.

Copy entries from private to public

Follow these steps to copy an item from your own calendar to the SharePoint calendar:

1. Select the item.
2. Click **Copy to Folder** on the **Edit** menu.
3. In the **Copy Items** dialog box, select the shared calendar in the SharePoint Lists folder as the destination.
4. Click **OK**.
5. When you receive the message about incompatible content, click **Yes**.

Go the other way: Copy entries from public to private

Follow these steps to copy an item from the SharePoint calendar to your own calendar:

1. In Outlook, select the item from the SharePoint calendar.
2. Click **Copy to Folder** on the **Edit** menu.
3. In the **Copy Items** dialog box, select the Calendar folder under Mailbox as the destination.
4. Click **OK**.

Synchronize your entries

To synchronize the SharePoint calendar entries between the Outlook version and the Web site version, follow these steps:

1. From Outlook, click to select the SharePoint calendar folder under **Other Calendars**.
2. Click **Send/Receive** on the **Tools** menu, and then click **This Folder**.

Disconnect the calendar from Outlook

Right-click the entry for the calendar under **Other Calendars** and click **Delete "SharePoint Calendar Name"** (where *SharePoint Calendar Name* is the name of the shared calendar).

This will remove the copy of the calendar from Outlook and from your own computer. It will not affect the calendar on the SharePoint site. If you change your mind and want to reconnect, you can always do that by starting from the SharePoint site again.

Tip If your aim is to temporarily hide the SharePoint calendar from view, simply clear the check box for the SharePoint calendar (in the Navigation Pane under **Other Calendars**).

Find calendar items from the SharePoint site

1. Display the calendar that you want to search in. (For example, do display the built-in calendar, click **Calendar** on the Quick Launch.)
2. In the **Search** box, type the search criteria.
3. Click the **Go search** button.

The results are returned in a search results page.

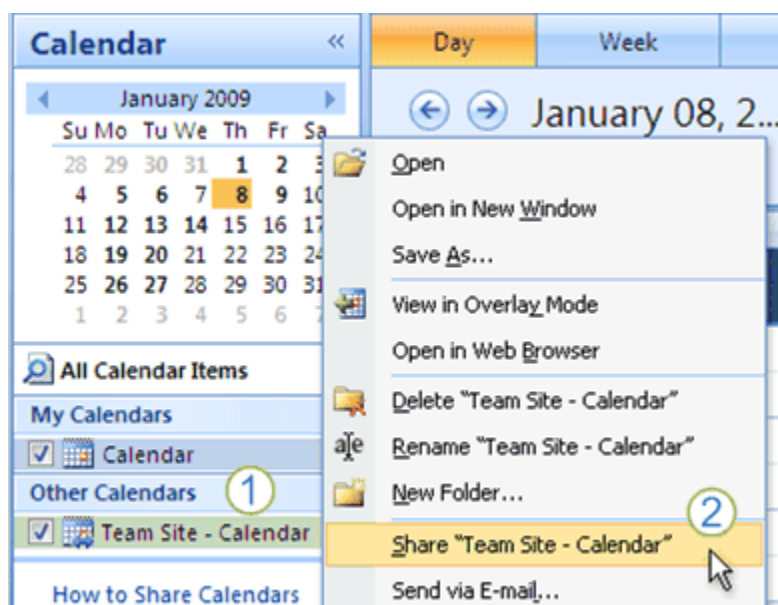
Find calendar items from Outlook

1. In Outlook, if you're not already looking at the calendar, click **Calendar** in the Navigation Pane.
2. In the Navigation Pane, under **Other Calendars**, click the name of the shared calendar.
3. In the **Search** box, type your criteria.

Your search results will appear in the Search Results pane.

Send a sharing message from Outlook

Once you've connected a SharePoint calendar to Outlook, it's easy to share that calendar with others.

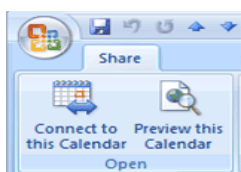


1 Under **Other Calendars**, right-click the name of the shared calendar (in the picture, the shared calendar is named "Team Site - Calendar").

2 Click **Share "SharePoint Calendar Name"** (where *SharePoint Calendar Name* is the name of the shared calendar).

A sharing message will be created. Fill in the **To** box and click **Send**.

The people who receive the message will see buttons that allow them to preview or connect to the shared calendar (as long as they have access to the SharePoint site).



Calendars Tips & Tricks

Find calendar items from the SharePoint site

1. Display the calendar that you want to search in. (For example, do display the built-in calendar, click **Calendar** on the Quick Launch.)
2. In the **Search** box, type the search criteria.
3. Click the **Go search** button.

The results are returned in a search results page.

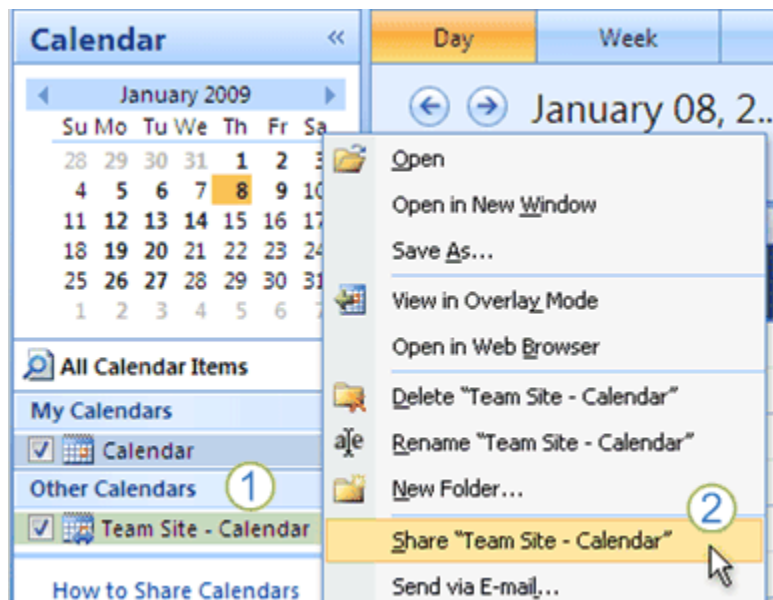
Find calendar items from Outlook

1. In Outlook, if you're not already looking at the calendar, click **Calendar** in the Navigation Pane.
2. In the Navigation Pane, under **Other Calendars**, click the name of the shared calendar.
3. In the **Search** box, type your criteria.

Your search results will appear in the Search Results pane.

Send a sharing message from Outlook

Once you've connected a SharePoint calendar to Outlook, it's easy to share that calendar with others.



1 Under **Other Calendars**, right-click the name of the shared calendar (in the picture, the shared calendar is named "Team Site - Calendar").

2 Click **Share "*SharePoint Calendar Name*"** (where *SharePoint Calendar Name* is the name of the shared calendar).

A sharing message will be created. Fill in the **To** box and click **Send**.

The people who receive the message will see buttons that allow them to preview or connect to the shared calendar (as long as they have access to the SharePoint site).

