

SharePoint Online

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select SharePoint from the App launcher.

The screenshot shows the SharePoint Online homepage interface. The top navigation bar includes the Office 365 logo, the SharePoint title, and icons for notifications, settings, help, and the user profile. Below the navigation bar, there are two main sections: a left sidebar and a main content area. The left sidebar contains a search bar, a 'Following' section with a list of sites (New York #03, Business Development, Production Line), a 'Recent' section with a list of sites (X1050 Launch Team, Business Development), and a 'Featured links' section. The main content area has a 'Create site' and 'Create news post' button at the top, followed by a 'News from sites' section with three featured news items (Event Planning - Behind the Scenes, New York Launch - Highlights, Contoso Cares - Show For Charity), and a 'Frequent sites' section with two site tiles (X1050 Launch Team Group, Business Development Group). Callout boxes provide additional context for these features.

Search
Find **Sites**, **People**, or **Files**.

Find your sites

- **Following** displays sites you follow, like your team's site or a site from another group you work with.
- **Recent** shows any site you've gone to recently.
- **Featured links*** displays sites your company wants to showcase.

Create a site or news post

Check out featured content

- **News from sites** highlights updates from sites you follow or visit often.
- **Frequent sites** shows sites you like to go to and recent activity in them.
- **Suggested sites*** (not shown) appear based on searches you've done and recommendations from Microsoft Graph.
- Microsoft Graph must be enabled by your admin to see **Featured links** and **Suggested sites** on your SharePoint homepage.

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Work with files

Select a site from the SharePoint homepage or enter its URL into your browser. Then select **Documents** in the left navigation pane.

The screenshot shows the SharePoint Online interface for the 'Contoso Electronics' site. The left navigation pane is open, showing the 'Documents' section. The main area displays a list of documents under 'Research and Development'. A context menu is open for the selected file 'Contoso Research and Development...'. The right-hand pane shows a preview of the selected file, which is a line chart titled 'Chart 6'.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from SharePoint. Files are private until shared.

Copy link
Get a link to the selected file to insert in an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Document
View and work with the files stored on a SharePoint site.

Download
Download a copy of a file to work offline that takes local device space.

Flow
Automate common tasks between SharePoint and other Office 365 and third party services.

Version history
View a file's version history and restore a file to a previous version.

Details Pane
See file information, a thumbnail, recent activity, manage access permissions, and edit file properties.

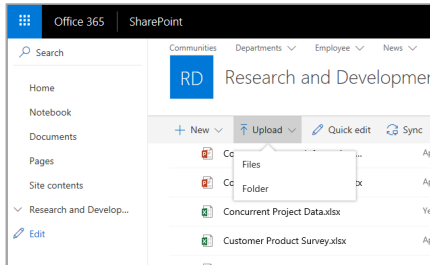
Sharing status
See which files are being shared and who they're shared with.

Pin to top
Pin important folders or documents to the top of the list for easy viewing.

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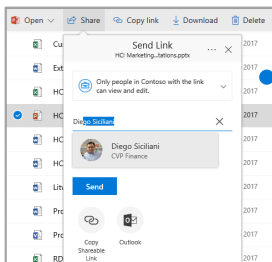
Create or upload files and folders

You can create **New** files and folders and upload existing files and folders from your device. In SharePoint, select **Upload** > **Files**. Or select a location in SharePoint and drag and drop files or folders from your device.



Share files

Select a file and then select **Share**. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible.



Based on admin settings, the three levels of sharing are:

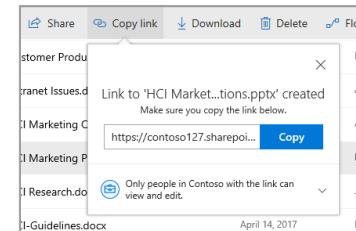
Anyone – people inside and outside your org can access. Receive links directly or forwarded.

People in your org – everyone in your org can access.

Specific people – specify email addresses of the people you want to give access to.

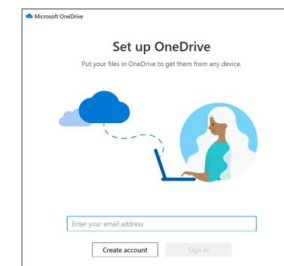
Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In SharePoint, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Sync SharePoint files and folders with OneDrive

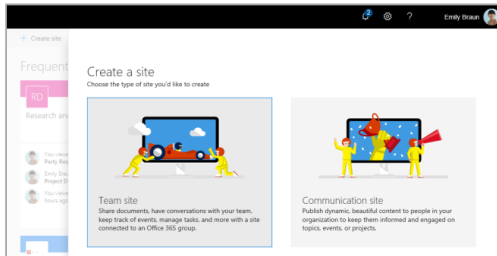
Sync your files and folders in SharePoint to your computer, so you can access them even when you're offline. From a document library on the SharePoint site that you want to sync files from, select **Sync**, and sign in with your work or school account.



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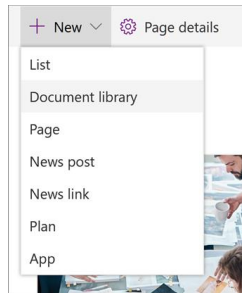
Create a site

Select **+ Create** site on the SharePoint homepage to create a new SharePoint site. Select a Team or Communication site, and enter a title, description, owners, and members. You can also select to make the group private and change the group email name. (If you select a Team site, an Office 365 Group is also created.)



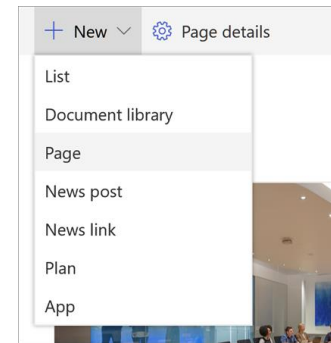
Add a document library or list

Select **+ New** in your new website to add a library or list.




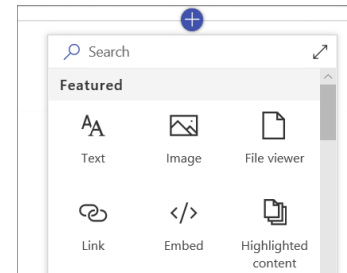
Add a page

Select **+ New > Page** in your new site, name your page, and then select **Publish**.



Add web parts

In your news post or page, select the plus sign . You can add text, images, files, video, dynamic content and by using the corresponding web parts.



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Mobile SharePoint access

Mobile SharePoint a new way to reach intranet content on your phone or tablet and is available in the app store for iOS, Android, and Windows. You can get to sites, people, and files, search and browse SharePoint, stay up-to-date with news, and view your content. and more.

The image displays four mobile app screens for SharePoint Online, each with a callout box explaining a key feature. The screens are arranged horizontally from left to right.

- Screen 1: People**
 - Callout:** Tap on a user to get to their contact card and see who they work with and what they are working on.
 - Content:** A search bar at the top, followed by a list of 'People you work with' including Tim Deboer, Kat Larsson, Wanda Howard, Johnnie McConnell, and Henry Brill. Below this is a 'Recent files' section with documents like 'New product sale guidelines' and 'Acquisition proposal'.
- Screen 2: Me**
 - Callout:** Access your personalized view of team sites, communication sites, and news posts.
 - Content:** A profile card for Lydia Bauer, followed by tabs for 'Recent' and 'Saved' content. A 'Show All' link is present. Below are three news items with thumbnails and titles like 'How to think about your personal inspiration'.
- Screen 3: News**
 - Callout:** View news posts on the go and share your updates, reports, status, and experiences with your team.
 - Content:** A 'News' feed with various posts from different teams, including 'Studio Innovations' and 'CD Design + Us', featuring articles about virtual reality and innovation.
- Screen 4: Find**
 - Callout:** Use search to find and discover important content.
 - Content:** A 'Find' screen with a search bar, 'Quick access' to recent documents, and 'Frequent sites' like 'Contoso Cloud team' and 'Cycling fans @ Contoso'.

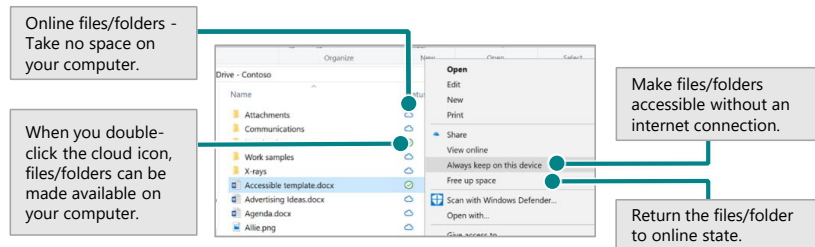
Each screen has a bottom navigation bar with icons for 'News', 'Find', and 'Me'.

The above screens represent SharePoint accounts in iOS. Android users will have similar experience except the file activity functionality.

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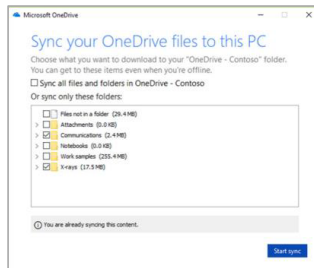
Files On-Demand

Files On-Demand helps you access all your files in SharePoint through OneDrive without having to download all of them and use storage space on your computer. In the taskbar, select the OneDrive icon, select **More > Settings**. On the **Settings** tab, select the **Save space and download files as you use them** box.



Select files and folders to sync

You can choose the folders and files to sync to your computer. In the taskbar, select the OneDrive icon, select **More > Settings > Choose folders**.



Next steps with SharePoint

Find help

Explore the help and training for SharePoint and other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871131> for more information.

Get free Office training, tutorials, and videos

Ready to dig in the capabilities that SharePoint has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871134> to explore our free training.

Get the SharePoint mobile app

Get the mobile app to reach your intranet content on your phone or tablet. Visit <https://aka.ms/getspmobile>

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