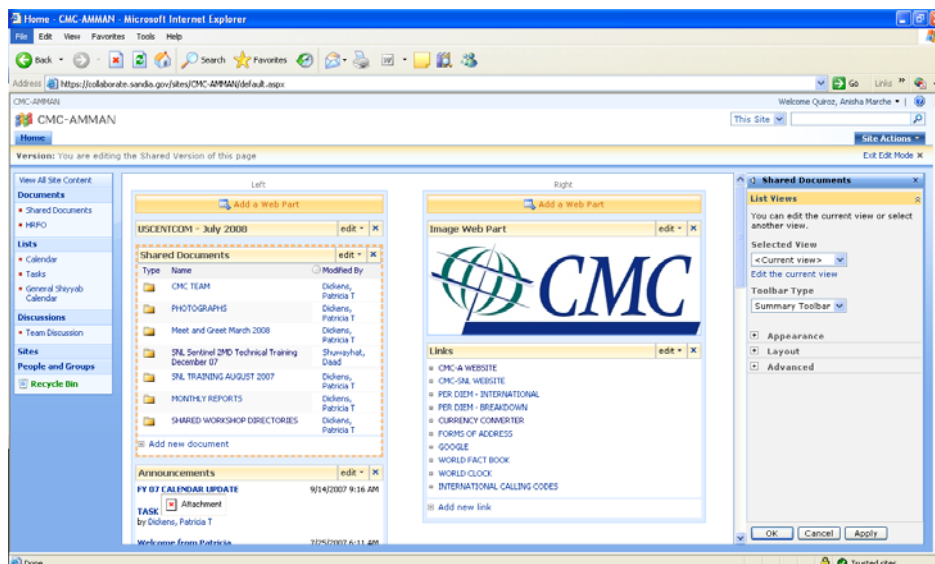


Introduction to SharePoint

Outcomes

- Learn how to set up web parts

[illegible]

-
- Calendar - Microsoft Internet Explorer
- File Edit View Favorites Tools Help
- Address <https://collabste.sandia.gov/sites/CMC-AMMAN/Lists/Calendar/calendar.aspx>
- Welcome Quresh, Anisha Marche
- CMC-AMMAN
- Home
- CMC-AMMAN > Calendar
- ## Calendar
- Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events.
- New Actions Settings View: **Calendar**
- May, 2008
- Expand All Collapse All Day Week Month
- | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------|-------------------|---------|--|-----------------------------|-----------------------|----------|
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| | JTEWG (PMNL) | | | Jordan Holiday (Labour Day) | MAY 2008 OTHER EVENTS | |
| | | | | PENDING EVENTS | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | H53 Installation* | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| H53 Installation* | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | | Sandia Middle East Program Review (SNL)* | | | |
- View All Site Content
- Documents
- Shared Documents
 - H5FO
- Lists
- Calendar
 - Tasks
 - General Shiyab Calendar
- Discussions
- Team Discussion
- Sites
- People and Groups
- Recycle Bin
- Done
- Trusted sites

[illegible]



- Set up users and permissions

Add Users: CMC-AMMAN

Use this page to give new permissions.

Add Users
You can enter user names, group names, or e-mail addresses. Separate them with semicolons.
Add all authenticated users

Give Permission
Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.
SharePoint groups are recommended as they allow for ease of permission management across multiple sites.

Send E-Mail
Use this option to send e-mail to your new users. You can personalize the message that is sent. Links and information about the site will be added below your personal message.

Users/Groups:

Give Permission

☒ Add users to a SharePoint group
Shiyyab Calendar Group [Contribute, Limited Access]

☐ Give users permission directly

☐ Full Control - Has full control.

☐ Design - Can view, add, update, delete, approve, and customize.

☐ Contribute - Can view, add, update, and delete.

☐ Read - Can view only.

☒ Send welcome e-mail to the new users

Subject:
Welcome to the SharePoint group: Shiyyab Calendar Group for site

Personal Message:

Notes _____



- Learn how to add document libraries

CMC-AMMAN > Create > New

New

Name and Description
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.

Name:

Description:

Navigation
Specify whether a link to this document library appears in the Quick Launch.

☒ Yes ☐ No

Document Version History
Specify whether a version is created each time you edit a file in this document library. [Learn about versions.](#)

☐ Yes ☒ No

Document Template
Select a document template to determine the default for all new files created in this document library.

Document Template:

Notes _____



- Learn how to add links

Links: New Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://collaborate.sandia.gov/sites/CMC-AMMAN/Lists/Links/NewForm.aspx?Source=http%3A%2F%2Fcollaborate%2Esandia%2Egov%2Fsites%2FCMC%2DAMMAN%2Fdefault%2Easpx> Go Links

CMC-AMMAN Welcome Quiriz, Anisha Marche | This List Site Actions

CMC-AMMAN > Links > New Item

Links: New Item

OK Cancel

* indicates a required field

URL * Type the Web address: (Click here to test)

Type the description:

Notes

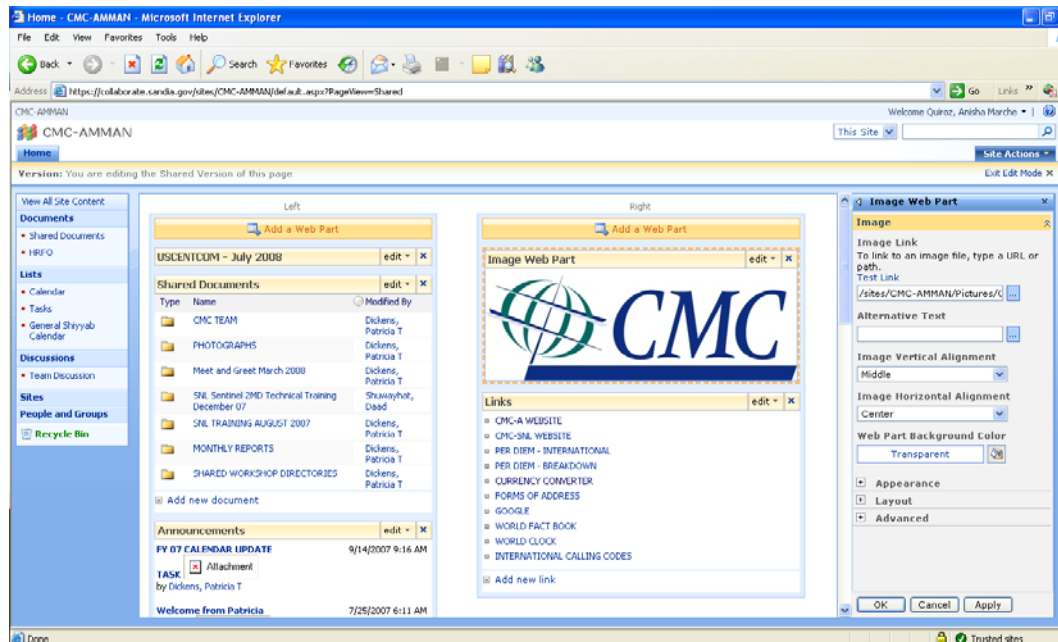
OK Cancel

Notes _____

CMC TEAM



- Learn how to add logos



Notes



- Learn how to set up tasks

Tasks: New Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.collaborate.sandia.gov/sites/CMC-AMMAN/Lists/Tasks/NewForm.aspx?RootFolder=%2Fsites%2FCMC%2DAMMAN%2FLists%2FTasks&Source=https%3A%2F%2Fcollaborate%2Esandia%2Egov%2Fsites%2F... Go Links

CMC-AMMAN Welcome Quiroz, Anisha Marche | This List Site Actions

CMC-AMMAN > Tasks > New Item

Tasks: New Item

Attach File * indicates a required field

Title *

Priority (2) Normal

Status Not Started

% Complete %

Assigned To

Description

Start Date 5/27/2008

Due Date

OK Cancel

Notes
