



## CMC TEAM

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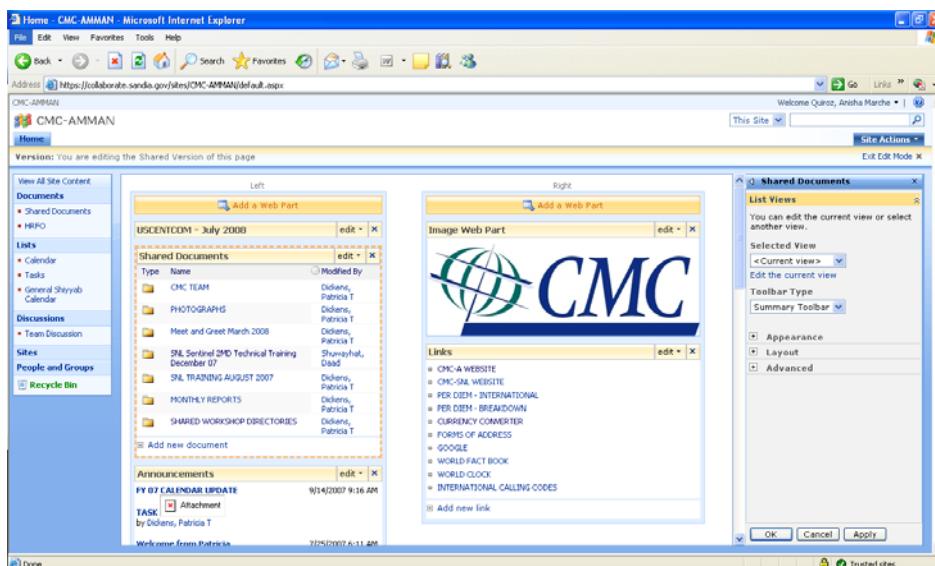
### Introduction to SharePoint

Learn how to manage a SharePoint site.

### Outcomes

By the end of the training, you will be able to modify and manage a SharePoint site:

- Learn how to set up web parts



### Notes

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## CMC TEAM

- Create and edit a SharePoint calendar

CMC-AMMAN > Calendar

Calendar

Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events.

New... Actions... Settings...

May, 2008

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

27	28	29	30	1	2	3
		JTEWG (PNEA)		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 (SME)*	

Expand All Collapse All | 1 Day 7 Week 31 Month

View: Calendar

Today is Tuesday, May 27, 2008

View All Site Content

Documents

- Shared Documents
- HRPO

Lists

- Calendar
- Tasks
- General Shiyab Calendar

Discussions

- Team Discussion

Sites

People and Groups

Recycle Bin

## Notes



CMC TEAM

- Set up users and permissions

**Add Users - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Address [https://collaborate.sandia.gov/sites/CMC-AMMAN/\\_layouts/actinv.aspx?GroupId=32&Source=https%3A%2F%2Fcollaborate%2Esandia%2Egov%2Fsites%2FCMC%2DAMMAN%2F%5Flayouts%2Fpeople%2Easp](https://collaborate.sandia.gov/sites/CMC-AMMAN/_layouts/actinv.aspx?GroupId=32&Source=https%3A%2F%2Fcollaborate%2Esandia%2Egov%2Fsites%2FCMC%2DAMMAN%2F%5Flayouts%2Fpeople%2Easp) Go Links >

CMC-AMMAN Welcome Quiroz, Anisha Marche |

**CMC-AMMAN** Home

CMC-AMMAN > Site Settings > Permissions > Add Users

## 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]**

View permissions this group has on sites, lists, and items...

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



# CMC TEAM

- 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.

Display this document library on 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.](#)

Create a version each time you edit a file in this document library?  
 Yes  No

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

Document Template:

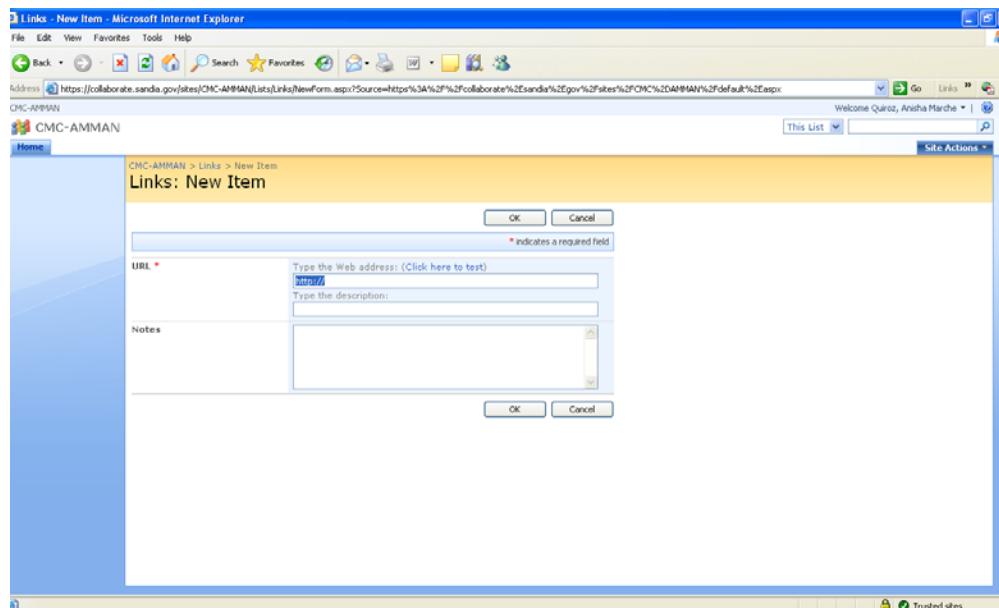
**Site Actions**

**Create** **Cancel**

## Notes



- Learn how to add links



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# CMC TEAM

- Learn how to add logos

## Notes



## CMC TEAM

- Learn how to set up tasks

Tasks - New Item Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Search Favorites Home

Address: http://corporate.sandia.gov/sites/CMC-AMMAN/Lists/Tasks/NewForm.aspx?RootFolder=%2fsites%2FCMC%2DAMMAN%2FLists%2FTasks&Source=https%3A%2F%2Fcollaborate%2Esandia%2Egov%2Fsites%2Fcorporate%2Flists%2FTasks%2FNewForm.aspx

Welcome Quroz, Anisha Marche |

CMC-AMMAN

CMC-AMMAN

Home

CMC-AMMAN > Tasks > New Item

Tasks: New Item

OK Cancel \* indicates a required field

Attach File

Title \*

Priority (2) Normal

Status Not Started

% Complete  %

Assigned To

Description

Start Date 5/27/2008

Due Date

OK Cancel

## Notes