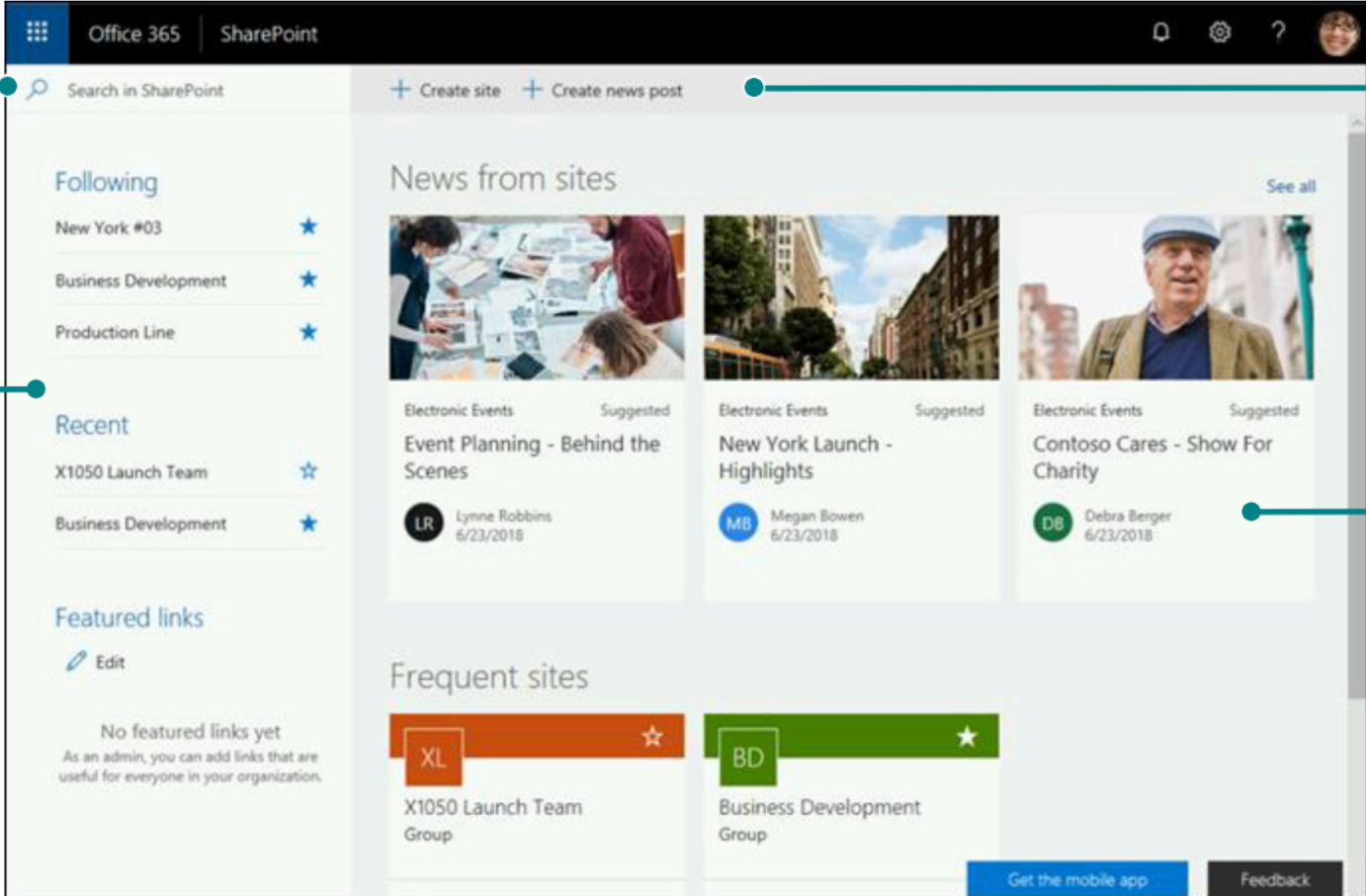


# SharePoint Online

## Quick Start Guide

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



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

**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.
- **Saved for later** lists news articles you've saved to read later.
- **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 visit often and recent activity on them.
- **Suggested sites\*** (not shown) appear based on searches you've done and our recommendations.

The screenshot shows the SharePoint Online interface. At the top is the Office 365 header with the SharePoint logo and navigation links. Below this is a search bar and buttons to 'Create site' and 'Create news post'. The main content area is divided into three sections: 'Following' (listing sites like 'New York #03', 'Business Development', and 'Production Line'), 'Recent' (listing 'X1050 Launch Team' and 'Business Development'), and 'Featured links' (showing 'No featured links yet'). The 'News from sites' section displays three news items: 'Event Planning - Behind the Scenes' by Lynne Robbins, 'New York Launch - Highlights' by Megan Bowen, and 'Contoso Cares - Show For Charity' by Debra Berger. The 'Frequent sites' section shows 'X1050 Launch Team Group' and 'Business Development Group'. At the bottom are links to 'Get the mobile app' and 'Feedback'.

# SharePoint Online

## Work with files

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

**Open**  
Open and edit a file in your web browser 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.

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

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

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

**Automate**  
Automate common tasks between SharePoint and other Microsoft 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.

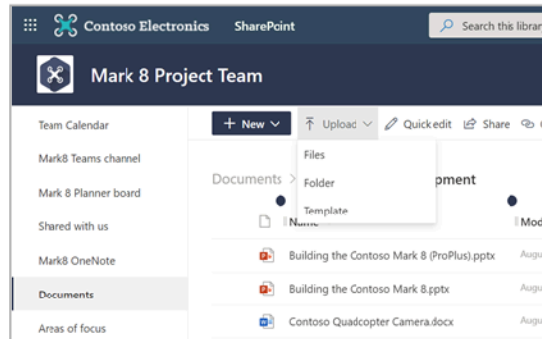
**Sharing status**  
See whether a file is being shared and who it's shared with.

The screenshot shows the SharePoint Online interface for the 'Mark 8 Project Team' site. The left navigation pane includes 'Documents', 'Areas of focus', 'Design guidelines', 'Subject matter experts', 'Operation analytics', 'Recycle bin', and 'Edit'. The main area displays the 'Documents' library for the 'Research and Development' folder, listing files like 'Assets', 'Backup', 'Mark 8 Images', 'Adventure Works Copter Camera Overview...', 'aerialshot.jpg', and 'Building the Contoso Mark 8 (ProPlus).pptx'. A context menu is open over the file 'Building the Contoso Mark 8 (ProPlus).pptx', showing options like 'Open', 'Preview', 'Share', 'Copy link', 'Manage access', 'Download', 'Delete', 'Automate', 'Rename', 'Pin to top', 'Move to', 'Copy to', 'Version history', 'Alert me', 'More', and 'Details'. The right sidebar shows the 'Details Pane' for the selected file, including a thumbnail, 'Has access' section, 'Properties', and 'Version history'.

# SharePoint Online

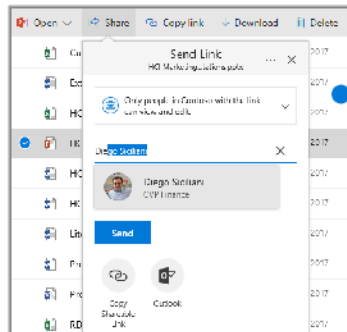
## Create or upload files and folders

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 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 levels of sharing are:

**Anyone** — People inside and outside your org can access. Receive links directly or forwarded.

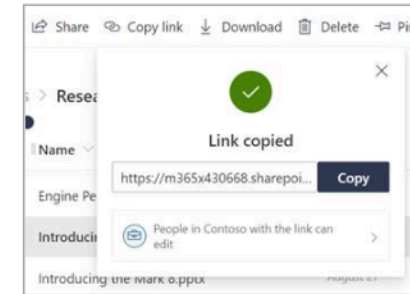
**People in your org** — Everyone in your org can access.

**People with existing access** — Those who already have access to the document or folder.

**Specific people** — Specify email addresses of the people you want to give access to.

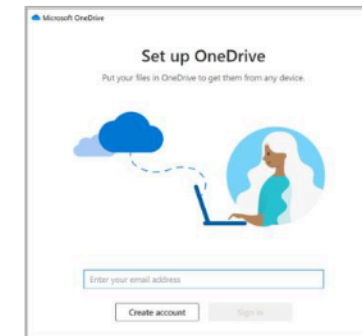
## Copy link

You can also share a file by copying the link and pasting it in email, chat, 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

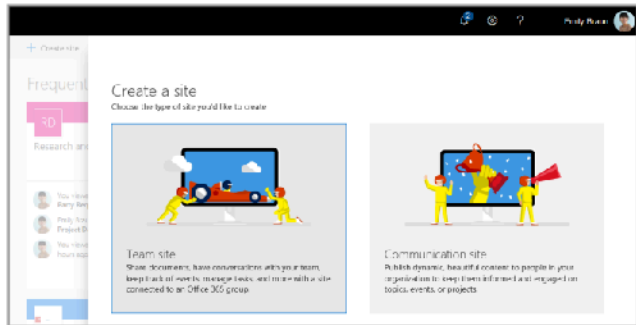
Sync your files and folders in SharePoint to your computer, so you can access them even when you're offline. From a document library on the SharePoint site that you want to sync files from, select **Sync**, and sign in with your work or school account.



# SharePoint Online

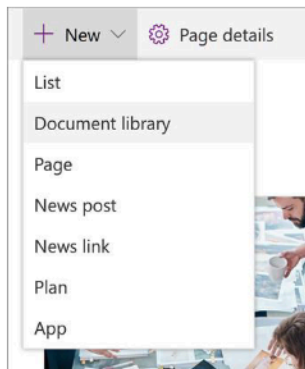
## Create a site

Select + **Create site** on the SharePoint homepage to create a new SharePoint site. Select a Team or Communication site, and enter a name, 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, a Microsoft 365 group is also created.)



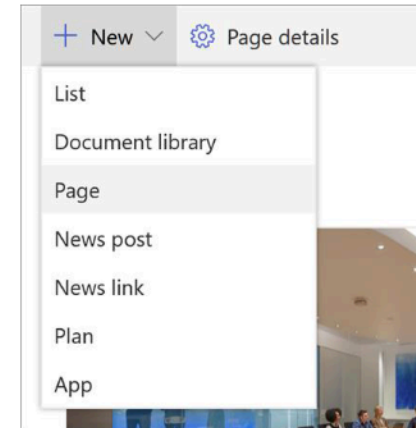
## Add a document library or list

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




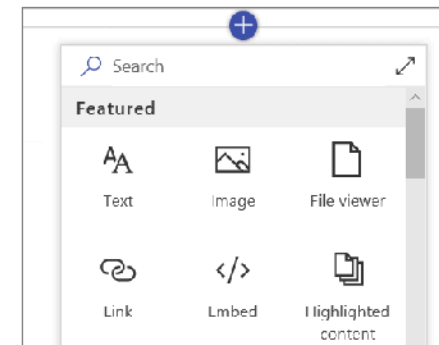
## Add a page

Select + **New > Page** in your new site, choose a template, and name your page. You're ready to add content.



## Add web parts

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



# SharePoint Online

## Mobile SharePoint access

Mobile SharePoint is a new way to reach intranet content on your phone or tablet. It's 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.

**Tap on a user** to get to their contact card and see who they work with and what they are working on.

**Access your personalized view** of team sites, communication sites, and news posts

**View news posts** on the go and share your updates, reports, status, and experiences with your team

**Use search** to find and discover important content.

**Browse your sites, files, people and more** to get back to what you were working on.

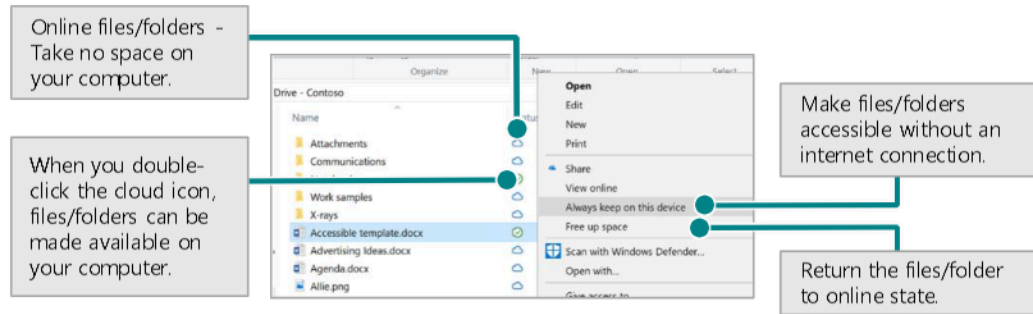
The above screens represent SharePoint accounts in iOS. Android users will have a similar experience.



# SharePoint Online

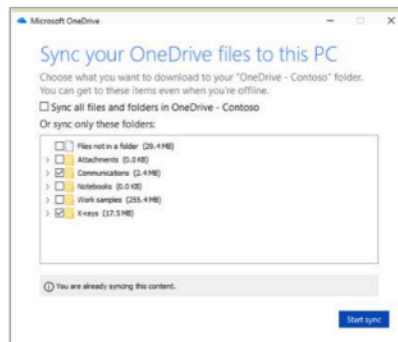
## Files On-Demand

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

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to:

<https://go.microsoft.com/fwlink/?linkid=2008317>

