

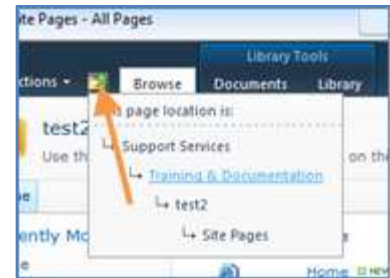
## SharePoint 2010 Instructions for Users

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## 1. ACCESS YOUR SHAREPOINT WEB SITE

For maximum functionality, it is suggested that you use Internet Explorer as your browser.

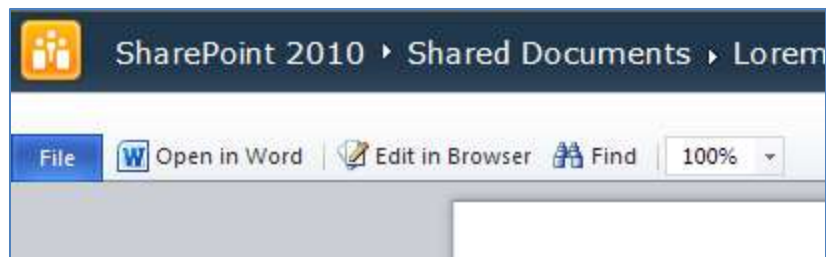
1. Open your Internet Browser and enter the URL for the main Marquette portal for SharePoint: <http://sp.mu.edu> Click **Sign in** (top right). Search for your site.  
Or, enter the URL for your site. Ask the site owner for the site URL.
2. If you are prompted to enter a user name and password, enter *marqnet\username* and your eMarq password.
3. If you are often being prompted to enter your password or are experiencing issues accessing PDFs, it is suggested that you run the Marquette Internet Explorer and Windows firewall configuration tool that is available for download online at <http://www.marquette.edu/its/help/software/configure.shtml>
4. Click **Navigate Up** to access other pages on the SharePoint site.



## 2. WORK WITH FOLDERS AND DOCUMENTS IN A SHARED DOCUMENTS LIBRARY

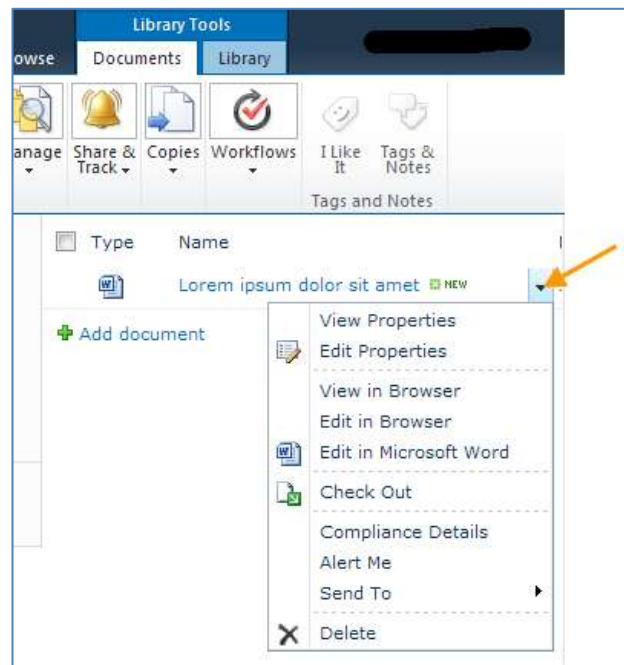
### 2.1 EDIT A DOCUMENT

Click on a document and you will have the option of editing in a browser or in the Office application.



More options are available when you point to the file name, and click on the down arrow.

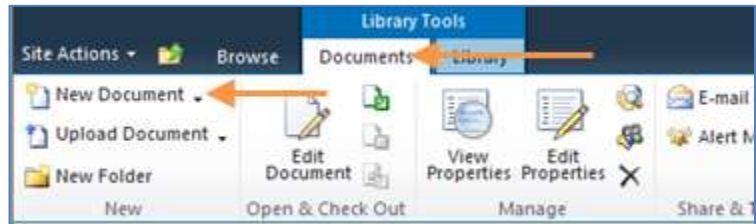
- Click **Edit in Microsoft Word** or **Edit in Browser**.  
When the Word document opens up, you can make and save changes.
- Click **Check Out** and other users will be alerted that the document is being edited. After you have checked out a document, changed it, and saved the changes, select **Check In** on the down arrow. When you make this selection, a window opens and you can add comments.



- Click **Alert Me** to receive e-mail alerts when changes are made to the document.
- Click **Send To** to send someone a link to this document in an e-mail message.
- Click **Delete** to delete the document.

## 2.2 CREATE A NEW DOCUMENT

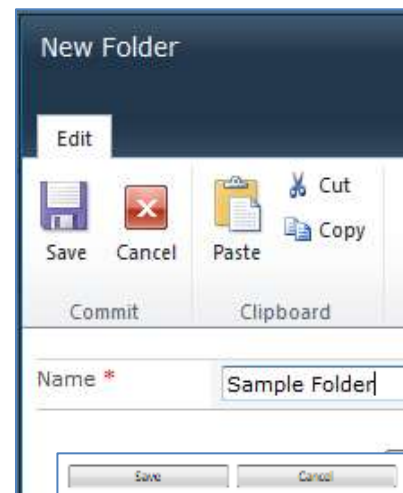
- Navigate to the **Shared Documents** library. Click the **Documents** tab on the ribbon and click **New Document**. This will open up a new document in Microsoft Word.



- Work on your document and save it. It appears in the Shared Document folder, with the word **!New** after it. Sometimes you need to press the refresh button on your browser for the document to show.

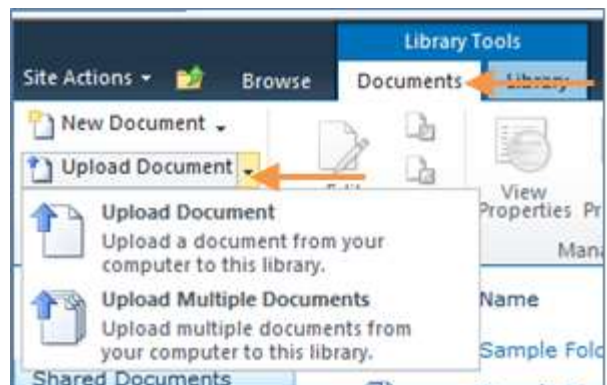
## 2.3 CREATE A NEW FOLDER

- Click the **Documents** tab on the ribbon.
- Click **New Folder**.
- Name the folder. Click **Save**.

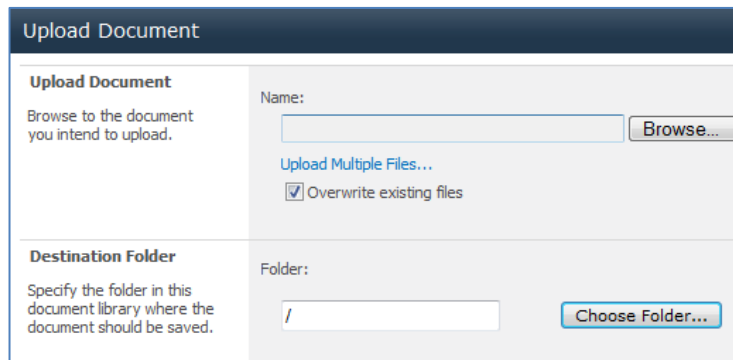


## 2.4 UPLOAD ONE OR MULTIPLE DOCUMENTS

- Click the **Documents** tab on the ribbon > **Upload Document** or **Upload Multiple Documents**.



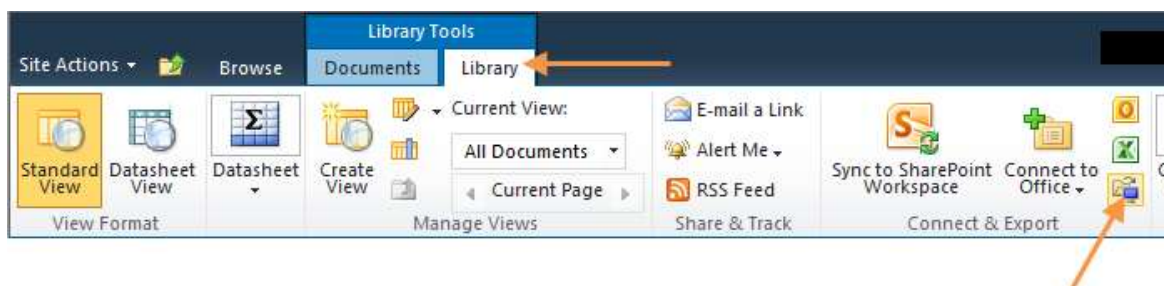
- >Browse to locate the document



- >Choose Folder to choose the destination folder. Click OK.

## 2.5 MOVE, DELETE, COPY OR RENAME DOCUMENTS OR FOLDERS

- Navigate to the **Shared Documents** library. Click **Library** to activate the Library ribbon.
- The default view shows All Documents. Click **Open with Explorer** to move, delete, copy or rename documents or folders.



- A new window will open up showing the files and folders in Explorer view. Drag documents or files to move them, and right-click to copy, paste, delete, or rename a file. Click X in the upper right corner to close the window and return to the SharePoint site.

## 2.6 DRAG A FOLDER FROM A LOCATION ON YOUR COMPUTER OVER TO SHAREPOINT

- Navigate to the **Shared Documents** library. Follow instructions in 2.5 above to **Open Explorer View**. You now have two windows open: SharePoint (in your browser, with an [Http://sp.mu.edu](http://sp.mu.edu) ... address at the top) and **Windows Explorer opens on top of it**.
- Click the **Minimize** button in the top right corner of the SharePoint document to put it in the task bar and get it off the desktop. Click the **Restore down** icon in the top right corner of the Explorer window to make it smaller.
- Navigate to the folder you want to copy to SharePoint. Click the **Restore down** icon in the top right corner of the window. Move the windows so that you can see both, and drag the folder or documents you want to move over from the other window to SharePoint.



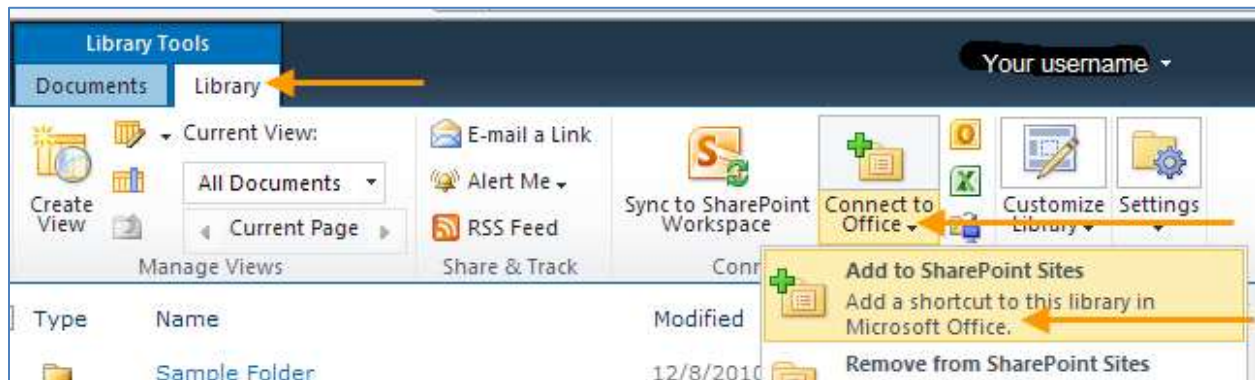
2.7 RECOVER A DELETED FILE FROM THE RECYCLE BIN

- Click the **Recycle Bin** on the **Quick Launch** bar.
- To select the document you want to restore, place a check mark beside it and click **Restore Selection**.

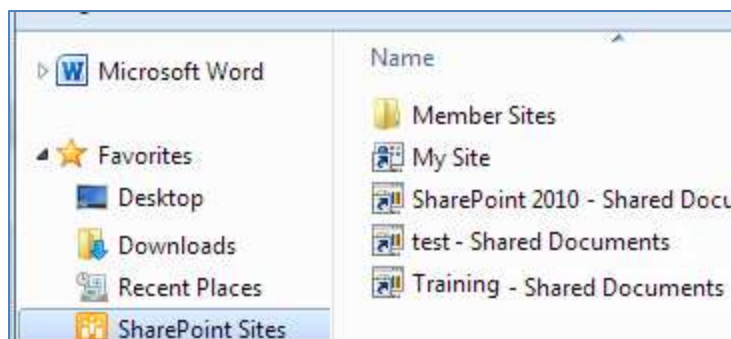
2.8 CREATE A SHORTCUT TO A DOCUMENT LIBRARY

USING VISTA OR WINDOWS 7

- Navigate to the SharePoint Document Library or folder.
- Click the **Library** tab on the ribbon > **Connect to Office** > **Add to SharePoint Sites**.

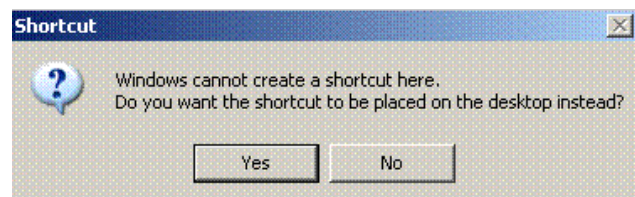


You can then access SharePoint Sites under Favorites when you open or save an Office document. SharePoint sites that you can access are listed and you can click Member sites to see sites you are a member of.

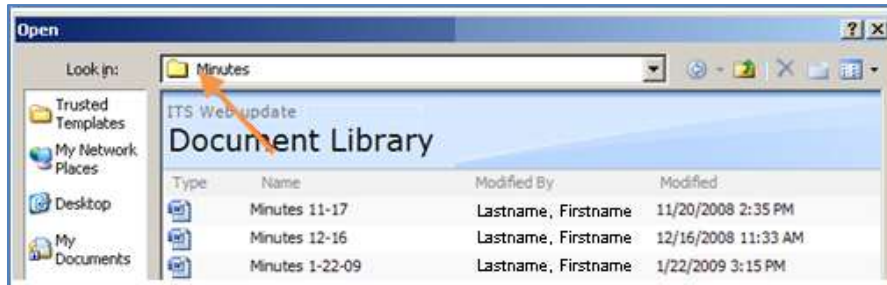


CREATE A SHORTCUT TO A DOCUMENT LIBRARY OR FOLDER ON THE DESKTOP

- Navigate to the SharePoint Document library or folder.
- Follow instructions in 2.5 above to **Open Explorer View**. Right-click the folder you want a shortcut to.
- Click **Create Shortcut**.
- Click **Yes** to place it on the desktop.

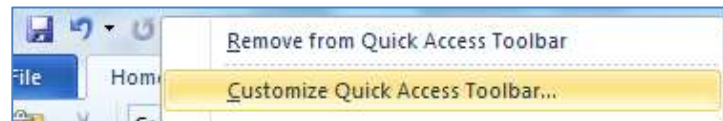


- Rename it or move it to My Documents. (You can drag it to Favorites in Vista or Windows 7).
- You can then open any document in the folder from an Office application. In the example below, you can open any documents inside the **Minutes** folder, which is located on a SharePoint site, from Microsoft Word.



2.9 ADD THE DOCUMENT LOCATION COMMAND TO THE QUICK ACCESS TOOLBAR IN WORD, EXCEL, POWERPOINT

- Right-click the Quick Access toolbar. Click **Customize Quick Access Toolbar...**

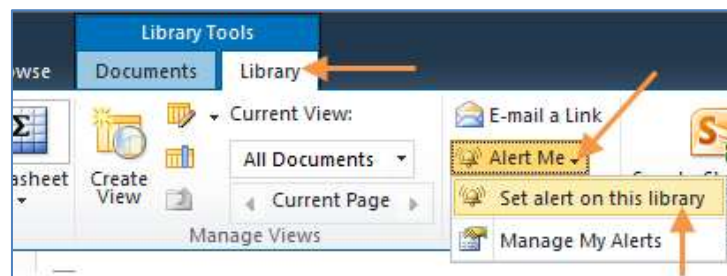


- In the **Choose commands from** list, select **All Commands**.
- Click **Document Location**, and then click **Add**.



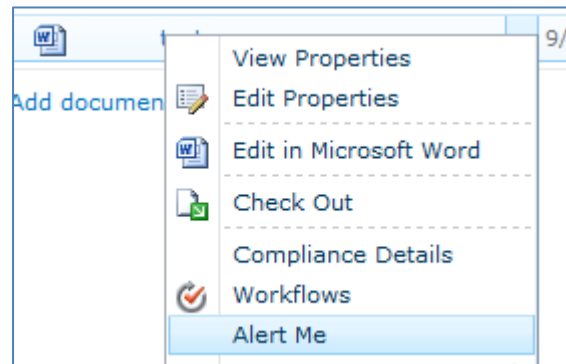
2.10 SET AN ALERT FOR THE DOCUMENT LIBRARY OR FOR A SPECIFIC DOCUMENT

- Navigate to the **Shared Documents Library** where you want to set an alert.
- Click the **Library** tab, > **Alert Me** > Set alert on this library.



- Make your selections for the type of changes you want to be alerted about, and how frequently you want to be alerted.

- To make an alert for changes to a particular document, navigate to the document and click the down arrow > **Alert Me** and make your selections for alerts.



- Manage your alerts:  
Click to open the menu by your name (Top right) **Lastname, Firstname**



- > **My Settings** > **My Alerts**. Check to select alert and click **Delete**. Click **Add Alert** to add a new one.



### 3. VIEW CONTACTS IN SHAREPOINT AND CONNECT THEM TO OUTLOOK

- Click **Contacts** on the **Quick Launch** bar (left side of the screen.)
- To export the Contact list from SharePoint to Outlook, click the **List** tab > **Connect to Outlook**.
- Open Outlook. Click **Contacts** in the **Navigation Pane** (left).  
The SharePoint list will appear under **Other Contacts**. Use the Search box (top right) to search for a specific person.
- Drag a contact to your Outlook Contacts or drag from your Outlook Contacts to the SharePoint list.

## 4. USE THE CALENDAR

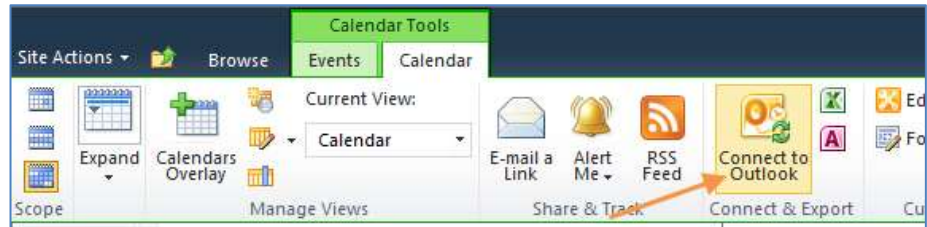
### 4.1 ADD AN EVENT TO A CALENDAR

- Navigate to the calendar by clicking **Calendar** on the quick launch (left).
- Click **Add** at the bottom of the calendar or double click on a date.
- Enter the details for a new event and click **Save**.

### 4.2 CONNECT A SHAREPOINT CALENDAR TO OUTLOOK

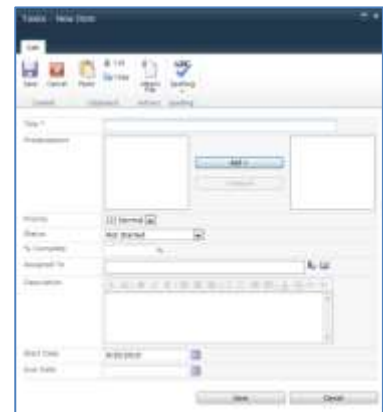
Link the calendar to your personal calendar in Outlook so that you can view this information along with your personal calendar information.

- Navigate to the Calendar.  
Click the Calendar tab.
- Click **Connect to Outlook**.
- Open Outlook and click on **Calendar**. View the SharePoint calendar under **Other Calendars**.
- Click **View > View in Overlay Mode**, or **View Side by side**.



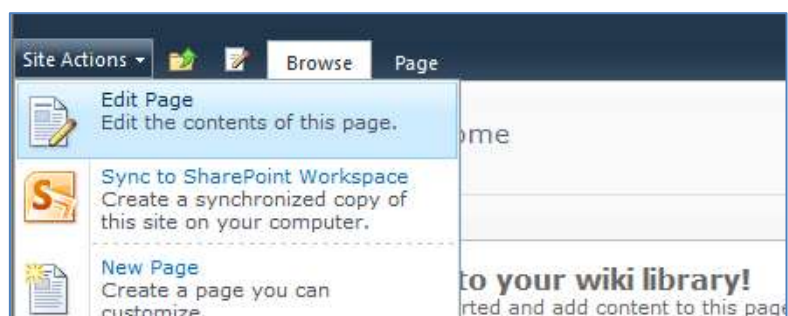
## 5. CREATE OR MODIFY A TASK AND CONNECT IT TO OUTLOOK

- Click **Tasks** on the **Quick Launch** bar (on the left side of the screen.)
- Click **Add new item**.
- Give the task a title, assign it to a user (or users), assign a start and end date, and click **OK**.
- Connect SharePoint tasks to Outlook by clicking the **List** tab, > **Connect to Outlook**.



## 6. EDIT A WIKI

- Navigate to the wiki by clicking on the navigation pane (left).
- Click **Site Actions > Edit Page**.



- Edit text.
- If you want to add a new wiki page, insert two square brackets followed by the name of the new page you want to create followed by two square brackets and press enter [[enter the name of the new page here]].
- Click **Save** and **Close**.
- Click on the name of your new wiki page and it will open for you to create content. A New Page window will ask if you want to create the page. Click **Create**. Edit the page as in 2 -5 Above.

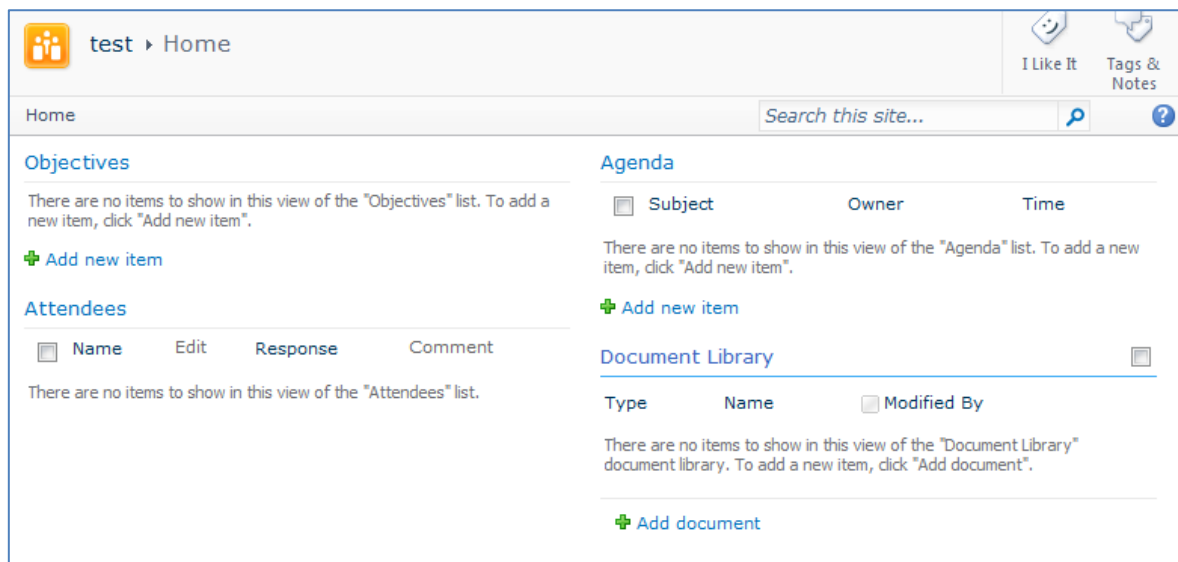


## 7. CONTRIBUTE TO A DISCUSSION

- Click **Discussions** on the **Quick Launch Bar** on the left of the window. Click Team Discussions.
- Click Add New Discussion.
- Click on a discussion subject and click **Reply** to add a comment.

## 8. ADD ITEMS TO A MEETING WORKSPACE

- Click **Add new item** to add an objective,
- Click **Add new item** to add an agenda item
- Click **Add new document**.



## 9. USE MY SITE

- Click the down arrow beside your name (top right). > My Site.
- > My Content and add documents to Shared Documents or Personal Documents.
- > My Profile and explore options for updating information and changing privacy settings. By default, information in My Profile and membership groups are shared with other MU SharePoint users.