

SharePoint 2010 Administrators Cheat Sheet

1. Add a new web page/sub site:
 - > **Site Actions** > **New Site**. Select a template (e.g. Document Workspace. (If you choose a team site you can enter text and format it like on a Word Processor when in Edit Page mode).
 - Give the page a title and a short 'Web address
 - Click **More Options**. Enter a description if you like.
Make your choice whether to *Display this site on the Quick Launch of the parent site*. Select to use the **same permissions as the parent site** or to **use unique permissions**.
If you use unique permissions, a new window will open and an Owners and a Members group will be generated for your new site. You can add members to these groups or create new groups then add people.
2. Update the site title, URL:
 - > **Site Actions** > **Site Settings** > **Title, Description, and Icon** under *Look & Feel*
3. Give users permission for the site after the site has been created:
 - > **Site Actions** > **Site Permissions**
 - > **Grant Permissions** to add individual users
 - > **Create Group** to make a group (2010 does not automatically generate groups for a new site.)
4. Remove individual users after the site has been created:
 - > **Site Actions** > **Site Permissions**
 - > **Stop Inheriting Permissions**
 - Check the individual user you want to delete. > **Remove User Permissions**
5. Remove users from a group they have been added to:
 - > **Site Actions** > **Site Settings** > **People and Groups**
 - Click on the group you want to modify to open it up
 - Check to select the User you want to delete from the group. > **Actions** > **Remove User Permissions**
6. Give Unique Permissions to the Document Library or a List (Calendar, Contacts, Wiki, Discussion):
 - Navigate to the Document Library > **Library (List)** tab > **Library (List) Permissions** > **Stop Inheriting Permissions** if there are no checkboxes beside user or group names.
 - Click **Grant Permissions** to add a user.
7. Give unique permission to a particular document:
 - > Document Pull down (to the right of the document name) > **Manage Permissions**
8. ***Check permissions for a user or group:
 - Click **Site Actions** > **Site Permissions** > **Check Permissions**. Enter the name or the User/Group > **Check Now**
9. Customize a Document Library to Allow new folders or to Show documents on Search:
 - > **Settings** > **Document Library Settings** > **Advanced Settings**
10. ***Require document approval, versions, checkout:
 - Navigate to the Shared Documents Library > **Library** tab
 - > **Library Settings** > **Versioning Settings** (under *General Settings*)
 - Version History Revisions to the items or files and their properties are stored
 - Determine # of previous versions to save
 - It is possible to require documents to be checked out before they can be edited

11. Set and manage Alerts for yourself or others:
 - Navigate to the Document > Document Pull down (to the right of the document name) > **Alert Me**
 - Alert when new items added to a library: Navigate to the Library > **Library** tab > **Alert Me** > **Set alert on this library** > **New items added**
 - Manage Alerts for yourself: Click the pull-down beside your name (Top right) > **My Settings** > **My Alerts**
 - Manage Alerts for others: > **Site Actions** > **Site Settings** > **User Alerts** (Under Administration) Click the pull-down to display alerts for another user. Select the user, check the alert.

12. Allow e-mail to be sent to a document library:
 - Navigate to the Document Library
 - > **Library** tab > **Library Settings**
 - > **Incoming e-mail settings** (under *Communications*)
 - Enter an e-mail address for this document library.
 - Check *Save original e-mail* if you want the body of the e-mail to be saved in the document library.
 - Specify whether to save e-mailed meeting invitations in this document library.
 - Determine whether you want people with permission to use the library only or all MU users to be allowed to send e-mail to this library. Note: incoming email only accepts email from Marquette addresses.

13. Determine workflow settings for a document library:
 - Navigate to the document library. Click the **Library** tab > **Settings** > **Library Settings** > **Workflow settings** under *Permissions & Management*.
 - > **Add a Workflow** to enable workflows for users.

14. ***Allow items in a list to be rated:
 - Navigate to the list or Library. Click **List** or **Library** tab > **List** or **Library Settings** > **Rating settings**
Other users will not know who has rated the item unless they are following the user who made the rating in My Site.

15. Create a new document library:
 - > **Site Actions** > **New Document Library**

16. Improve navigation on the SharePoint site. Depending on the template used to create the site, you change navigation options as follows:

Modify the Quick Launch Bar

 - > **Site Actions** > **Site Settings** > **Quick Launch** (under *Look and Feel*)

Modify the Top Link bar:

 - > **Site Actions** > **Site Settings** > **Top link bar** (under *Look and Feel*)

OR, if those links do not show under *Look and Feel*

 - > **Navigation**. [Learn more.](#)

17. Edit the page and modify or add a Shared Web Part:
 - > **Site Settings** > **Edit Page** or click on a web part > **Edit web** part (Dotted lines show web part being edited)
 - Drag Web Parts to rearrange
 - Delete or close a web part
 - Add a Web Part
 - Add Shared Documents (or Site Users or This Week in Pictures) to the SharePoint home
 - > **Insert** > **Web part** > **Shared Documents**
 - Show current events only on the Calendar

- Click on the Calendar > **Calendar** tab on the ribbon > **Current View** > **Current Events**
 - Click Modify view. Check **Make this the default view**.
18. Customize a calendar, wiki, discussion or other list e.g. columns, title:
- > **Site Actions** > **Site Settings** > **Site Libraries and Lists** > Select the list you want to customize
 - To change permissions for this list, see #6.
19. Create and edit a Contact List:
- > **Site Actions** > **More Options** > **Contacts**
 - Edit Columns: Navigate to the contact list > **List tab** > **List Settings** .
Click on a column to delete it. Click **Create Column** to add a new column.
20. Create a Wiki, a Survey or a Discussion Board:
- > **Site Actions** > **More Options** >
 - > **Wiki Page Library** or > **Survey** or > **Discussion Board**
21. Delete a document library :
- Navigate to the library > **Library tab** > **Settings** > **Delete this Document Library** (under *Permissions & Management*)
22. Delete a sub site:
- Navigate to the parent site > **Site Actions** > **Site Settings** > **Sites & workspaces** (under *Site Administration*)
 - Select **X** to delete the sub site. Warning! Check which site you are deleting!!