

SharePoint Online



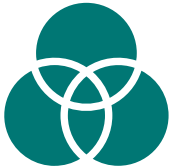
Quickstart Guide

Here are some tips to get you started with SharePoint Online.



What is it?

Microsoft's SharePoint Online (SPO) is an online platform where members of an organization can work on files together, from any device.



How does it differ from OneDrive?

SharePoint often gets confused with OneDrive. OneDrive was created so that you can manage your files more easily and access them from any device. SharePoint was created so that you could store and share them from any device. OneDrive and other Office 365 applications “pull” files from SharePoint, where they are stored.



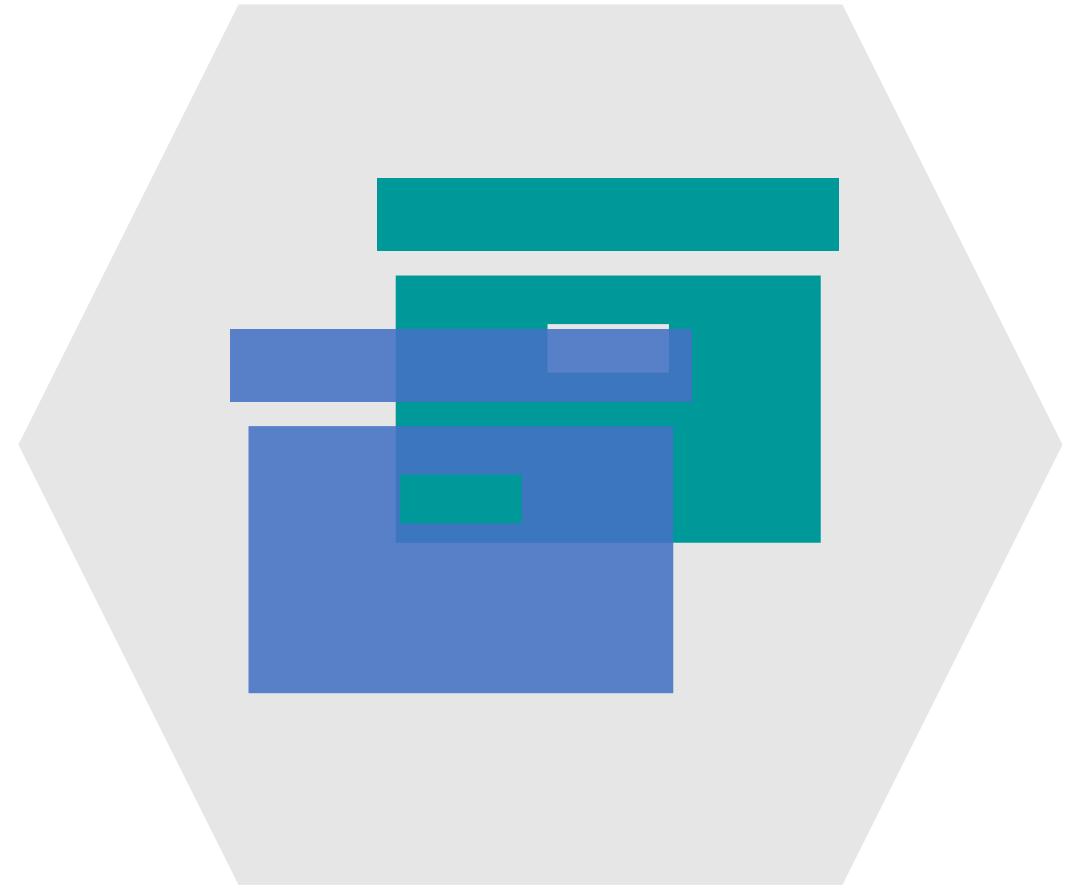
Why can I share from OneDrive and Teams then?

Because of SharePoint! Think of SharePoint as the “engine” behind the other Office 365 applications – giving you the ability to access files in OneDrive, Teams, etc. Your files are there, and able to be shared, because of SharePoint doing the work in the background. SharePoint is integrated with these apps so that you don't have to go to SharePoint Online every time you want to share a file with someone.

SharePoint vs. OneDrive

Think of a filing cabinet. You keep your personal files in it and take certain files out when you need to work on them. People can only access files from the cabinet if you give them the files. **This is OneDrive.**

Now, let's say you're on a project that requires team collaboration. You get a new filing cabinet for your team to share. You place it in the middle of the office, where your team can access it and take files out when they need to add their own updates. This is your team's filing cabinet. **This is SharePoint.**



SharePoint Online



Think of SharePoint as the “bucket” holding your team’s shared files and distributing them out to the other Office 365 applications. This way, you can access them anywhere.

The screenshot shows the SharePoint interface for a library named "Mass Commonwealth Example". The left sidebar contains navigation options: Home, Conversations, Documents, Shared with us, Notebook, Pages, Site contents, Recycle bin, and Edit. The main area shows a table of documents:

Name	Modified
Adoption Document.docx	December 16, 2019
Example of Document.docx	November 5, 2019

The screenshot shows a Windows File Explorer window for the "Mass Commonwealth Example" folder. It displays two files: "Adoption Document" and "Example of Document".

The screenshot shows the OneDrive web interface for the "Mass Commonwealth Example" folder. It displays a table of documents:

Name	Modified	Modified By
Adoption Document.docx	December 16, 2019	Lauren Slyman
Example of Document.docx	November 5, 2019	Lauren Slyman

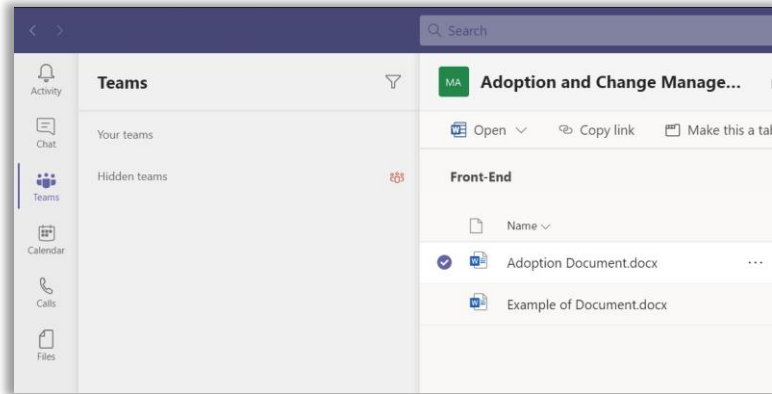
The screenshot shows the Microsoft Teams interface for the "Adoption and Change Management" channel. It displays a table of documents:

Name	Modified	Modified By
Adoption Document.docx	December 16, 2019	Lauren Slyman
Example of Document.docx	November 5, 2019	Lauren Slyman

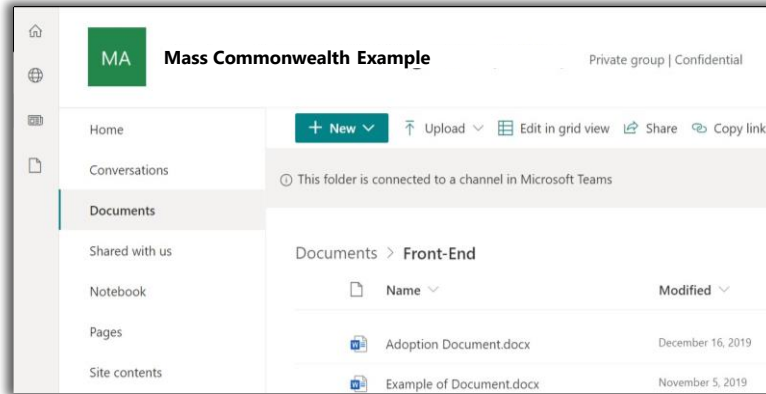


SharePoint is Behind All of Office 365

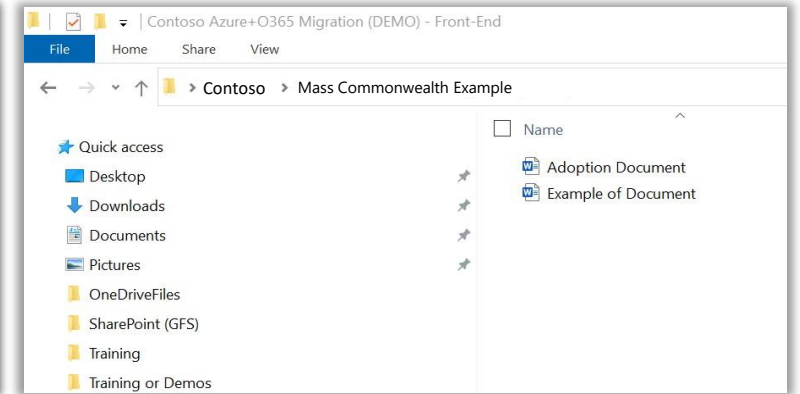
Wherever you're working from...



Teams



SharePoint



File Explorer

...that ability to get to your shared files is powered by SharePoint.

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The screenshot shows a Windows File Explorer window titled "Contoso OneDrive". The left sidebar shows the navigation pane with "OneDrive" selected. The main pane displays a list of files:

Name	Status	Date modified	Type	Size
Book Example	Cloud icon with person	12/17/2019 8:56 PM	Microsoft Excel Work...	7 KB
Commonwealth Logo	Cloud icon with person	3/25/2020 11:35 AM	PNG File	442 KB
Document Example	Cloud icon with person	12/18/2019 12:39 PM	Microsoft Word Doc...	12 KB

Four callout boxes provide additional context:

- SharePoint files:** Where your **SharePoint** files go once you sync. These may be files from Teams sites or SharePoint sites – spaces where you collaborate with others. [Find out how to access them all from File Explorer here.](#)
- OneDrive files:** Where your **OneDrive** files are stored. By default, these files are your own and not shared, even though you have the ability to share them with those you choose. [Find more information about OneDrive here.](#)
- This PC:** Where you currently store files. You can only access these files on your work computer, while connected to VPN and must use email attachment to share them with others.
- X: Drive:** Where you currently share files with groups. You and your coworkers can only access these files on your work computer, while connected to VPN.

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Quick Start Guide

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

The screenshot shows the SharePoint Online home page for a user named Emily Braun. The interface includes a top navigation bar with the Office 365 logo, the SharePoint title, and user profile information. Below the navigation bar, there are several sections: a left sidebar with 'Following' and 'Recent' site lists, a main area with 'Frequent sites' and 'Recent activity', and a right sidebar with 'Check out news'. Callouts point to various features: 'Search' (Find Sites, People, or Files), 'Find your site' (Following, Recent, Featured links), 'Create a site or news post', and 'Check out news' (News from sites, Frequent sites, Suggested sites).

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

Find your site

- **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.
- **Featured links*** displays sites your company wants to showcase.

Create a site or news post

Check out news

- **News from sites** (not shown) highlights updates from sites you follow or visit often.
- **Frequent sites** shows sites you like to go to and recent activity in them.
- **Suggested sites*** (not shown) appear based on searches you've done and recommendations from Microsoft Graph.

* Microsoft Graph must be enabled by your admin to see **Featured links** and **Suggested sites** on your SharePoint homepage.

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Work with Files

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

The screenshot shows the SharePoint Online interface for a site named "Research and Development". The left navigation pane is open, showing the "Documents" library. A list of files is displayed, including "Computing Using Office 365.pptx", "Concurrent Project Data.xlsx", "Customer Product Survey.xlsx", "Extranet Issues.docx", "HCI Marketing Opportunity Ana...", "HCI Marketing Presentations.pptx", "HCI Research.docx", "HCI-Guidelines.docx", "Litware Open Projects.docx", "Project Requirements.docx", "ProjectArielTimeline.vdwl", "RD Press Releases.xlsx", "RD Q2 Review.pptx", "Research Integration Tests.xlsx", "Workplace Innovation.xlsx", and "XT1000 Research Proposal.pptx". A context menu is open for the "Concurrent Project Data.xlsx" file, showing options like Open, Preview, Share, Copy link, Download, Delete, Flow, Pin to top, Move to, Copy to, Rename, Version history, Alert me, and Details. The right-hand side of the interface shows the "Information Pane" for the selected file, displaying file information, recent activity, and sharing status.

Open
Open and edit a file online or in a desktop app

Share
Share files directly from OneDrive. Files are private until shared.

Copy link
Get a link to the selected file to insert in an email or site.

Move to/Copy to
Move or copy a file to another destination. Drag and drop is also supported.

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

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

Version history
View a file's version history and restore a file to a previous version.

Information Pane
See file information, recent activity, and manage access permissions to the file.

Sharing status
See which files are being shared and who they're shared with.

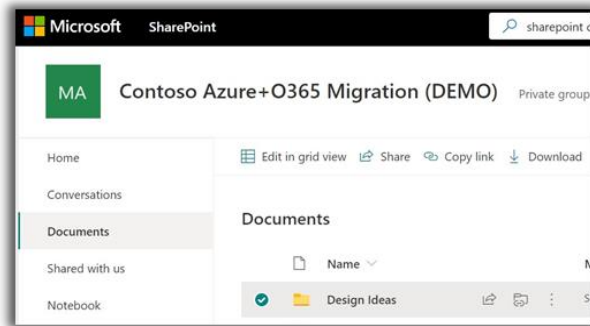
Recent activity
See the sharing, viewing, and editing activity for a file.

SharePoint Online: Managing Files



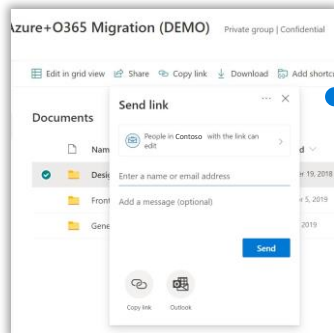
Create or Upload Files and Folders

You can add **New** or existing files and folders from your device. In SharePoint, select **Upload** > **Files** or **New** > select the type of document you'd like to create. Otherwise, select a location in OneDrive and drag and drop files or folders from File Explorer.



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 three levels of sharing are:

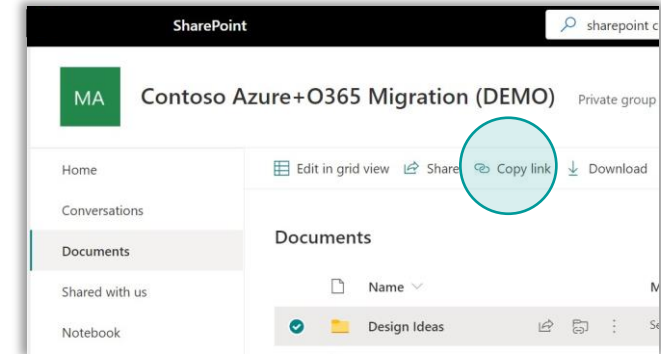
Anyone – people inside and outside your org can access. Receive links directly or forwarded.

People in your org – everyone in your org can access.

Specific people – specify email addresses of the people you want to give access to.

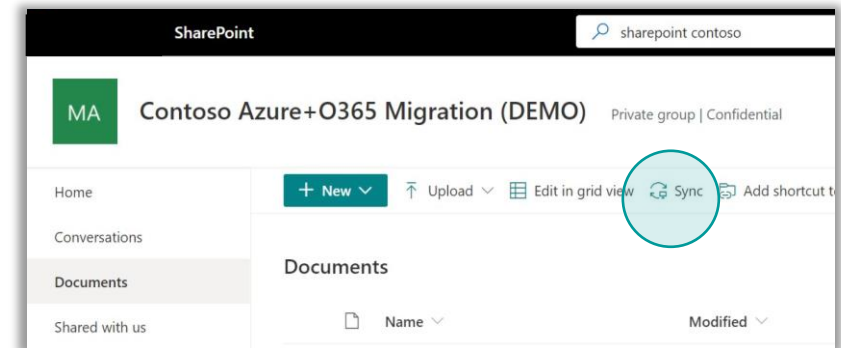
Copy Links

Copy a link to a file to share it. Paste it in an email, Teams chat, webpage, OneNote page, and more. You can get the share link from SharePoint OneDrive, Teams, or even File Explorer. In SharePoint, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Sync Files and Folders

Sync your files and folders to your File Explorer, 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 Commonwealth account.

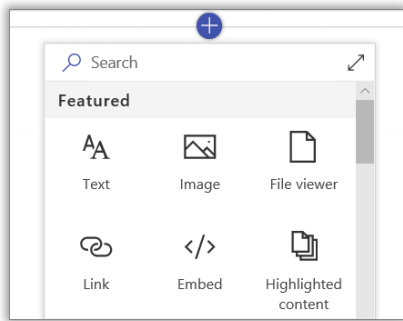
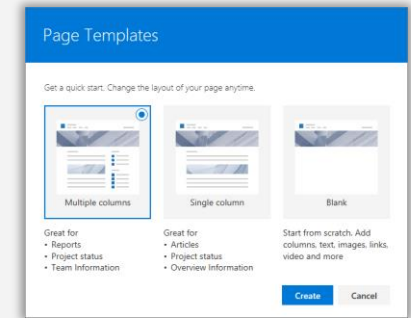


SharePoint Online: Pages and Libraries




Add a Page

Select **+ New > Page** in your new, choose a page template, and select **Create**. Enter a title for the page, and then add content by adding web parts.

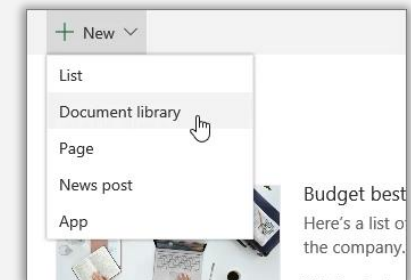


Add Web Parts

In your news post or page, select the plus sign , and select the web part you want to use to add content to your page.

Add a Document Library or List

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



SharePoint Online

Next Steps with SharePoint

SharePoint Online Learning

Visit [Microsoft's SharePoint Support site](#) to learn what SharePoint Online can do for you.

Find Help

If you experience any issues, please contact the Service Desk for your Secretariat, which you can [find on mass.gov](#).

Have a Question About the Program?

Have a question? Explore frequently asked questions and answers [about the Modern Workplace Program here](#).

