

Sharepoint

A Web-based Site for Collaboration

The screenshot displays a SharePoint Team site for 'Team YAP'. The interface includes a top navigation bar with 'Welcome Carla Benway', 'My Site', and 'My Links'. A search bar is present with 'This Site: Team YAP' entered. The main content area is divided into several sections:

- Announcements:** A welcome message from Carla Benway dated 6/17/2010 9:44 AM, followed by a 'Hi, Team!' greeting and a paragraph of text. Below this is an 'Add new announcement' button.
- Calendar:** A calendar view for May 2011, showing days from 1 to 28. The 19th is highlighted in orange.
- Shared Documents:** A list of documents with columns for Type, Name, and Modified By. Items include 'Trainers Only', 'Resources', 'Conferences', 'National Events Folder', 'Mandt Training', 'Webinar Logs', 'Staff Training', 'Paperwork', 'YAPUniversity', 'Newsletters', 'Agency Documents and Manuals', 'BAT Curriculum', 'YAP Training Catalog, 2011.04', and 'programdirectory'.
- Links:** A list of links including 'YAP Website', 'LiftPro', 'YAPU', and 'US Time Zones', with an 'Add new link' button.

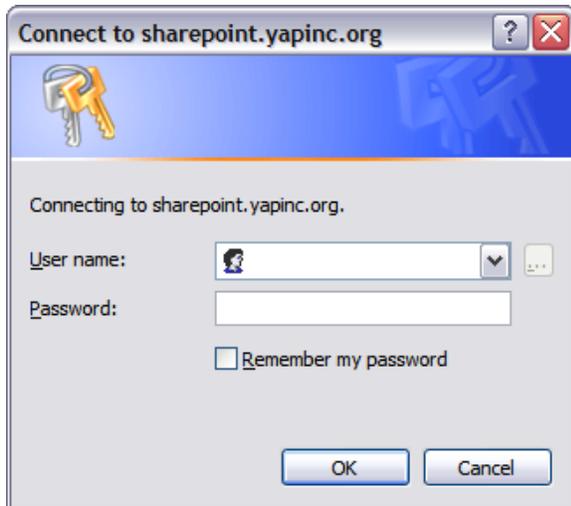
The left sidebar contains navigation options: 'View All Site Content', 'Pictures', 'Documents', 'Lists', 'Discussions', 'Sites', and 'People and Groups'. The bottom of the page shows a 'Team Discussion' section and a taskbar with 'Internet' and a 100% zoom level.

Sharepoint Site Login Instructions

To Access the site, please use the following Link:

<https://sharepoint.yapinc.org/teamyap>

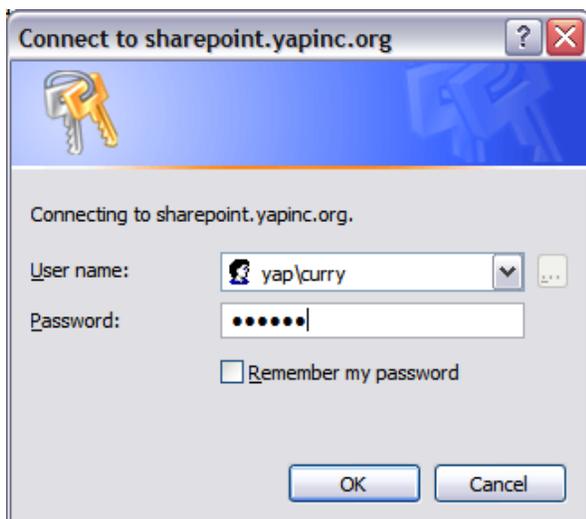
You will receive the following login window.



You must use the following login configuration to access the site.

Username: yap\email username (NOTE: Be aware of the direction of the slash- it is not usually used)

Password: email password



HOMEPAGE OVERVIEW

Once you have successfully logged on to the site, you will see the TeamYAP homepage. Below is a description of some features available to you from the Home page.

The **Announcements** section will indicate any new news about the site.

The **calendar** will list dates of webinars, holidays, or other YAP information.

The **Links** section includes links to helpful or commonly used websites.

The **Team Discussion** section includes discussion threads by various topics. You can start a discussion, read through an existing discussion or comment on an existing discussion.

Welcome, My Site and My Links tabs are on the upper right. By Clicking the down arrow on your Welcome tab, you will have a number of choices available to you, such as SIGN OUT. Your My Site tab will take you to your own personal, customizable homepage where you can add information about yourself and a photo, insert your YAP Calendar and Email inbox or other web features, and upload documents from your own desktop for personal storage and back up.

The **Shared Documents** section is the gateway to all of the folders available to you on Sharepoint. To view all of the folders and more easily navigate through them, click on SHARED DOCUMENTS.

The screenshot shows the TeamYAP homepage with several sections highlighted:

- Announcements:** A blue-bordered box highlights the "Announcements" section, which contains a welcome message from Carla Benway dated 6/17/2010 9:44 AM.
- Calendar:** A red-bordered box highlights the "Calendar" section, showing a monthly view for May 2011. The date 19th is highlighted in orange.
- Shared Documents:** A yellow-bordered box highlights the "Shared Documents" section, which lists various folders and documents such as "Trainers Only", "Resources", "Conferences", and "YAPUniversity".
- Links:** An orange-bordered box highlights the "Links" section, which lists "YAP Website", "LiftPro", "YAPU", and "US Time Zones".
- Team Discussion:** A purple-bordered box highlights the "Team Discussion" section, which currently shows no items and includes an "Add new discussion" button.

The top navigation bar includes "Welcome Carla Benway", "My Site", "My Links", and "Site Actions". The left sidebar contains navigation options like "Home", "Pictures", "Documents", "Lists", "Discussions", "Sites", and "People and Groups".

Shared Documents

To open a folder, put your mouse under its name and click.

Team YAP

Welcome Carla Benway | My Site | My Links

Home

Team YAP > Shared Documents

Shared Documents

Share a document with the team by adding it to this document library.

New Upload Actions Settings

View: All Documents

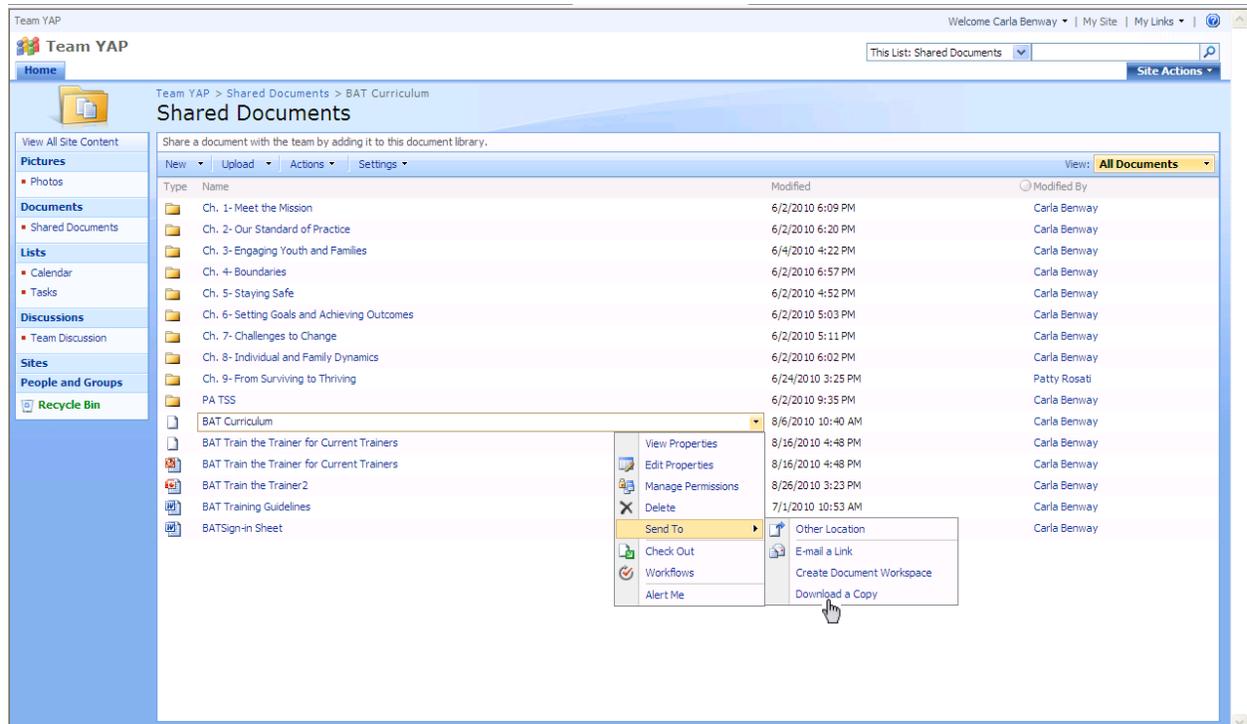
Type	Name	Modified	Modified By
Folder	Agency Documents and Manuals	6/2/2010 3:57 PM	Carla Benway
Folder	RAT Curriculum	6/2/2010 3:38 PM	Carla Benway
Folder	Conferences	3/22/2011 3:53 PM	Carla Benway
Folder	Mandt Training	10/13/2010 3:13 PM	Carla Benway
Folder	National Events Folder	1/24/2011 4:29 PM	Carla Benway
Folder	Newsletters	6/17/2010 9:45 AM	Carla Benway
Folder	Paperwork	8/16/2010 8:30 PM	Carla Benway
Folder	Resources	4/6/2011 3:26 PM	Carla Benway
Folder	Staff Training	8/27/2010 8:46 AM	Carla Benway
Folder	Trainers Only	4/7/2011 1:18 PM	Carla Benway
Folder	Webinar Logs	10/13/2010 10:41 AM	Carla Benway
Folder	YAPUniversity	6/17/2010 11:37 AM	Carla Benway
File	programdirectory	5/10/2011 2:47 PM	Chris Curry
File	YAP Training Catalog.2011.04	5/17/2011 4:04 PM	Carla Benway

https://sharepoint.yapinc.org/teamyap/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fteamyap%2fShared%20Documents%2f...

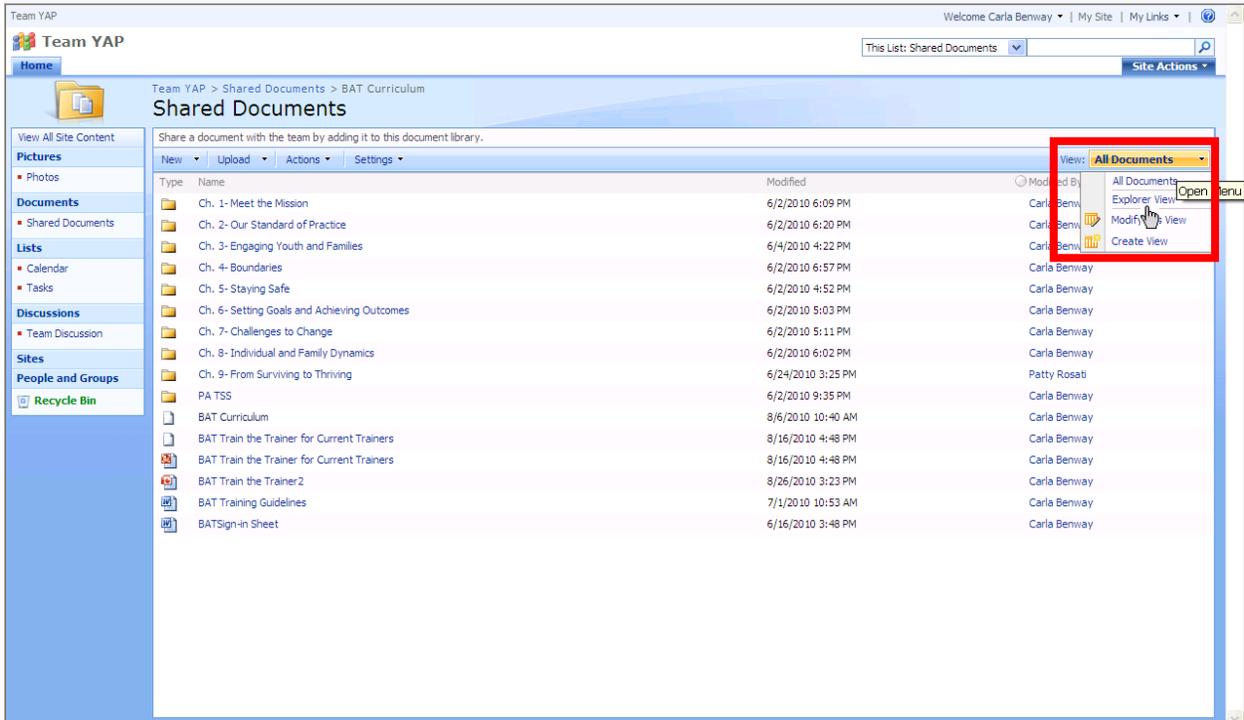
start | Vovici BFM Conti... | Shared Docume... | Untitled -- Mess... | IT | Microsoft Excel ... | Sharepoint NJ [C... | 11:06 AM

To download a document from the folder, you can do a few things:

1. Click on the document to open it right to your desktop.
2. Download a copy by clicking on the down arrow to the right of the document, scrolling down to Send To, and then download a copy (Screen shot below). You can then opt to Open or Save the document onto your desktop.

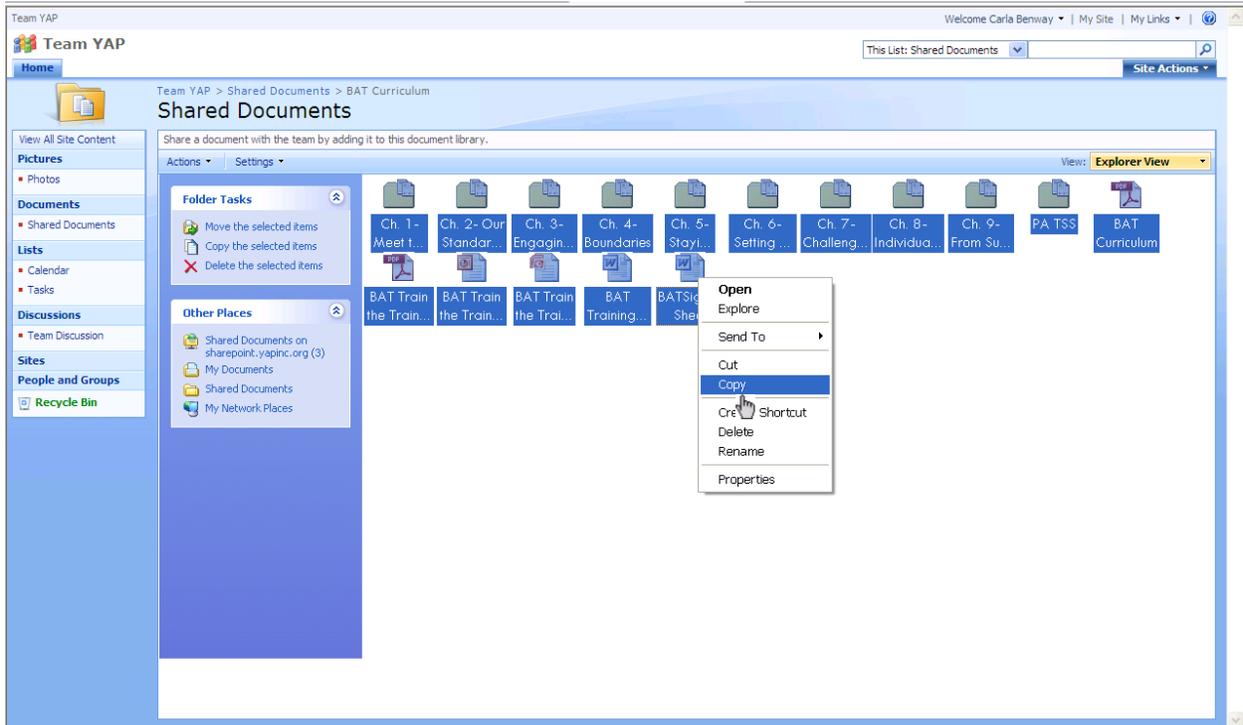


3. A recommended third way to download multiple or very large files is to scroll your mouse over to the View: All Documents and Select Explorer View.



Like on your desktop, this view will allow you to right click to copy and paste them from the Sharepoint site into the folder of your choice on your computer.

Helpful Tip: *If you hold down the shift key, you can click on as many files as you want to download at once instead of downloading them individually.*



My Site

There are a lot of cool features in your Sharepoint My Site that can essentially allow you to manage all of your Outlook features from within the site, and to quickly and easily jump to other Sharepoint sites or websites of use in your daily work. Moreover, the various subsections can be moved up or down, or between columns to customize their order and your view.

The My Site view can be modified by clicking on **Site Actions**. If you require additional assistance or have additional questions, contact [ccurry@yapinc.org](mailto:c Curry@yapinc.org).

