



University Information
Technology Services

Microsoft SharePoint 2016

Introduction to SharePoint

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Published by Kennesaw State University - UITS 2017

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Introduction

SharePoint is a Microsoft tool to create web sites to securely store, organize, share, and access information. Only those with whom you share your site can access the information; however, it can be accessed from virtually any device using a Web browser. This booklet was created using the Mozilla Firefox browser.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Accessing a SharePoint Site
- Become familiar with the Interface, Ribbon, Quick Launch, and Top Links
- Create a SharePoint site
- Manage site permissions
- Create, and format site pages and content
- Create and manage document libraries
- Search for content on your SharePoint site

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