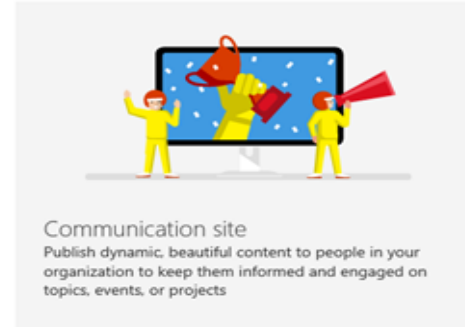
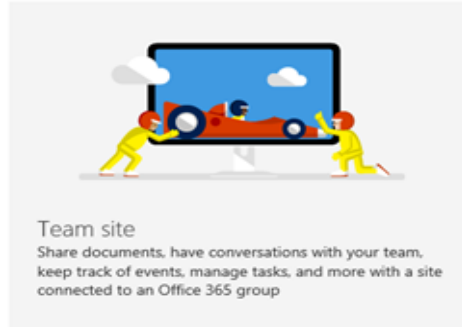


SharePoint



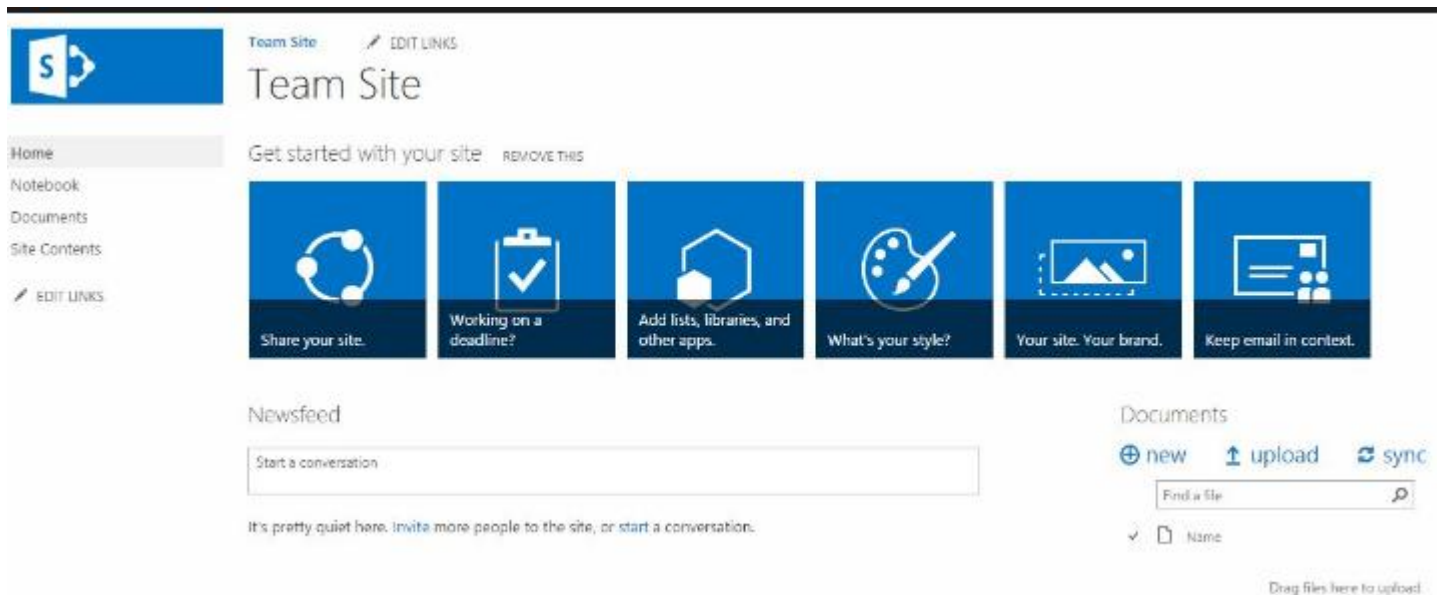
Create a site

Choose the type of site you'd like to create



Apa itu "Share Point"?

Perkhidmatan *cloud technology* yang dihoskan oleh Microsoft. Membolehkan perkongsian dokumen dalam dan luar organisasi. Pengguna perlu mempunyai akaun Office365 bagi melayari atau mereka cipta Sharepoint Site . Dimana sahaja dan bila-bila pengguna boleh berkongsi dokumen dan maklumat dengan rakan dan pelanggan.



Dokumen yang dikongsi bersama dengan semua pengguna akaun Office365 boleh mengakses dan bekerjasama. Sebagai contoh, bekerjasama dalam persembahan PowerPoint, menyimpan pasukan pelan bahawa semua orang mengemas kini, atau menerbitkan agenda mesyuarat.

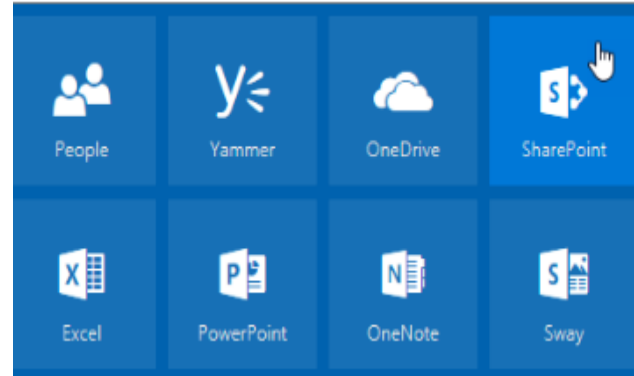
Bagaimana Share Point Berfungsi ?

Laman pasukan Office 365 adalah seperti laman web, tetapi secara intranet cloud ; ia boleh diakses hanya kepada orang yang anda berikan keizinan. Ia sesuai untuk berkongsi dan berkolaborasi pada fail.

| SHARE POINT QUICK START | OVERVIEW

Connect directly to your organization's SharePoint site

1. Open your web browser.
2. Type the SharePoint site URL into the web address bar. For example, *https://contoso.sharepoint.com*.
3. Press Enter.



Search for something

1. Type into the **Search** box in the top left under the app launcher.
2. Filter your results by type, for example **Sites**, **People**, or **Files**.

News from sites



Finance Team

Budget best practices now available



Contoso Research Team


Weekly update

Check out news

The SharePoint homepage is your place to find sites, read news, or look up content.

- **News from sites** 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** appear based on searches you've done and recommendations from the Microsoft Graph.

Following

Contoso Research Team 

Contoso 


Find your site

The left navigation pane shows SharePoint sites you follow, those you've visited recently, and sites your company wants to spotlight.

| SHARE POINT QUICK START |

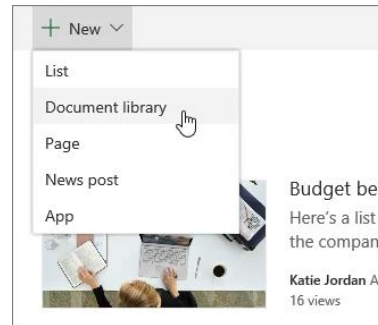
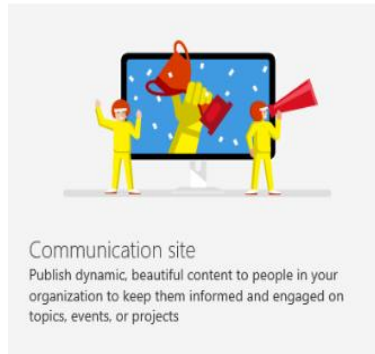
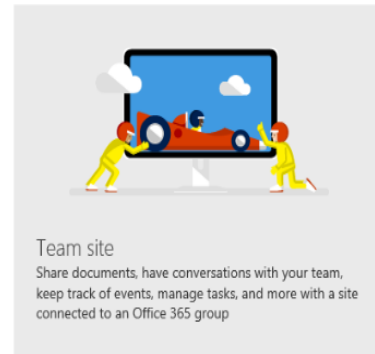
CREATE

Create a site

1. Select **+ Create site** on the SharePoint homepage.
2. In the wizard:
 - Select whether you'd like to create a **Team site** or a **Communication site**.
 - Enter the title (and a description, if you want) for the site.
 - You can select **Edit**  and then edit the group email name, if you want.
 - Select whether the group will be public or private.
 - Select **Next**.
3. In the next pane, enter the owners and members.
4. Select **Finish**.

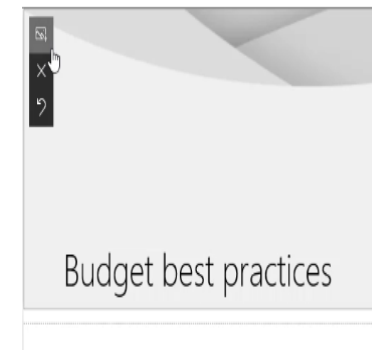
Create a site

Choose the type of site you'd like to create



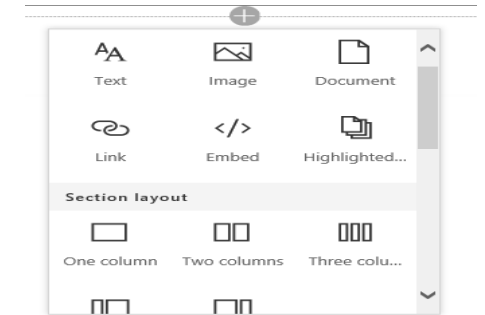
Add a document library or list

1. Open the site that you want to add the list or library to.
2. Select **New**.
3. Select **List** or **Document library**.
4. In the **Create** pane:
 - Type a name for the list or library (and a description, if you want).
 - Select **Create**.




Add a page

1. Open the site that you want to add a page to.
2. Select **New**.
3. Select **Page**.
4. On the new page, type in a headline, add text to the post, and add an image.
5. Select **Publish** when you're ready.



Add a web part

1. In your news post or page, select the plus sign .
2. Select the web part you want to use: **Text**, **Image**, **Document**, **Link**, ...



Office 365

6.5 out of 10 people remember what they see...

