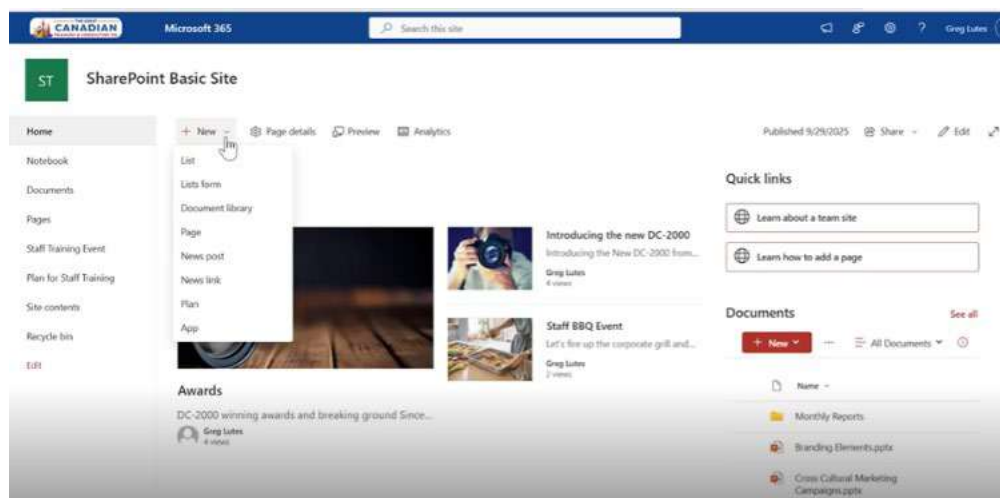


Chaos to Order: SharePoint Basics and Office 365 Integration

What is SharePoint? It's a document management and information management system.

SharePoint Homepage Overview

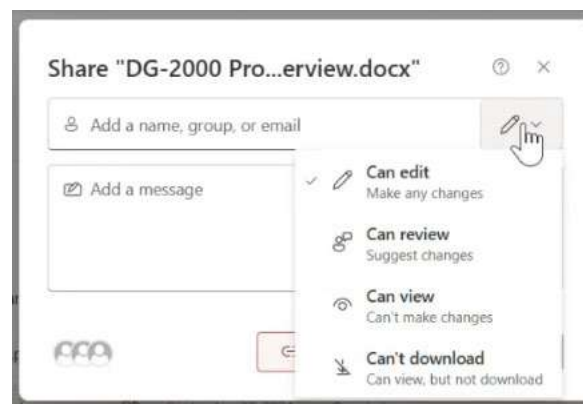
- **Home**
 - **Quick Links:** Pin important links, documents or images.
 - **Document Library:** A place to store your organization's files.
- **Documents**
 - All listed in one spot without having to navigate to the library.
- **Pages**
 - Displays content within your SharePoint site.
- **News**
 - Add announcements and other organization updates.
- **Extra**



- Create lists, news posts, document libraries; integrate tasks from Planner, etc.
- **Access**
 - SharePoint has three access groups: owners, members and visitors.
- **Version History**
 - See all the different versions of a document; helps to restore any files accidentally changed.

SharePoint Tips

- Add metadata to your files to ensure your team uses the correct terminology or abbreviations required by your organization.
- Select **Sync**, which creates a synchronized copy of your files on your computer.
- Share files or Word documents easily.
 - Select **Can review** for colleagues who can mark up the file but not actually change the Word document.



Integrating Microsoft Apps with SharePoint

Try using some of the apps below within SharePoint!

Microsoft Planner

- You can communicate project or task statuses without having to send an email.
- Create boards for specific projects to keep your team's tasks organized.

Power Automate

- Use different flows to automate anything inside your library.
- You can use **Configure Approvals** to create a paper trail for approvals

Microsoft Purview

- Easily consider and configure your organization's risk and compliance with file retention.
- Protect and manage your organization's sensitive data.

Catch the webinar replay [here](#). Ready for the next step? We offer several [Microsoft 365](#) and [SharePoint](#) courses, available for both [public](#) and [private](#) training.

- Get the basics as a SharePoint site user with [The SharePoint Starting Point: The Basics](#).
- Delve deeper into SharePoint as a SharePoint site owner with [SharePoint Site Owner Essentials](#) and [Advanced SharePoint Site Management for Owners](#).
- Streamline your task management and team collaboration with [Microsoft 365 - Streamline Your Workflow with To Do, Planner & Teams](#).
- Explore powerful Microsoft 365 apps to increase your efficiency with [Microsoft 365 - Boost Your Everyday Productivity Workshop](#).
- Want to learn more about Microsoft Purview? [Contact us](#) today!