



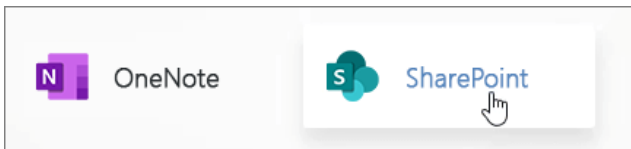
Getting started in SharePoint

Sign in to SharePoint

You don't need to install any software to use SharePoint. Instead, just connect through your web browser.

1. Sign in to your work or school account at office.com/signin.
2. Select the **SharePoint** tile on the on the Microsoft 365 home page, or in the app launcher.

For more information, see [Where to sign in to Microsoft 365](#).



Discover in SharePoint

Search for something

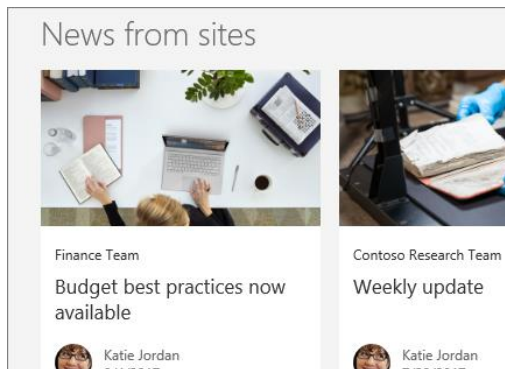
1. Type into the  **Search** box located in the middle of the title bar at the top of the page.
2. Filter your results by type, such as **Files**, **Sites**, **People**, or **News**.



Check out news

The SharePoint start page is your place to find sites, read news, or look up content. The right pane gives you easy access to relevant content arranged in the following groupings:

- **News from sites** highlights updates from sites you follow or visit often.
- **Frequent sites** shows sites you visit often and recent activity on them.
- **Suggested sites** appear based on searches you've done and our recommendations.



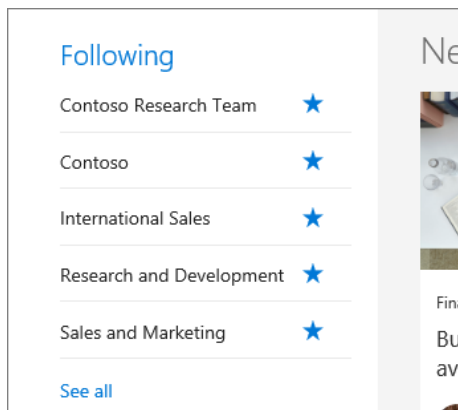


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Find your site

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

- **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.
- **Saved for later** lists news articles you've saved to read later.
- **Featured links** displays sites your company wants to showcase.



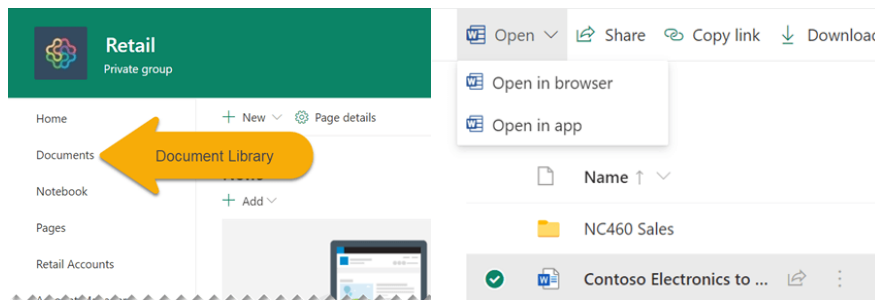


Getting started in SharePoint

Collaborate in SharePoint

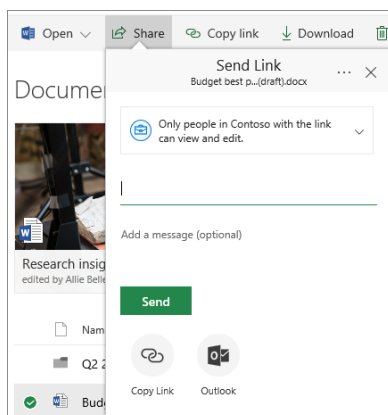
Open a document from a document library

1. Go to a SharePoint site.
2. Open the document library (usually named **Documents**).
3. Select a document.
4. Do any of the following:
 - Select **Open > Open in browser**.
 - If you have the desktop app installed on your computer and want to use it, select a file and then select **Open > Open in app**.



Share a document

1. Select the document you want to share.
2. Select **Share**.
3. You have three options:
 - Type the names or email addresses of the people you want to share the document with, and add a message if you'd like. When you're ready, select **Send**.
 - Select **Copy Link** to create a direct link to the file that can be shared in an email or IM.
 - Select **Outlook** to open Outlook on the web and add a link to the file in a new email message.



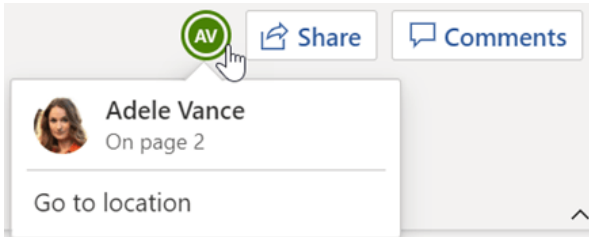


Getting started in SharePoint

Work with others on the same document, at the same time

Open the document for editing in Office for the web.

The number of people currently editing the document appears at the top of the document in Office Online.



Sync files to your computer

1. From a document library on the SharePoint site that you want to sync files from, select **Sync**.
2. Sign in with your work or school account.
3. Finish set-up and the files will start syncing to your computer. You'll find your files under **OneDrive - <organization name>** in File Explorer or Mac Finder.



For more information, please refer to the Microsoft training resource page [HERE](#)