

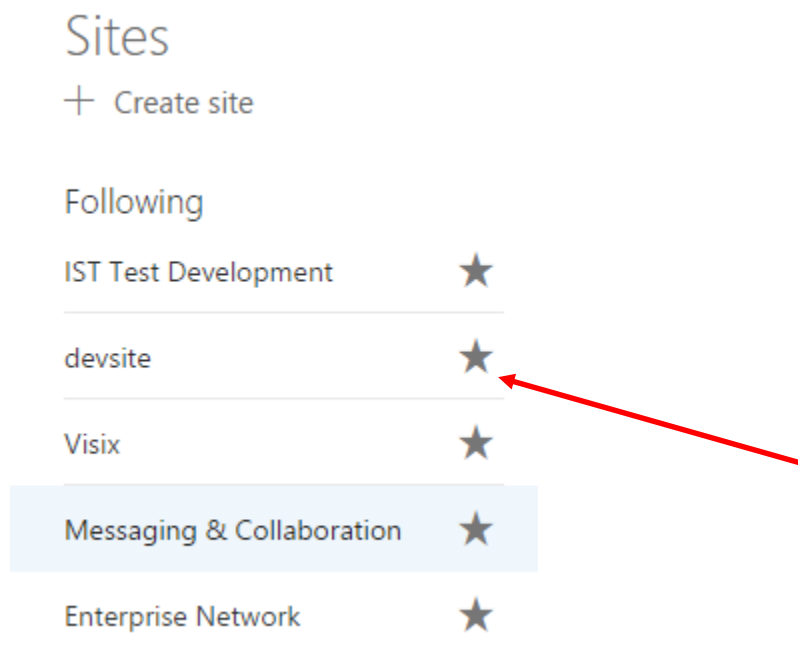
## SharePoint Quick Start

### Navigating to your project sites

1. Go to mail.csuohio.edu and use your CSU ID and CampusNet password
2. Click on the app drawer on the top left corner and select Sites.



3. Select the desired site under "Following" on the left sidebar



## Creating a project subsite

1. From the desired site, click on Site Contents on the left sidebar.



2. Click on new subsite at the bottom of the page

### Subsites



3. Enter the desired details of the site and select the "Project Site" template

## Site Contents ▸ New SharePoint Site

### Title and Description

Title:

Project Name

Description:

Project Description

### Web Site Address

URL name:

https://csuohio.sharepoint.com/sites/005/000/Archi.../ProjName

### Template Selection

Select a language:

English

Select a template:

Collaboration Enterprise Duet Enterprise

Team Site

Blog

Project Site

Community Site

A site for managing and collaborating on a project. This site template brings all status, communication, and artifacts relevant to the project into one place.

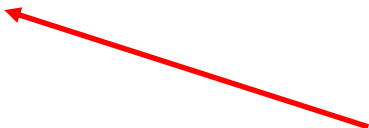
#### 4. Set the Desired Permissions

##### Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

**Note:** If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.




##### User Permissions:

- ☒ Use same permissions as parent site  
☐ Use unique permissions
- 

**NOTE:** If you select **Use unique permissions**, please see the unique permissions section under *“Setting Security Levels”*

#### 5. Set Desired Navigation Settings

##### Navigation

-  Display this site on the Quick Launch of the parent site?  
☐ Yes ☒ No
-  Display this site on the top link bar of the parent site?  
☐ Yes ☒ No
- 

##### Navigation Inheritance

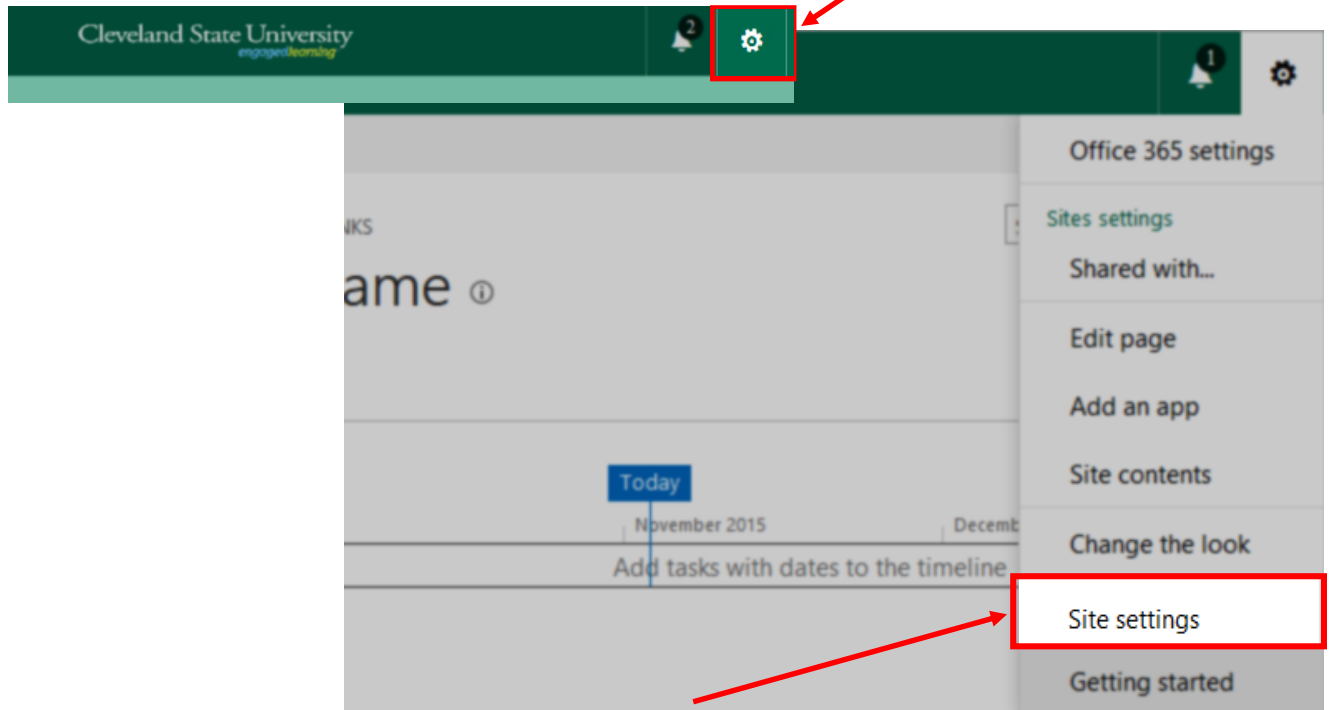
-  Use the top link bar from the parent site?  
☐ Yes ☒ No

**TIP:** You can reorder the navigation on your site, see *“Reordering Navigation”* to learn more.

#### 6. Click Create!

## How to add a logo to your SharePoint Site

1. Click on the settings icon on the top left of your screen and then click on “Site settings”



2. Click on “Title, description, and logo” link under the Look and Feel section.

Test Project Name  EDIT LINKS

## Site Settings

Users and Permissions

People and groups

Site permissions

Site app permissions

Web Designer Galleries

Look and Feel

Title, description, and logo

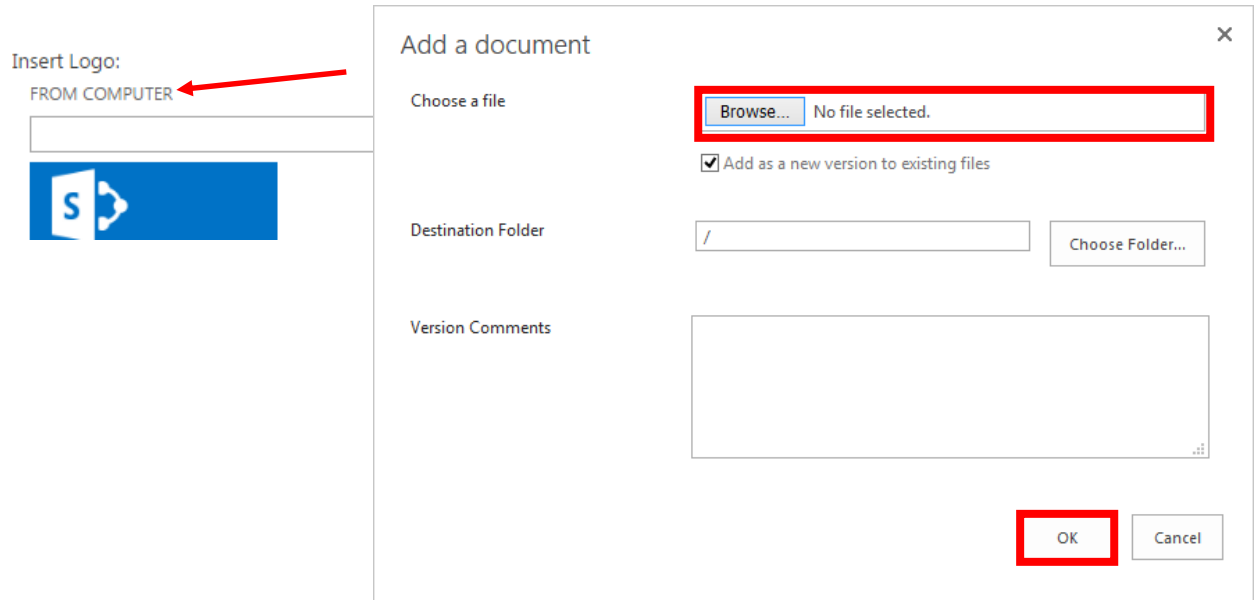
Quick launch

Top link bar

Navigation Elements

Change the look

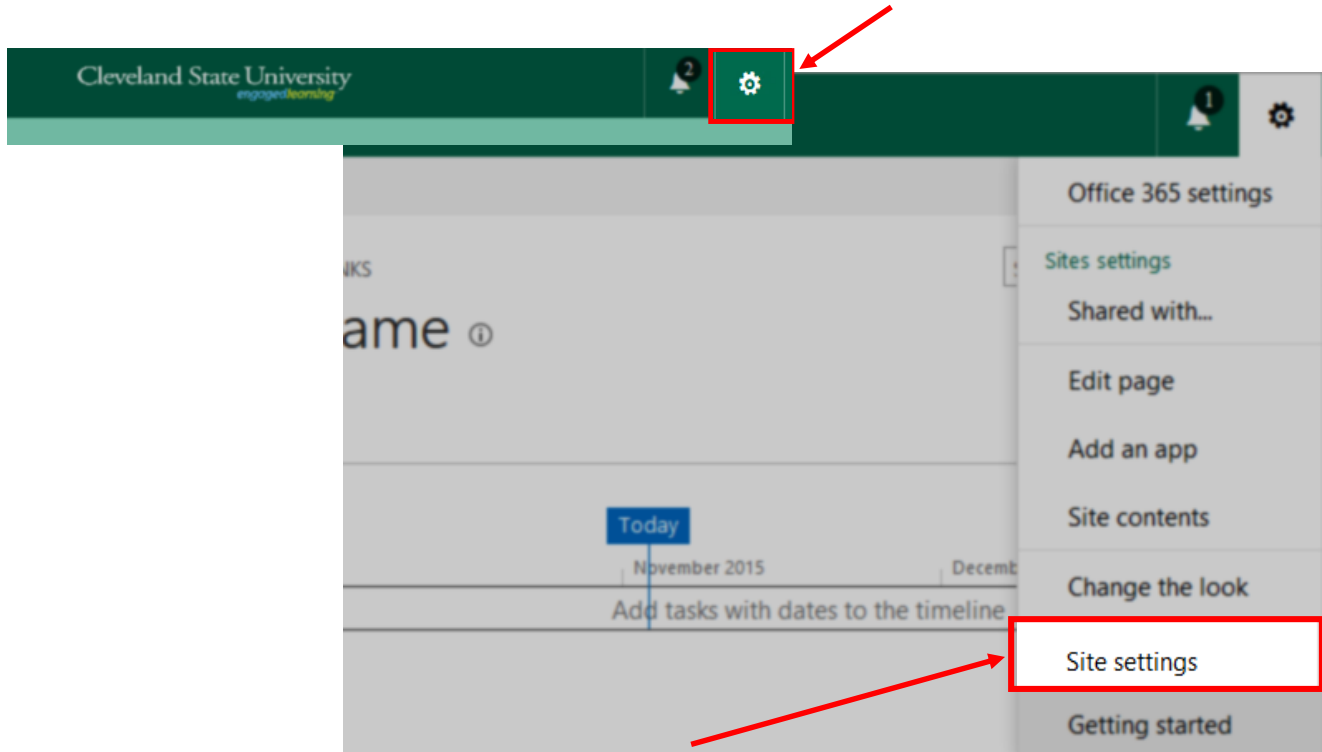
3. Select the desired logo from your computer by selecting *“From Computer”* then Click *“OK”*.



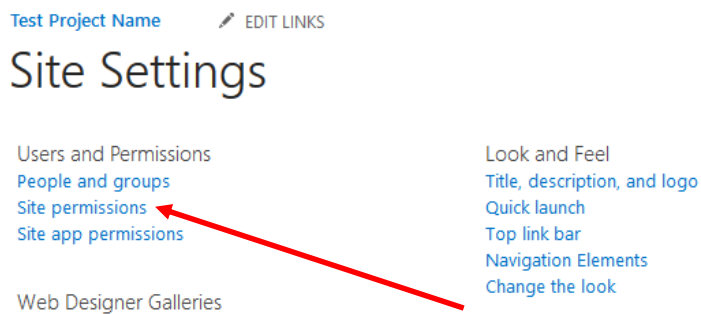
4. Your logo should now show on your SharePoint Site.

## Setting Security Levels

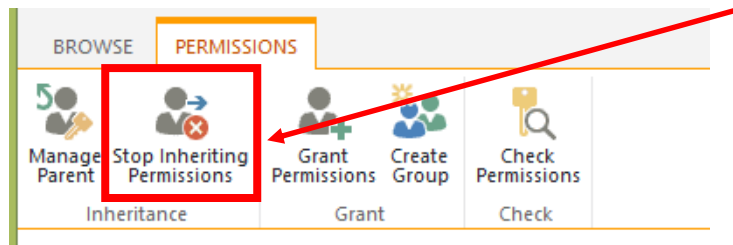
1. Click on the settings icon on the top left of your screen and then click on “*Site settings*”



2. Click on the “*Site permissions*” link under the Users and Permissions section.



3. Depending on how your SharePoint site was setup, these steps may vary. Feel free to contact our helpdesk if you have any questions.
  - a. If you had setup your SharePoint site to inherit permissions from the parent site and want to have unique permissions:
    - i. Click on "Stop Inheriting Permissions" under the Permissions tab.



- ii. It will prompt you to create new groups with the desired permissions. Read the descriptions on the left and choose the permissions desired.

## People and Groups › Set Up Groups for this Site

**Visitors to this Site**  
Visitors can **read** content in the Web site. Create a group of visitors or re-use an existing SharePoint group.

☒ Create a new group ☐ Use an existing group

Test Project Name Visitors

**Members of this Site**  
Members can **contribute** content to the Web site. Create a group of site members or re-use an existing SharePoint group.

☒ Create a new group ☐ Use an existing group

Test Project Name Members

**Owners of this Site**  
Owners have **full control** over the Web site. Create a group of owners or re-use an existing SharePoint group.

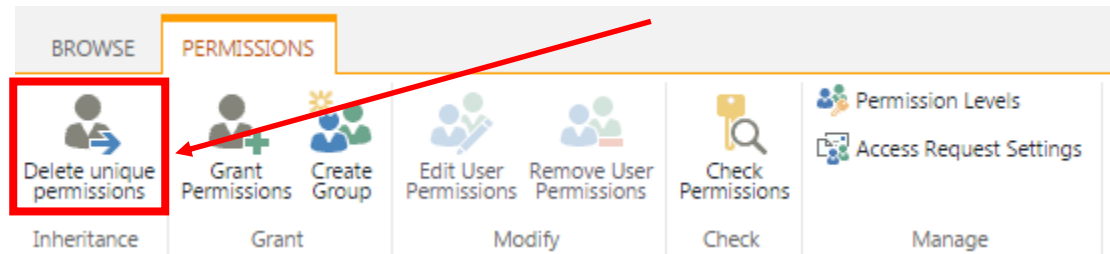
☒ Create a new group ☐ Use an existing group

Test Project Name Owners

**IMPORTANT: Please make sure that you define yourself as an owner of the site.** Failure to define yourself as a site owner will cause you to be locked out from changing important settings later on such as permissions.

- b. If you had setup your SharePoint site with unique permissions from the parent site and want to inherit permissions from the parent site:

i. Under the permissions tab, click on *"Delete unique permissions"*



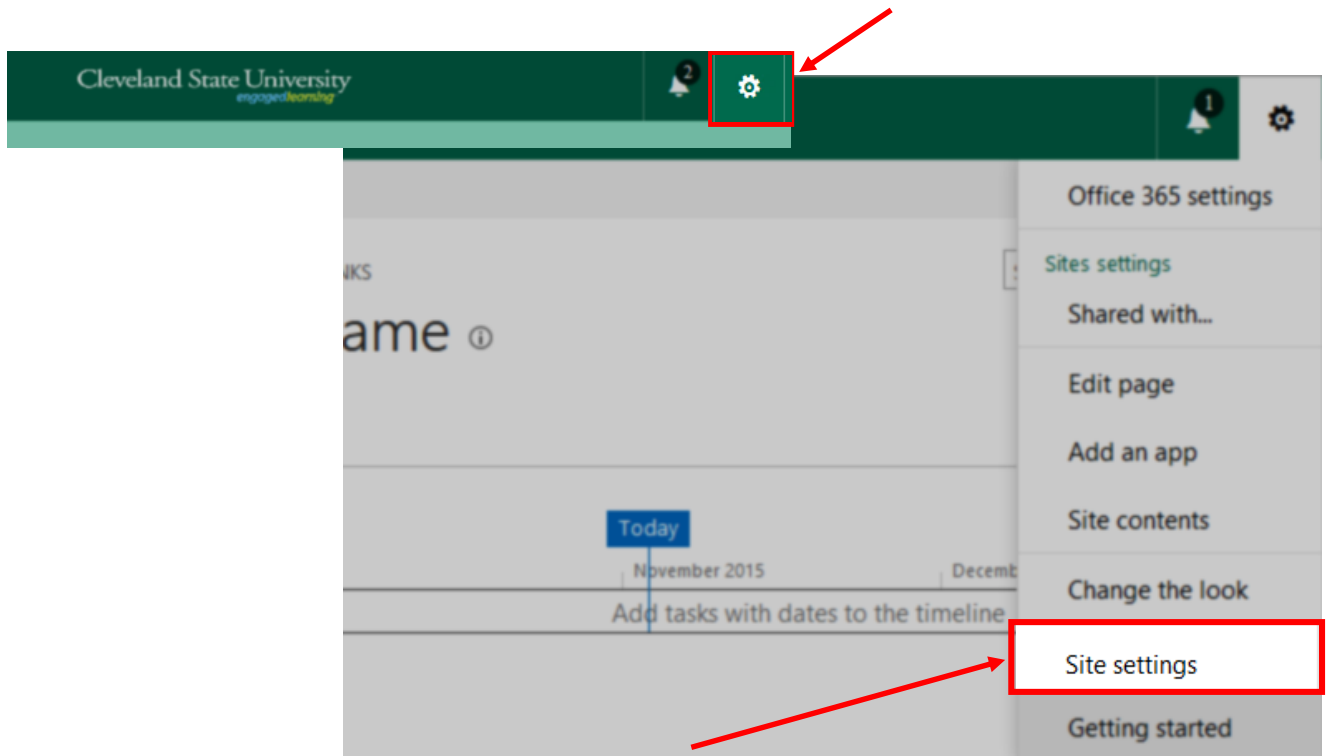
**PLEASE NOTE:** Depending on your unique permissions, people who DO NOT have access to the parent site will lose access.

ii. The site will start using the permissions of the parent site.

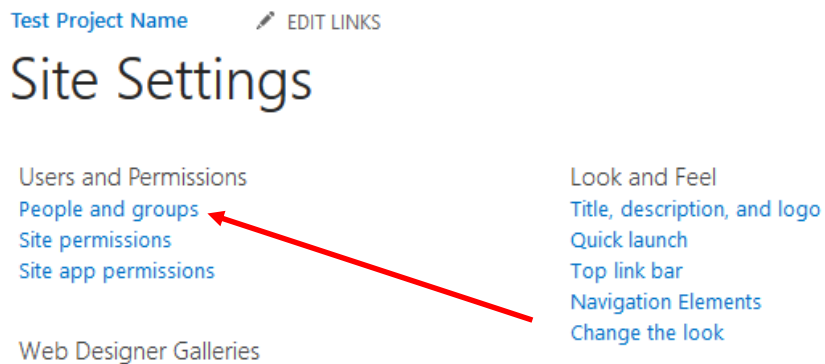


## Setting up User Security & Groups

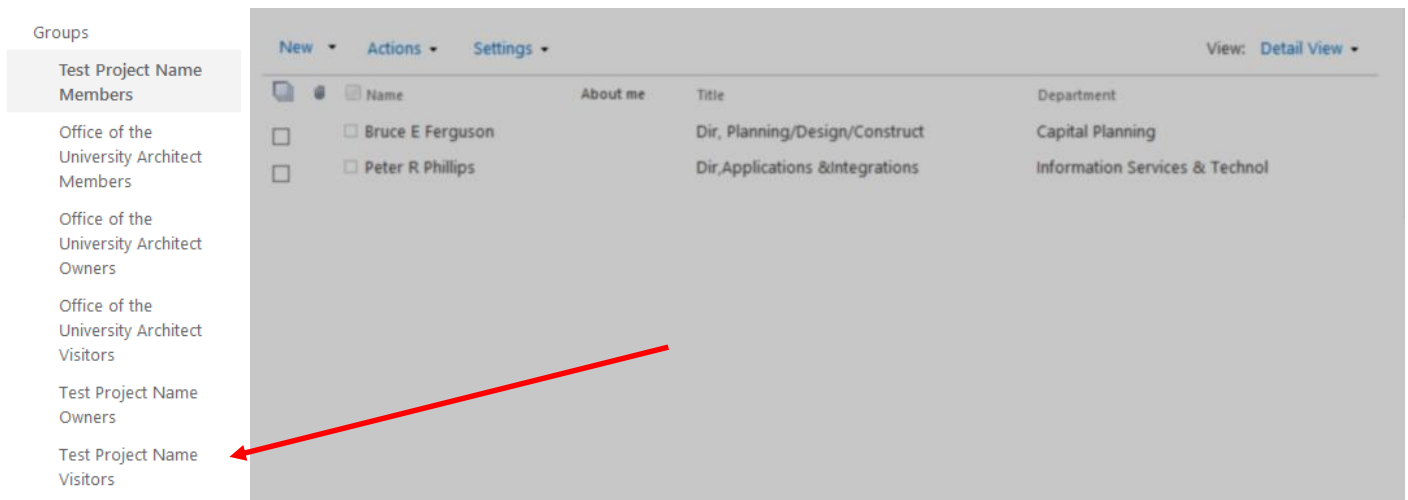
1. Click on the settings icon on the top left of your screen and then click on “Site settings”



2. Click on the “People and groups” link under the Users and Permissions section



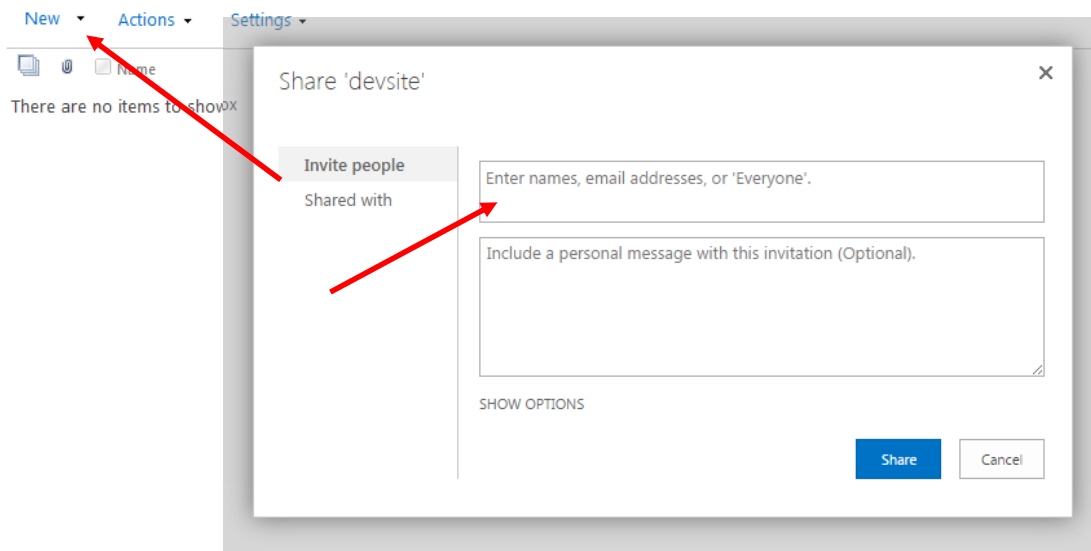
3. Select the group that you would like from the left sidebar



4. This is where you can add or remove site users from a group:

a. **To add a user:**

i. Click on “New” then enter the user’s email address.

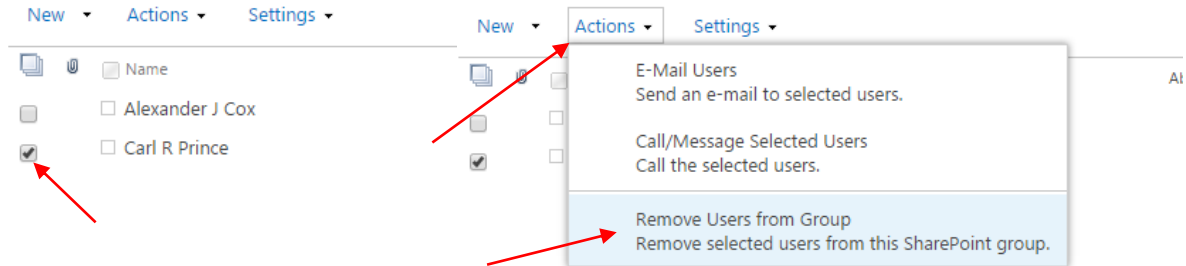


**NOTE:** If you are inviting an external user (i.e. a user without a @csuohio.edu or @vikes.csuohio.edu email), they will be prompted to create/login a Microsoft Account before they can access your site.

ii. Click “Share”.

**b. To remove a user:**

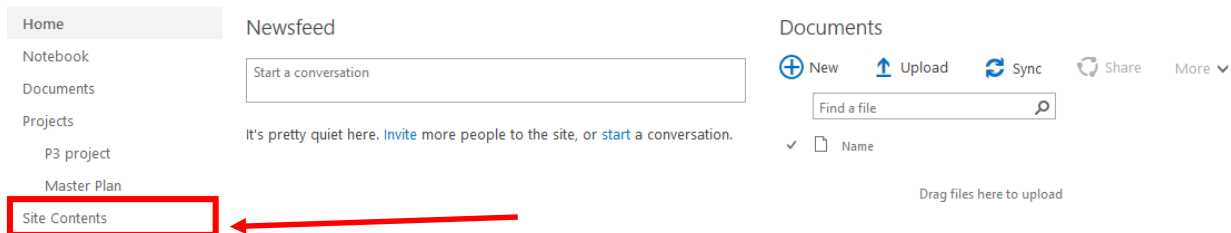
- i. Select the user(s) you would like to remove
- ii. Click on “Actions” and “Remove Users from Group”



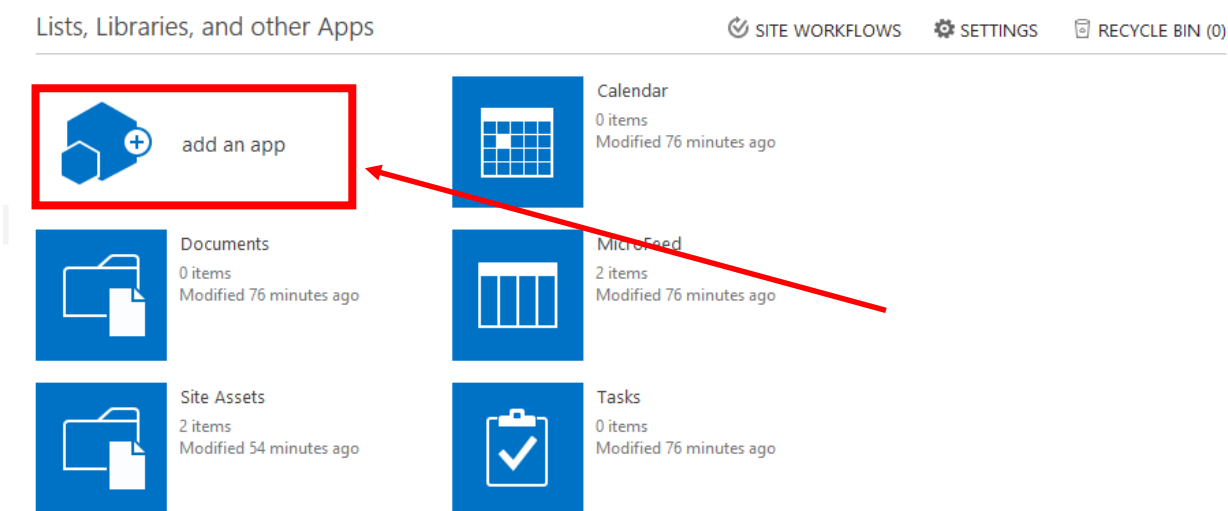
- iii. Confirm the Selection, then click OK.

## Creating Document Libraries

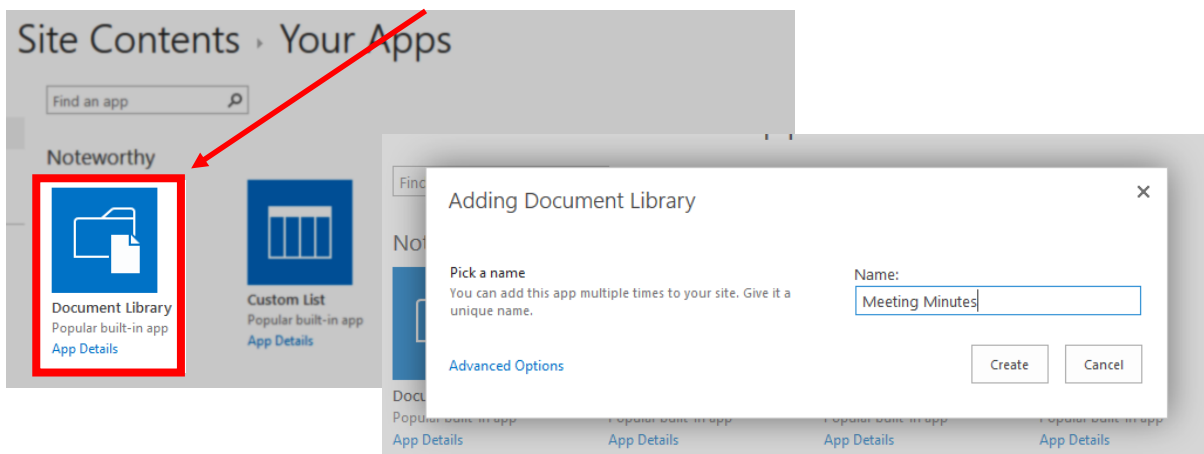
1. From the desired site, click on Site Contents on the left sidebar.



2. Click on “add an app” under “Lists, Libraries and other Apps”

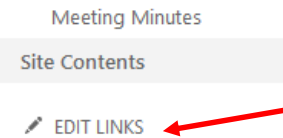


3. Click on Document Library and give it a Unique Name.

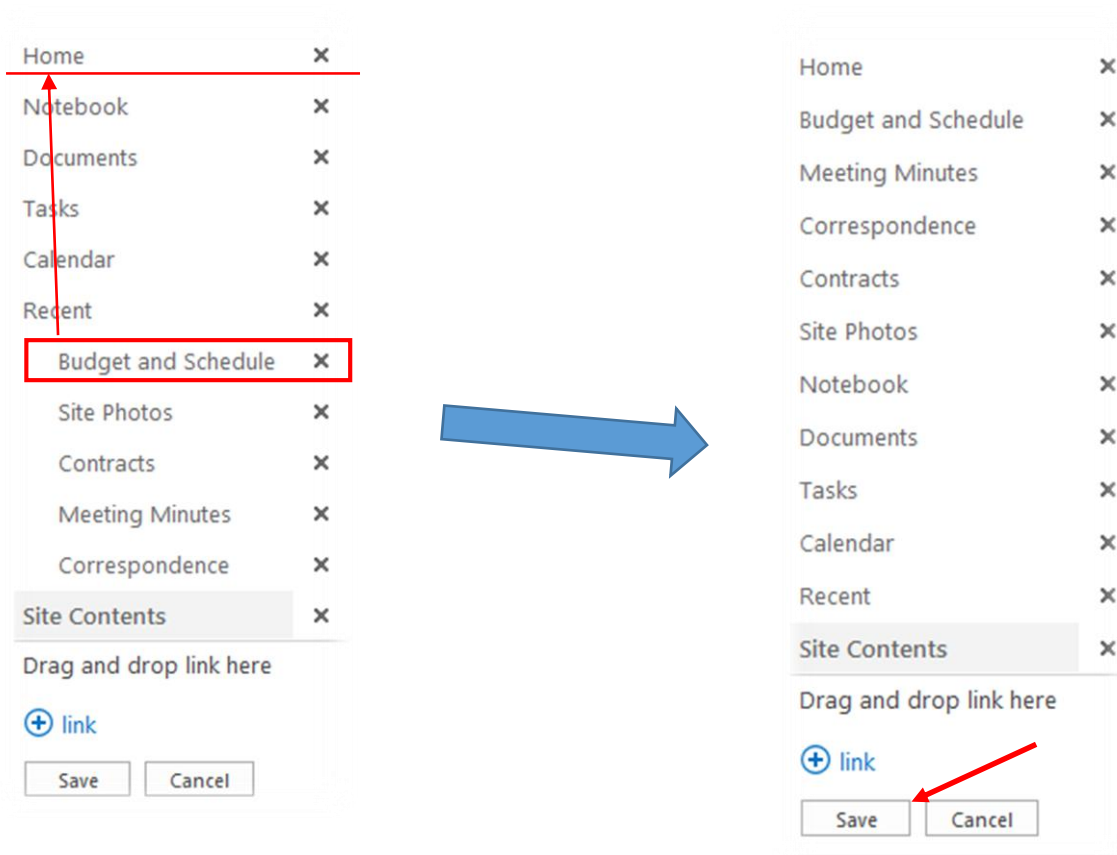


## Reordering Navigation

1. Click on "Edit Links" on the Left Sidebar



2. Drag the desired link to the location you would like then Click Save.



If you have any questions about SharePoint or this guide, feel free to  
contact the IS&T Help Desk at (216) 687-5050 or online at <http://easy.csuohio.edu>