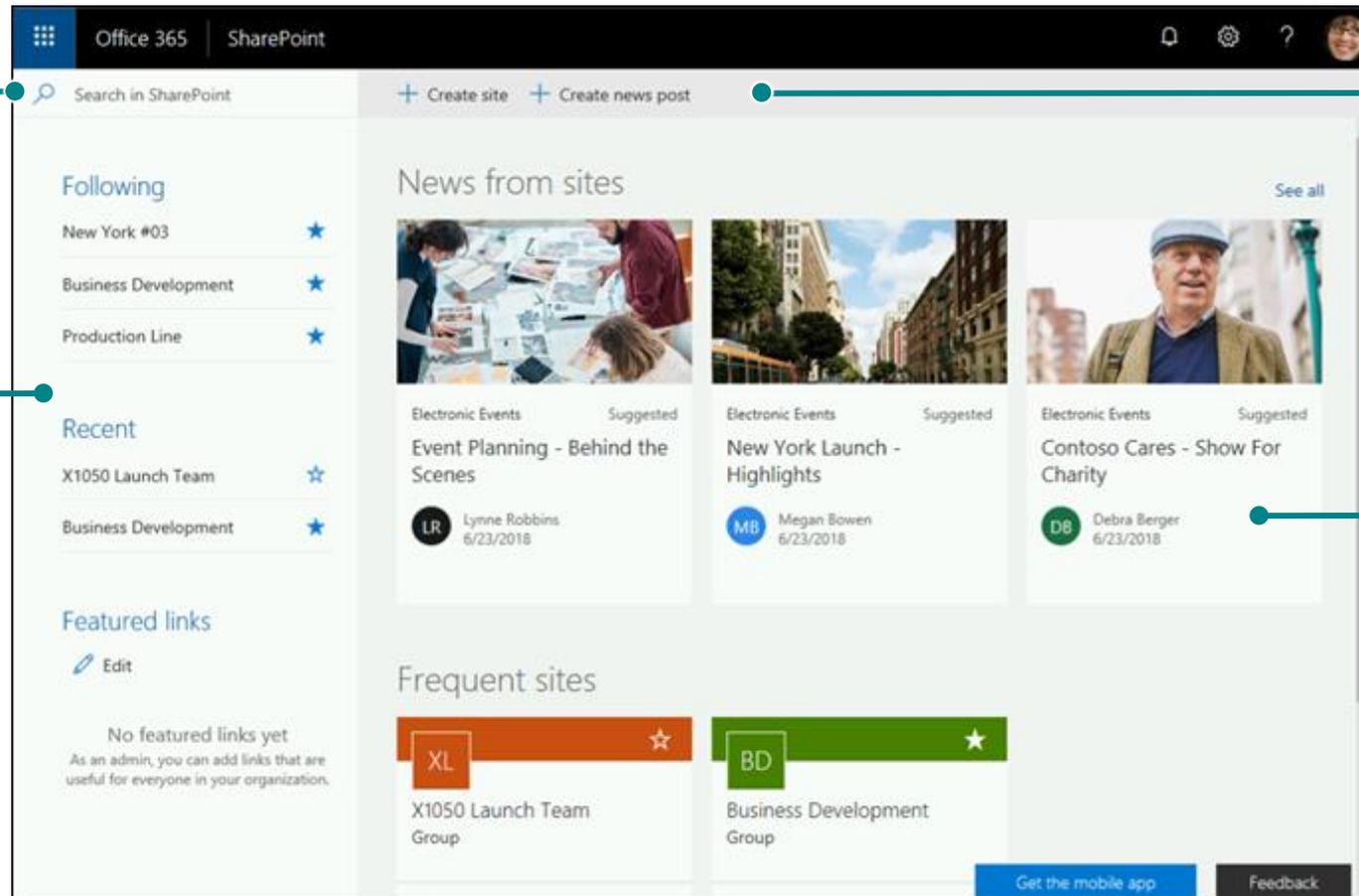


SharePoint Online

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Microsoft 365 subscription and select SharePoint from the App launcher.



SharePoint Online

Work with files

Select a site from the SharePoint homepage or enter its URL into your browser. Select **Documents** in the left navigation pane. Then select a file to work on.

Open
Open and edit a file in your web browser or in a desktop app.

Share
Share files directly from SharePoint. Files are private until shared.

Copy link
Get a link to the selected file to insert in an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Documents
View and work with the files stored on a SharePoint site.

Pin to top
Pin important folders or documents to the top of the list for easy viewing.

Download
Download a copy of a file to work offline that takes local device space.

Automate
Automate common tasks between SharePoint and other Microsoft 365 and third-party services.

Version history
View a file's version history and restore a file to a previous version.

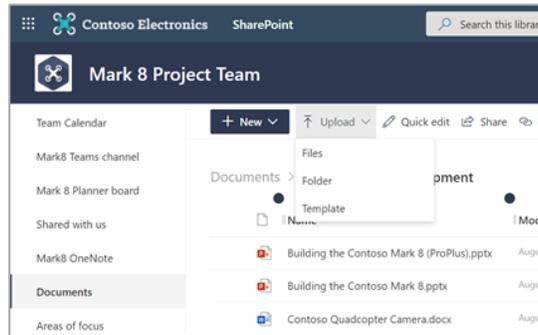
Details Pane
See file information, a thumbnail, recent activity, manage access permissions, and edit file properties.

Sharing status
See whether a file is being shared and who it's shared with.

SharePoint Online

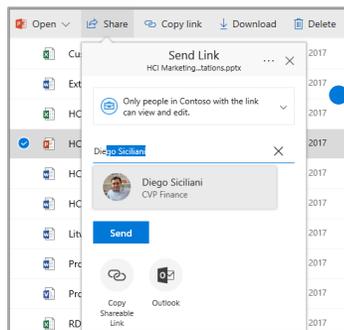
Create or upload files and folders

You can create **New** files and folders and upload existing files and folders from your device. In SharePoint, select **Upload** > **Files**. Or select a location in SharePoint and drag files or folders from your device.



Share files

Select a file and then select **Share**. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible.



Based on admin settings, the levels of sharing are:

Anyone — People inside and outside your org can access. Receive links directly or forwarded.

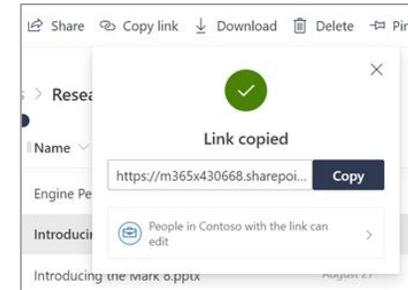
People in your org — Everyone in your org can access.

People with existing access — Those who already have access to the document or folder.

Specific people — Specify email addresses of the people you want to give access to.

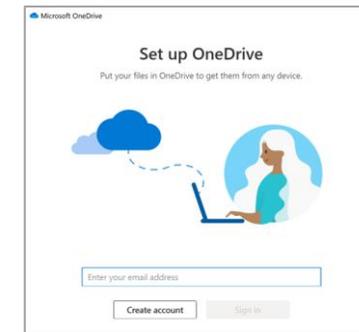
Copy link

You can also share a file by copying the link and pasting it in email, chat, a webpage, or a OneNote page. In SharePoint, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Sync SharePoint files and folders with OneDrive

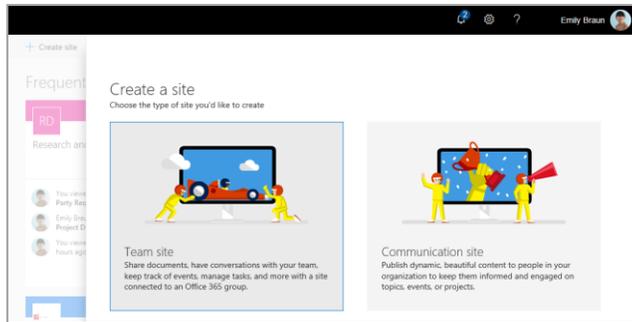
Sync your files and folders in SharePoint to your computer, so you can access them even when you're offline. From a document library on the SharePoint site that you want to sync files from, select **Sync**, and sign in with your work or school account.



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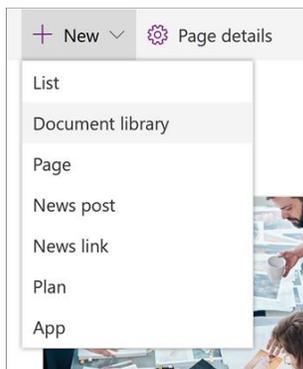
Create a site

Select **+ Create site** on the SharePoint homepage to create a new SharePoint site. Select a Team or Communication site, and enter a name, description, owners, and members. You can also select to make the group private and change the group email name. (If you select a Team site, a Microsoft 365 group is also created.)



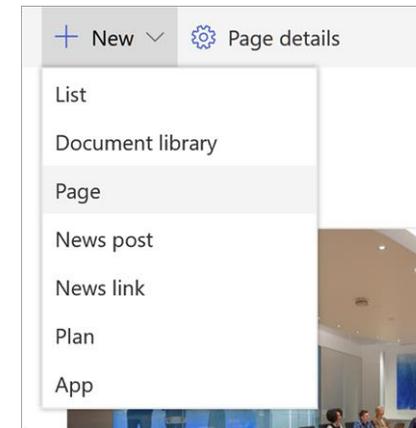
Add a document library or list

Select **+ New** in your new website to add a list or library.



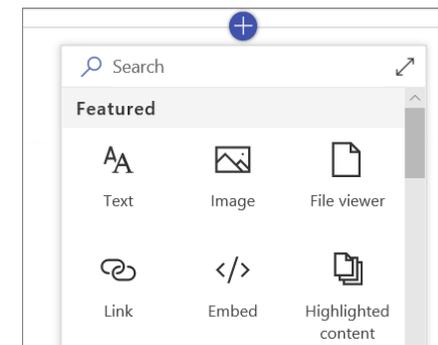
Add a page

Select **+ New > Page** in your new site, choose a template, and name your page. You're ready to add content.



Add web parts

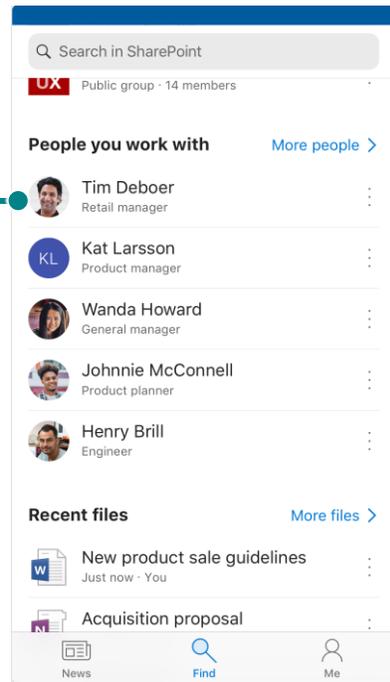
In your news post or page, select the plus sign **+**. You can add text, images, files, video, dynamic content, and more by using the corresponding web parts.



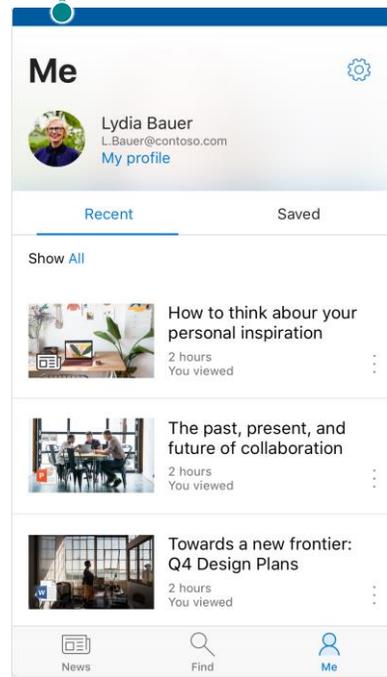
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Mobile SharePoint access

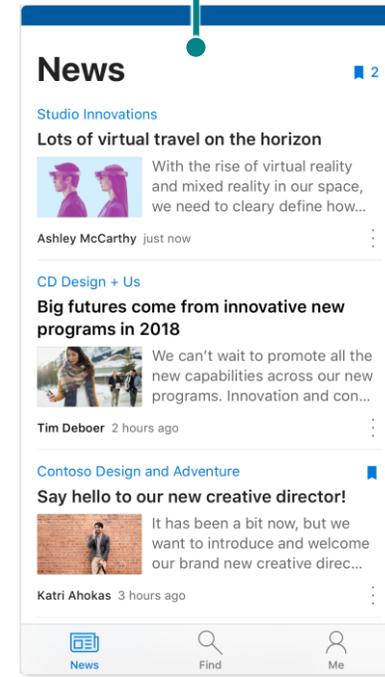
Mobile SharePoint is a new way to reach intranet content on your phone or tablet. It's available in the app store for iOS, Android, and Windows. You can get to sites, people, and files, search and browse SharePoint, stay up-to-date with news, and view your content.



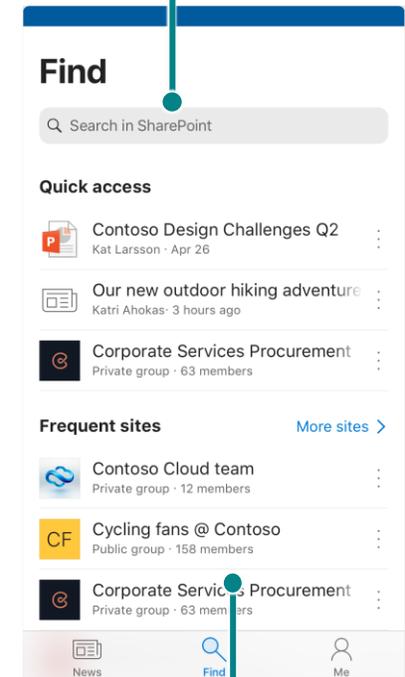
Tap on a user to get to their contact card and see who they work with and what they are working on.



Access your personalized view of team sites, communication sites, and news posts



View news posts on the go and share your updates, reports, status, and experiences with your team



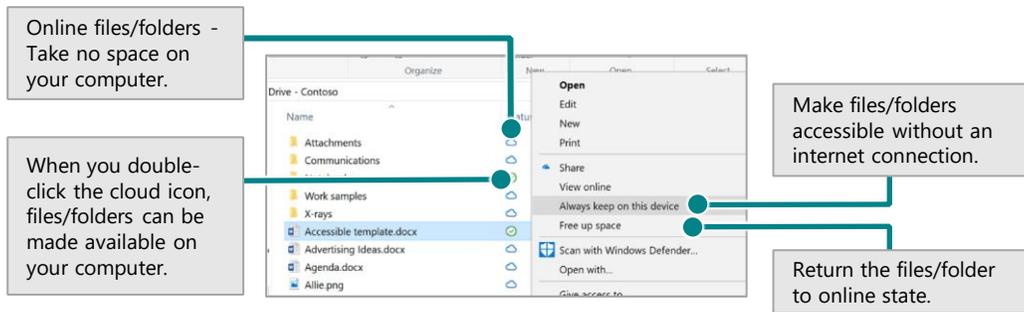
Use search to find and discover important content.

Browse your sites, files, people and more to get back to what you were working on.

SharePoint Online

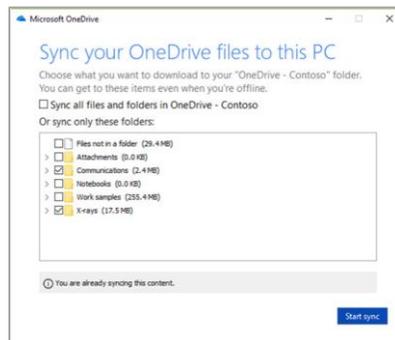
Files On-Demand

Files On-Demand helps you access all your files in SharePoint without having to download all of them and use storage space on your computer. In the taskbar, select the OneDrive icon, select **Help & Settings > Settings**. On the **Settings** tab, select the **Save space and download files as you use them** box.



Select files and folders to sync

You can choose the folders and files to sync to your computer. In the taskbar, select the OneDrive icon, select **Help & Settings > Settings**. On the **Accounts** tab, select **Choose folders**.



Next steps with SharePoint

Find help

Explore the help and training for SharePoint and other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871131> for more information.

Get free Office training, tutorials, and videos

Ready to dig into the capabilities that SharePoint has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871134> to explore our free training.

Get the SharePoint mobile app

Get the mobile app to reach your intranet content on your phone or tablet. Visit <https://aka.ms/getspmobile>

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to: <https://go.microsoft.com/fwlink/?linkid=2008317>

