

**SharePoint Window****Permission Levels**

- **Full Control**: Site Owners are given this permission level by default.
- **Design**: Create lists and document libraries, edit pages and change the site appearance.
- **Contribute**: Add, edit, and delete existing items in libraries and lists. Site Members are given this permission level by default.



- **Read**: View and open items, pages and documents. Site Visitors are given this permission level by default.
- **Limited Access**: Get access to a specific list, item, or document without access to the entire site.

**Quick Launch Tip**

Because the Quick Launch bar is customizable (depending on your permission level) not all the lists and libraries may be listed here. If you can't find what you're looking for, go to the Site Contents page.

**The Fundamentals**

- **To navigate in a SharePoint site**: SharePoint works like any other website, and depending on your permission level, you will have access to the Office Ribbon for editing and formatting.
- **To view all the content on the Current Site**: Click the **Site Contents** link at the bottom of the Quick Launch bar to view all the lists, libraries, discussion boards, surveys, and subsites.
- **Understanding Permission Levels**: Each user that has access to a site is assigned a permission level. See the list on the right for more information about permission levels in SharePoint.
- **To Search**: Click in the Search box at the top of the page. Type your search word or terms and press <Enter>.
- **To Change Views**: You can change how items are displayed in a library or list by changing views. Click the **LIST** or **LIBRARY** tab on the Ribbon and then select the **Current View** list arrow in the Manage Views Group to select the view you want to use.
- **To Sign Out**: Click the **User menu** at the top of the screen and select **Sign Out**.
- **To Sign In as a Different User**: Sign out and then on the login window, click the **Use another account** option. Enter the alternative user information in the dialog boxes provided and login.
- **To Change User Settings**: Click the **User menu** at the top of the screen and select **My Settings**. Click the **Edit Item** link and update or change your settings as necessary.
- **To Get Help**: Click the **? Help** button in the top right corner of the SharePoint site page.



# Sharepoint 2013 Workspace Guide

**Scott Jamison, Susan Hanley, Chris  
Bortlik**



## **Sharepoint 2013 Workspace Guide:**

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

**A Practical Guide to SharePoint 2013** Saifullah Shafiq, 2014-02-06 This book is a complete practical guide It s full of useful tips and exercises to get users started in no time It has no fluff just practical exercises that will provide users the knowledge and know how to implement SharePoint solutions easily and professionally SharePoint has a steep learning curve Without a book like this it will probably take users months to learn SharePoint This book will save users great deal of time because it contains ready to use solutions and expert advice from someone who is a subject matter expert This book has everything that users need to equip themselves to work professionally on SharePoint projects The author is a 7 times awardee of the Microsoft Most Valuable Professional MVP award SharePoint is a huge product Each component or feature deserves a separate book Discussing all great features in detail in one book is not possible Author has tried to include the necessary content that will help users get started straight away For beginners the main problem they face is to setup an environment for SharePoint deployment This book shows how to prepare the environment and then install each piece of software one by one The initial chapters of the book focus on SharePoint infrastructure and deployment and show how to install SharePoint 2013 on a clean machine The intended audience of these chapters is people who are looking to become SharePoint 2013 administrators Network administrators who want to learn SharePoint administration will gain lot of useful information from these chapters Chapters in the later part of the book contain information on some of the popular features of SharePoint 2013 These chapters discuss creating web enabled InfoPath forms securing sites with SSL setting up Extranets etc These chapters are for the power users and advanced users The book guides users in a step by step format and explains everything needed to install the software This includes preparing the machine for the installation Each exercise in the book is accompanied by screenshots so that even if a user gets stuck during the exercise he can refer to the screenshot to get a better understanding of the step he is stuck on Clear and crisp screenshots make this book unique Some of the topics discussed in the book are advanced but explained in a very simple way with the help of screenshots This book is structured to build logically on the skills you learn as you progress through it After the initial introduction and deployment chapters the book moves into the more advanced part of the platform Each chapter focuses on a new feature If you are an advanced user you can skip the initial chapters and go directly to the topic that you are interested in Some of the topics discussed in the book are as following SharePoint Deployments Configure Active Directory SQL Server IIS Roles SharePoint Cloud Setup SharePoint in the cloud Office 365 Development Create your first SharePoint app in the cloud SharePoint Modern Apps Modern state of the art applications using HTML5 and SharePoint 2013 Extranets Business Processes Leverage Business Connectivity Services to

build Line of Business applications Web Parts Development Understand and learn to develop web parts Electronic Forms Learn to program web enabled electronic forms using InfoPath Public Websites Design a branded public website using SharePoint Online Office 365 SharePoint 2013 Search Learn Search configuration customization Managed Metadata SharePoint 2013 Branding Learn how to brand sites to look elegant classy and professional **Microsoft SharePoint 2013 Pocket Guide** Ben Curry,2013-08-16 This is your most concise practical reference to deploying configuring and running SharePoint 2013 Perfect for admins at all levels it covers both technical topics and business solutions SharePoint MVP Ben Curry focuses on the crucial step by step information for performing day to day tasks quickly reliably and well No obscure settings abstract theory or hype just help you can really trust and really use Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools including microblogging Back up and restore **SharePoint 2013 Field Guide** Errin O'Connor,2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe

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**Microsoft SharePoint 2013 Disaster Recovery Guide** Peter Ward, Peter Abreu, Pavlo Andrushkiw, Pat Esposito, Jeff Gellman, Joel Plaut, 2013-09-25 The style and approach of the book is an easy to read SharePoint admin guide This is not a step by step instruction book but rather a guide on how to implement and execute a disaster recovery plan to your SharePoint environment This book is great for both SharePoint and SQL administrators new to the SharePoint 2013 architecture and who are looking to get a good grounding in how to use implement a solid disaster recovery plan It is assumed that you have some experience in SharePoint and Windows Server and as well be familiar with SQL

Practical SharePoint 2013 Governance Steve Goodyear, 2013-06-25 Practical SharePoint 2013 Governance is the first book to offer practical and action focused SharePoint governance guidance based on consulting experiences with real organizations in the field It provides the quintessential governance reference guide for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance This book goes beyond filling in a governance document template and focuses entirely on actions to take and behaviors to adopt for addressing real world governance challenges Walks you through how to define what SharePoint offers and who is involved Offers key governance strategies for you to adopt or advise to your customers Provides real world examples that apply each governance concept to an actual scenario

**Manager's Guide to SharePoint Server 2016** Heiko Angermann, 2017-12-14 Close the gap between introductory and advanced resources available on SharePoint 2016 with this guide and identify the core benefits of specific techniques in a real world context including best practice scenarios You will find this book to be a comprehensive collection of tutorials and solutions for all of the most widely used techniques e.g. intranet Internet formal metadata management informal metadata management document management social media project management To overcome the high volume velocity and variety of data content management systems usually focus on different sub tasks namely document management web content management digital asset management and enterprise records management As a leading enterprise CMS and all around solution SharePoint Server handles all of these sub tasks using one system however the opportunities and limits of SharePoint are often unknown at the management level Many managers who decide to use SharePoint do not know how SharePoint can concretely help to improve their business and day to day operations They are often overwhelmed with its functionalities In addition daily users are often overwhelmed with the complexity and extensive features and possibilities of the system Both SharePoint administrators and users need a clear explanation of when SharePoint can be used where it can help and how to use it Manager's Guide to SharePoint Server 2016 is that solution The book provides coverage of SharePoint technology including the core technologies of SharePoint and the MySite technology as

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**Practical SharePoint 2013 Enterprise Content Management** Steve Goodyear, 2014-01-21 Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013 Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management ECM solutions for an effective and end to end information design based on your organization s needs and business requirements Inside you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization s information within SharePoint collaborating on transitory content and capturing and controlling your records You ll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution You learn how to Apply a content life cycle model to analyze and understand your organization s information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify

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**Beginning PowerShell for SharePoint 2013** Nikolas Charlebois-Laprade, 2014-02-25 Beginning PowerShell for SharePoint 2013 is a book for the SharePoint administrator looking to expand his or her toolkit and skills by learning PowerShell Microsoft's vastly flexible and versatile object-oriented scripting language PowerShell is the future of Microsoft administration and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts This book helps bridge the gap introducing PowerShell fundamentals and operations in the context of deploying, migrating, managing, and monitoring SharePoint 2013 Author Nik Charlebois-Laprade begins by explaining the fundamental concepts behind the PowerShell language Then with copious real-world examples and scripts he lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform For SharePoint administrators wanting to do more with the technology or for SharePoint developers trying to build their skills on the administration side Beginning PowerShell for SharePoint 2013 is the perfect book to kick off your PowerShell journey What you'll learn Manage on-premises and Office 365 SharePoint instances using PowerShell Write reusable PowerShell scripts Understand the architecture of PowerShell Perform operations on a wide variety of SharePoint components using PowerShell Plan, prepare, and execute a SharePoint 2010 to 2013 migration using PowerShell Proactively monitor SharePoint farms for issues using PowerShell Who this book is for Beginning PowerShell for SharePoint 2013 is for both SharePoint administrators and developers who want to extend their knowledge of the technology It's an excellent book for technical users who would appreciate a quick at-hand reference Table of Contents Chapter 1 Introduction Chapter 2 What's New in PowerShell for SharePoint 2013 Chapter 3 Configuring Your Environment for PowerShell Chapter 4 PowerShell Basics Chapter 5 Automating SharePoint Deployment with PowerShell Chapter 6 Day-to-Day SharePoint Administration with PowerShell Chapter 7 Monitoring and Troubleshooting SharePoint with PowerShell Chapter 8 Automating SharePoint 2010 Migrations with PowerShell Chapter 9 Managing SharePoint Online in Office 365 with PowerShell Chapter 10 Upgrading from SharePoint 2010 to 2013 Using PowerShell Appendix A Common Cmdlets

*Sharepoint 2017: An Easy Guide to the Best Features* Michael Galesso, 2017-03-02 Microsoft SharePoint is a powerful web-based software that integrates with Microsoft Office It was originally launched in 2001 and it is marketed as a Document Management System It is a useful application that is highly configurable and can vary based on the organization it is being used in At this point the software is believed to be used by over 160 million users than spans over 75,000 organizations It is important to note that there are different versions and the organization must select the edition that will suit them best The usage of SharePoint will vary from organisation to organisation with its variety of capabilities which

require much configuration and governance This book will seek to cover many of the features of the software to educate the reader on the capabilities of the application Essential SharePoint® 2013 Scott Jamison, Susan Hanley, Chris Bortlik, 2013-08-16 The Only Book That's 100% Focused on Maximizing the Business Value of SharePoint 2013 Essential SharePoint 2013 approaches Microsoft SharePoint 2013 from a strict business value perspective helping you plan and implement solutions that achieve effective business results Leading SharePoint experts draw on their unsurpassed experience to provide business focused guidance on strategy governance planning deployment and more You'll find in depth insights for success with collaboration knowledge and content management governance and user adoption The authors help you choose features organize information define security models and launch your solution They present best practices for search workflow business intelligence and integrating information from Office 2013 and beyond Each chapter includes a section introducing new SharePoint 2013 capabilities from improved site branding to native iPhone mobile apps Throughout the authors identify success factors intangibles and gotchas helping you reduce risk and time to value Learn how to Ask the right questions to craft a plan that maximizes business value Efficiently deploy either green field solutions or upgrades Integrate web Office and mobile devices into a comprehensive collaboration solution Plan effective governance of content operations and applications Deliver enterprise content management integrating documents data web content and rich media Use search to help find the right knowledge and people Measure and optimize user adoption to increase ROI Evaluate the cloud based SharePoint Online option Use social tools to promote deeper user interaction Collaborate and communicate with customers partners and suppliers Quickly create agile solutions with mashups and composites Whether you're a business leader IT manager architect analyst developer or consultant this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results *Visio 2013 Absolute Beginner's Guide* Alan Wright, Chris Roth, 2013-07-22 Make the most of Visio 2013 without becoming a technical expert This book is the fastest way to master Visio and use it to build powerful useful diagrams org charts and flowcharts of all kinds Even if you've never used Visio before you'll learn how to do what you want one incredibly clear and easy step at a time Visio has never ever been this simple Who knew how simple Visio 2013 could be This is the easiest most practical beginner's guide to using Microsoft Visio 2013 simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Master new tools for creating intuitive visually appealing diagrams Learn high efficiency touch features for Windows 8 and tablets Create business and engineering diagrams flowcharts maps floor plans network diagrams schedules and more Instantly set or change diagram designs with enhanced templates and themes Simplify diagramming with built in shapes and stencils or create your own Craft more sophisticated diagrams with containers callouts screentips and layers Import external images from SVG graphics to AutoCAD drawings Visually present Excel spreadsheet data in Visio drawings Dynamically update diagrams with real time data to support better decision making Share diagrams to improve team collaboration Microsoft SharePoint



2013 Inside Out Darvish Shadravan, Penelope Coventry, Thomas Resing, Christina Wheeler, 2013-06-15 Conquer SharePoint 2013 from the inside out You're beyond the basics so dive right into SharePoint 2013 and really put your business collaboration platform to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting techniques and workarounds It's all muscle and no fluff Discover how the experts facilitate information sharing across the enterprise and challenge yourself to new levels of mastery Efficiently manage documents throughout the enterprise Build team sites and collaborate with Microsoft OneNote and SkyDrive Design workflows with SharePoint Designer and Microsoft Visio Produce e forms using Microsoft InfoPath and Access Manage community sites using business social features Connect SharePoint to external data and business systems Create business intelligence dashboards and key performance indicators Customize and control Sharepoint enterprise search

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**Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA)** Mitch Tulloch, 2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70-410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities

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**Professional Application Lifecycle Management with Visual Studio 2013** Mickey Gousset, Martin Hinshelwood, Brian A. Randell, Brian Keller, Martin Woodward, 2014-03-26 Ramp up your software development with this comprehensive resource Microsoft s Application Lifecycle Management ALM makes software development easier and now features support for iOS MacOS Android and Java development If you are an application developer some of the important factors you undoubtedly consider in selecting development frameworks and tools include agility seamless collaboration capabilities flexibility and ease of use Microsoft s ALM suite of productivity tools includes new functionality and extensibility that are sure to grab your attention Professional Application Lifecycle Management with Visual Studio 2013 provides in depth coverage of these new capabilities Authors Mickey Gousset Martin Hinshelwood Brian A Randell Brian Keller and Martin Woodward are Visual Studio and ALM experts and their hands on approach makes adopting new ALM functionality easy Streamline software design and deployment with Microsoft tools and methodologies Gain a practical overview of ALM with step by step guides and reference material Case studies illustrate specific functionality and provide in depth instruction Use new capabilities to support iOS MacOS Android and Java development Discover this comprehensive solution for modeling designing and coordinating enterprise software deployments Over 100 pages of new content forward compatible with new product releases Professional Application Lifecycle Management with Visual Studio 2013 provides a complete framework for using ALM to streamline software design and deployment processes using well developed Microsoft tools and methodologies Professional Application Lifecycle Management with Visual Studio 2013 is your guide to make use of newly available ALM features to take your enterprise software development to the next level

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