

Best Practices for SharePoint End-Users

Introduction

SharePoint is a technology from Microsoft for the purpose of secure collaboration and file management. SharePoint enables us to easily share, search and collaborate on files and projects through a simple web interface and integration with Microsoft Office. SharePoint allows users to easily and securely share files without using a network drive and even collaborate on files at the same time.

Web Browser

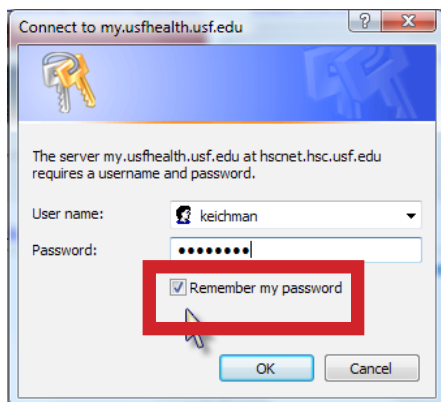
Microsoft SharePoint works best with Internet Explorer 7, from Microsoft. While many individuals may prefer other browsers such as Firefox, to ensure full SharePoint functionality (in particular integration/functionality within Document Libraries), you should use IE7. You can use more than one Internet browser on a single computer – worst case, use IE7 for SharePoint and other browsers for all other websites.

Connecting To SharePoint

Navigate to the Lehigh Valley Health Network SharePoint site located at:

<https://my.usfhealth.usf.edu/lvhn/default.aspx>

Enter your user name and password. Be sure to select **Remember my password** so you are not repeatedly prompted for your login credentials.



Navigating the Home Screen

The Home screen displays links to the important information located in the SharePoint site.

myUSHealth > USF Health - Lehigh Valley Health Network

Welcome Edmann, Kristina

USF Health - Lehigh Valley Health Network

Home

Content

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

Recycle Bin

Announcements

Planning a visit to LVHN or USF Health? @ 12/15/2009 10:59 AM
by James Orlando
If you are planning a visit to LVHN or USF Health, please use the three attached documents below to guide your planning efforts.

- 1) Planning template
- 2) Logistic checklist
- 2) Expense worksheet

If you have questions, please contact Jennifer Moyer...

USF/LVHN Planning Calendar @ 11/20/2009 5:22 PM
by James Orlando

Add new announcement

Calendar

January, 2010

Expand All Collapse All | Day Week Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 10:30 AM USF/LVHN VC Call	29	30	31	1	2
3	4 10:30 AM USF/LVHN VC Call	5	6	7	8 1:00 PM Faculty Appt Process Mtg	9
10	11 10:30 AM USF/LVHN VC Call	12	13 1:00 PM Admissions Conf Call	14 8:00 AM Assoc Dean Search Mtg (tentative)	15	16

Shared Documents

Type Name

- Admissions and Marketing
- Communication and Project Planning
- Curriculum
- Facilities
- Faculty and Staff Development
- Graduation Medical Education
- Governance
- HCLT Retreats
- LCME Accreditation
- Faculty and Staff Recruitment
- Regional Associate Dean Search
- Research
- Student Affairs
- Instructional Technology
- Information Technology
- Faculty Affairs

Add new document

Links

- 9-9-09 NY Times - Medical Students Face Uncertain Futures
- LCME Website
- AAMC Website

For a **list** view click **View All Site Content** or click the section you would like to view.

Home

View All Site Content

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USF Health - Lehigh Valley Health Network

All Site Content

View All Site Content

View: All Site Content

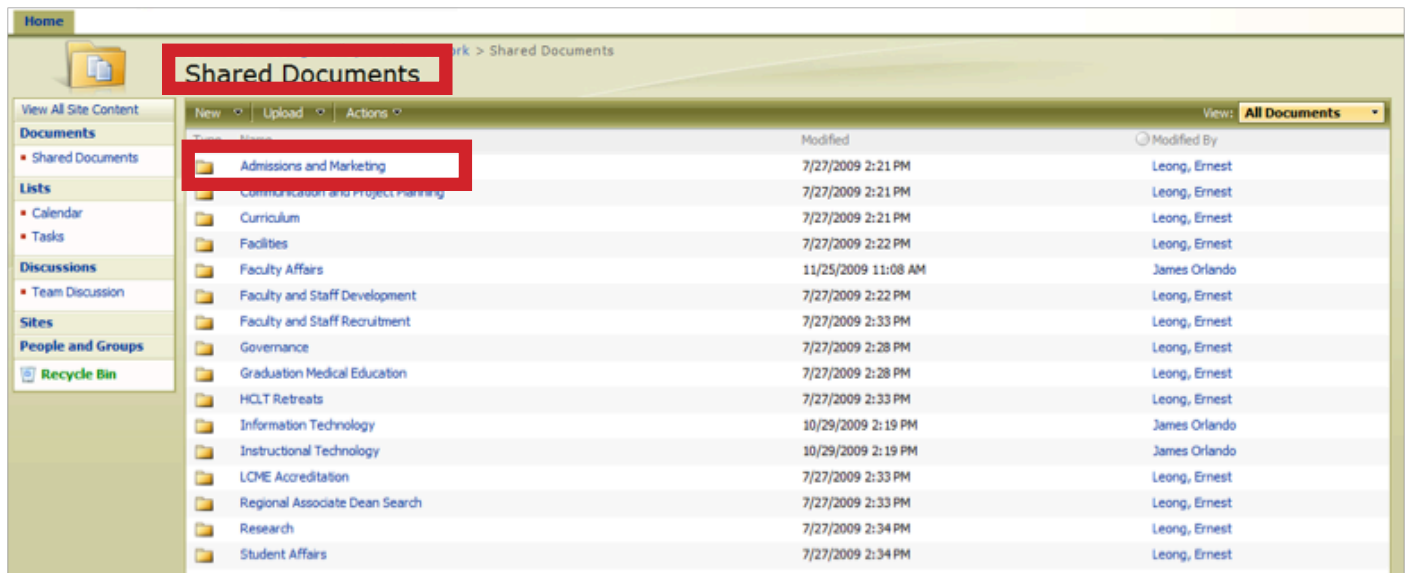
Name	Description	Items	Last Modified
Document Libraries			
Shared Documents		64	8 days ago
Picture Libraries			
Photos	Photo Library	1	5 months ago
Lists			
Announcements	Use the Announcements list to post messages on the home page of your site.	2	3 weeks ago
Calendar	Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events.	35	2 days ago
Links	Use the Links list for links to Web pages that your team members will find interesting or useful.	7	3 months ago
Tasks	Use the Tasks list to keep track of work that you or your team needs to complete.	0	5 months ago
Discussion Boards			
Team Discussion	Use the Team Discussion list to hold newsgroup-style discussions on topics relevant to your team.	3	3 months ago
Surveys			
There are no surveys.			
Sites and Workspaces			
Project Plan Quarterly Check In			2 days ago
Recycle Bin			
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty deleted items.	0	

Click **Home** to return to the standard view.

Document Collaboration

One of the primary goals of SharePoint is to enable us to **collaborate collectively on documents and projects**. The following section will guide you through successfully sharing documents with team members.

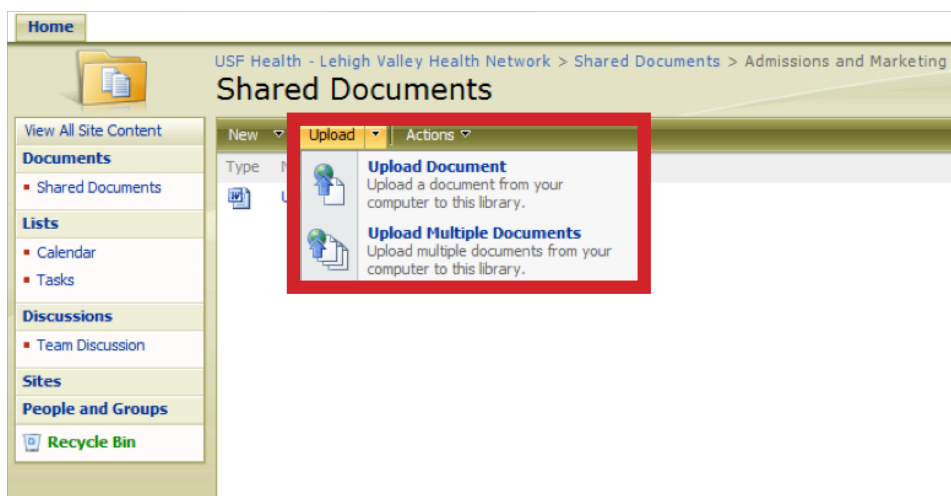
1. Navigate to the **Shared Documents** section of the SharePoint site.
2. Double-click the name of the **folder** you want you enter.



3. Double-click the document you wish to **view**.

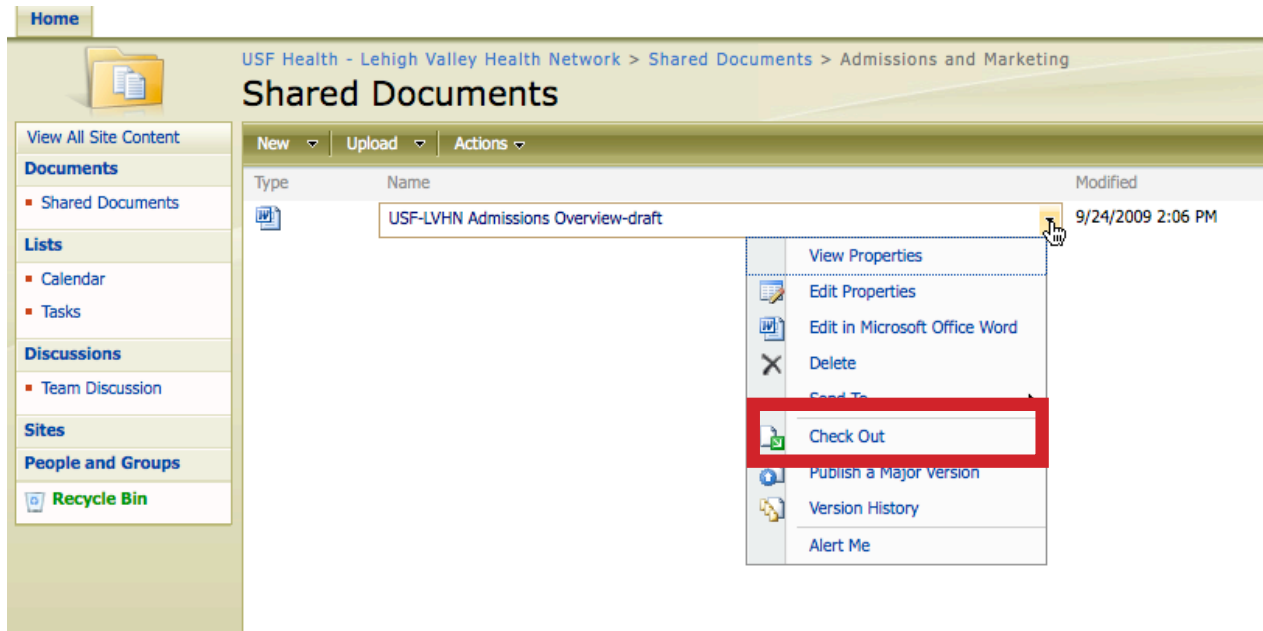


4. To **upload** a document from your local computer, click **Upload Document** button. Browse to find the file you want to upload and click **Open**. Click **Save and Close**.

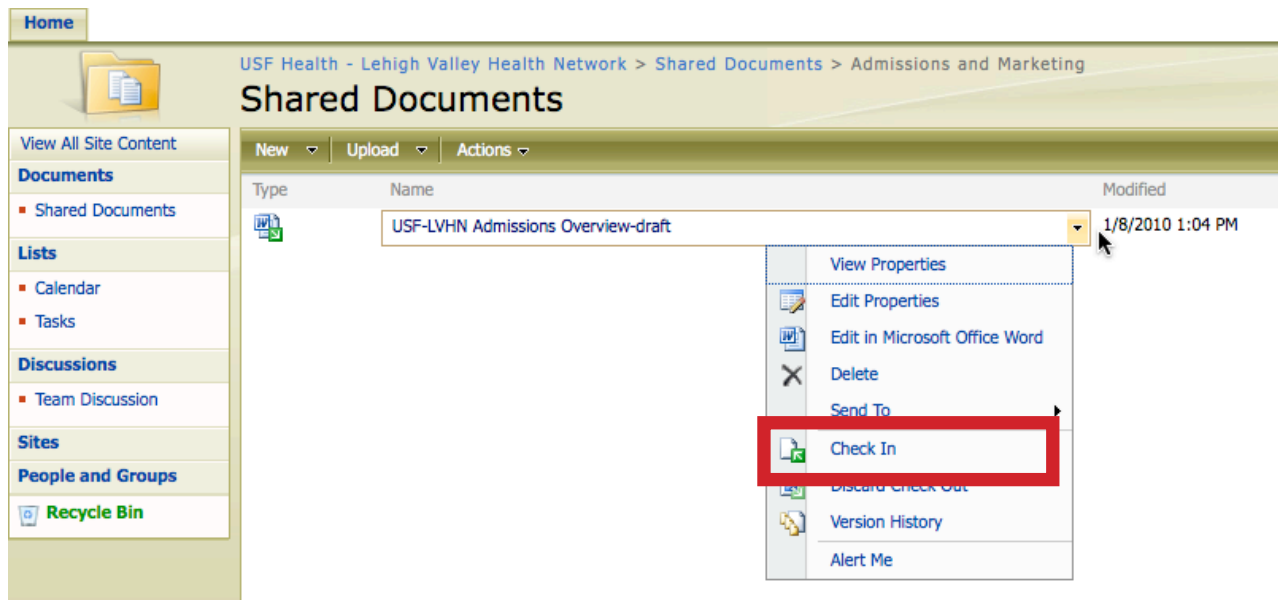


When you **edit** a document, you check out and check in the document so other users cannot edit the document or see your changes to the document until you are finished

4. Move the cursor over the document you want to edit. A drop-down box will appear. Click the **Check Out** option.



5. When your edits are complete. Click the **Check In** option.

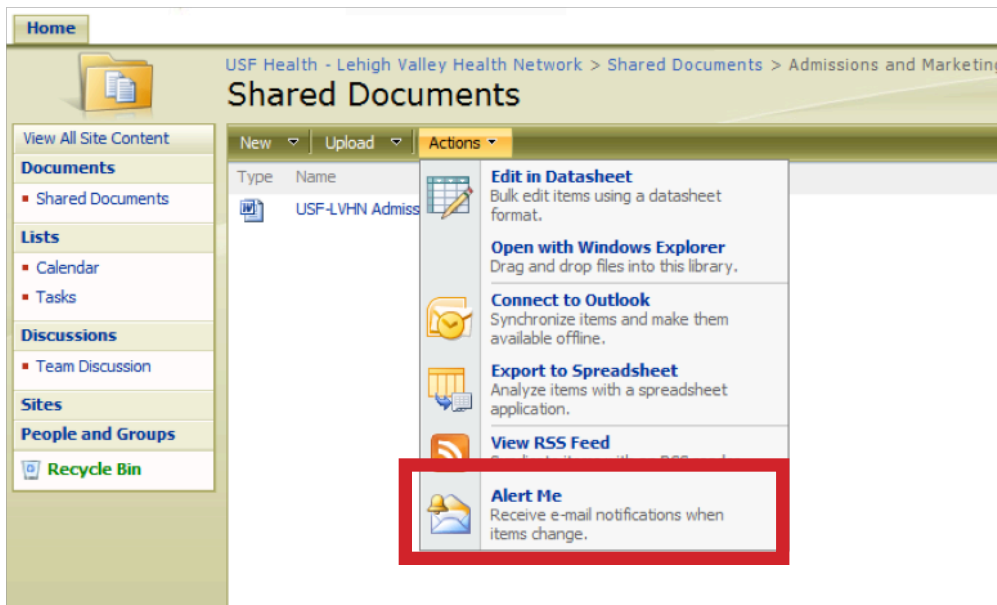


Alerts and Announcements

Alerts enable you to be notified by e-mail of any changes made to the content of your Web site. You can create alerts for lists and libraries, as well as for individual items and any files in them.

Announcements list are used to post news, status, and other short bits of information you want to share with team members.

1. To add an **alert**, go to the page that displays the list or library for which you want to add an alert.
2. Under **Actions**, click **Alert me**.
3. In the Change Type section, specify whether you want to be notified when items have been *added*, *changed*, or *deleted*, or click *All changes* to be notified whenever any type of change occurs.
4. In the Alert Frequency section, click the **number** that reflects how often you want to be notified of changes.
5. Click **OK**.



1. To add an **announcement**, click the **Add New Announcement** link.

