

SharePoint CCC Portal Summer Institute

Agenda


- Tour of proposed Committee Template
 - How to add Agendas, Minutes and Documents
 - Calendar Management
 - Adding Committee Members
- MySite / About Me
 - Adding a picture – Photo for Internal only
 - Your Profile
 - Where Your info will show up – Directories, Outlook, SharePoint
- CCC Directory
- SharePoint Training Site

Document Libraries

You can drag documents directly from your desktop or Windows Explorer to any area that says “drag files here.” *

You can also upload a new document directly from here by clicking “new document.”

Documents

 new document or drag files here

**Note: Browser compatibility is limited for this feature*

Upload Multiple Documents

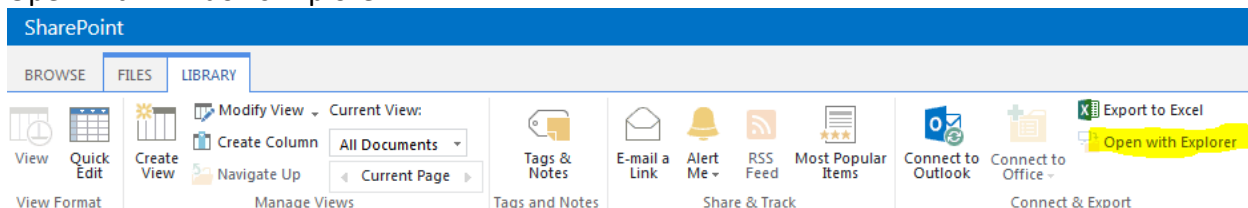
Another way to upload documents is to first open the Document Library in its own page so that it is the only thing on the page. To do this, click on the title of the Document Library.

From this view you have more advanced options.

Open web part on its own page by clicking the title

Go to Library Tab

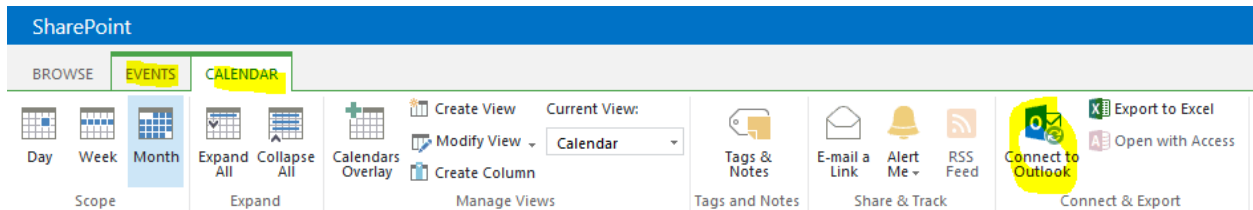
Open with Windows Explorer



Calendar

To begin using a Calendar, input information by clicking “Add” on any date.

Like the Document Library, you can access more advanced options for the Calendar by opening it in its own page so that it is the only thing on the page. From a page with multiple web parts, hover over the word “calendar” in the title. You will notice the title is a link. When you select the link, you will see more options available to you by clicking on the Events Tab and Calendar Tab.

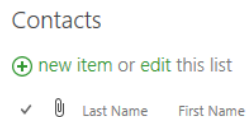


Calendar Tab allows you to utilize your calendar with other programs such as Outlook and Access and Events Tab will give you access to change specific events.

Calendars have various views available. The two that you will probably use the most are the Standard View (a list with title, times, details etc. showing) and the Calendar view (looks like a traditional grid calendar.)

Committee Members

To begin using Contacts, input information by clicking “new item.” Follow the prompts add a new contact name.

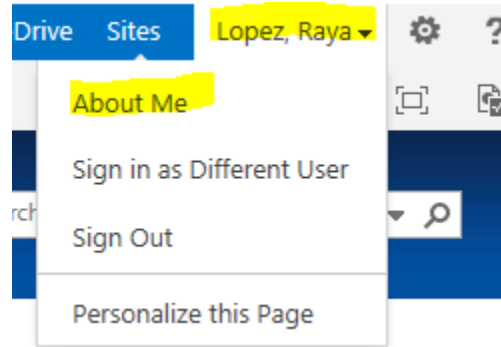


Upload your Professional Photo

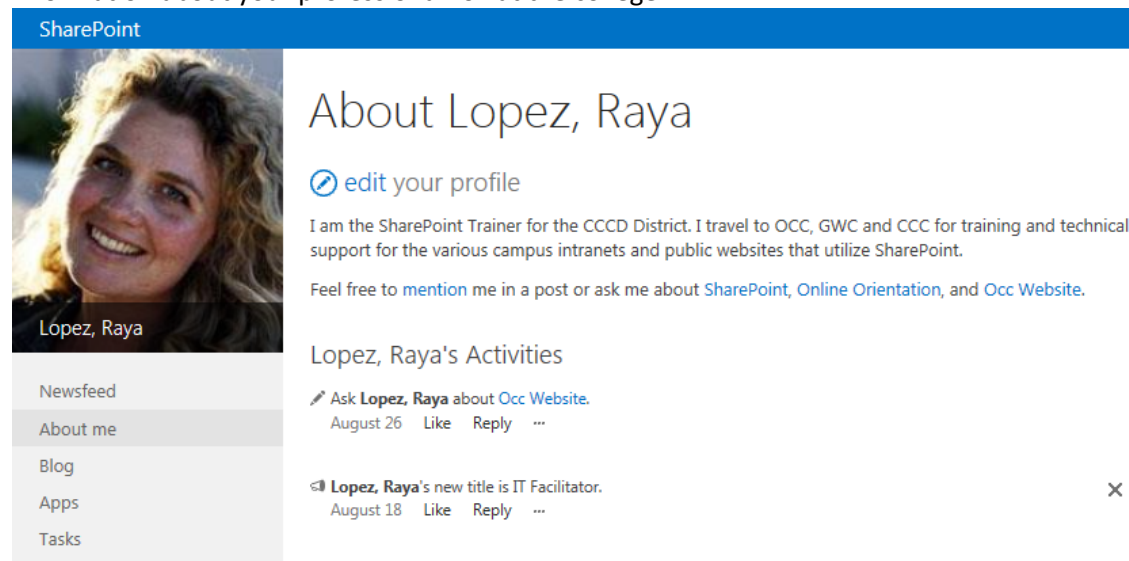
You can upload your professional photo yourself and have it show up on your Outlook and SharePoint sites.

Here is how you do that:

From the Portal, click on your name and then “About Me”



Your “My Site” will open. In the upper Left, you will see that you can add a photo and fill out some other information about your professional roll at the college.



CCC Directory

<https://cccportal.cccd.edu/directory/Pages/default.aspx>

SharePoint Training Site

<https://navigator.cccd.edu/training/sharepoint2013/SitePages/Home.aspx>