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Access Your Office 365 SharePoint Website

1. Open your browser and navigate to https://marq.sharepoint.com
   Look for the green padlock and "Microsoft Corporation" label in the web browser address bar, signifying this is a valid and secure site, run by Marquette's partner, Microsoft.

2. Enter your email address:
   - If this is the first time you are logging into Sharepoint.com from this device:
     - Enter your **MARQUETTE.EDU EMAIL ADDRESS**, not your username, in the form of **firstname.lastname@marquette.edu**
     - Then, click or tap in the Password field.
   - If you have previously logged into https://marq.sharepoint.com
     - Your Marquette email will show.
     - Click or tap on your email address.
3. Enter your password in the Marquette sign-in window (shown below) and click or tap Sign in.

![Marquette SharePoint sign-in window]

4. Your Marquette SharePoint Online home page opens. Here you will see sites you are following, recent sites you have visited, frequently visited sites, and suggested sites for you to visit.

![Sample SharePoint home page showing Following, Frequent, and Suggested sections]
Make a New Subsite

1. Click or tap the Gear icon > Site Contents.
2. Click or tap New subsite.

- Give the page a title and enter a description if you like. Enter a short URL/Web address.
- Select a template (e.g., Team Site).
- Select to use the same permissions as the parent site or to use unique permissions. If you use unique permissions, a window will open and a new Owners, Members and Visitors group will be generated for your new site. You can add members to these groups.

- Choose whether to display this site on the Quick Launch and the Top link bar of the parent site and whether to use the top link bar from the parent site.

- Click or tap Create.

3. Use the Getting started with your site buttons:

If they are not showing on your site:
- Click or tap PAGE tab > Edit > INSERT tab > Web Part > Media and Content > Get started with your site.
- Click or tap Add.
- Click or tap Save.
• Click or tap **Share your site**.
  o Click or tap **Show Options** to choose the group you want to add users to.
  o Also check **Send an email invitation** and include a message to the person you are adding. Or, if you prefer not to send an email to the user(s) you are adding, uncheck this.
  o Enter the names of the users you are adding from the Global Address List, then select the group or permission level you want to grant.
  o Click or tap **Share**.

• Click or tap **Working on a deadline?** to add a calendar.
• Click or tap **Add lists, libraries and other apps** to add a new Document Library, for example.
• Click or tap **What’s your style?** to select a different look for your site.
• Click or tap **Your site. Your brand.** to change the site title or URL.

### Permissions
It is recommended that you use permissions inheritance to create a clean, easy-to-visualize hierarchy. Create a site or a library specifically for sensitive documents, rather than having them scattered in a larger library and protected by unique permissions. Managing permissions becomes more difficult when some folders or documents within a site have fine-grained permissions.

Use groups where possible to assign permissions as it makes it easier to manage large groups.

### Edit the members of a group
• Click or tap the **Gear icon > Site settings > People and groups** (under “Users and Permissions”).
• Click or tap on the group on the left pane that you want to modify to open it up.
• Click or tap **New > Add Users**. Enter a name from the Global Address List to add Marquette users. To add external users, enter the user’s Microsoft email address. A message will appear to let you know that this person is outside of Marquette. Click or tap **Share**.
• To delete users, check to select the user or users you want to delete from the group. Click or tap **Actions > Remove Users from Group**. Click or tap **OK**.

**Make a group**

• Click or tap the **Gear icon > Site settings > Site permissions > Create Group**. Enter the group name, select options for group settings and membership requests. Choose the permission level you want for the group and click or tap **Create**.

**Add or remove individual users after the site has been created**

• Only use these instructions if there is a reason you do NOT want to add them to an existing group:
  • Click or tap the **Gear icon > Site settings > Site permissions** (under “Users and Permissions”).
  • To add a user click or tap **Grant Permissions** to add individual users. Enter a name from the Global Address List to add Marquette users. To add external users, enter the user’s Microsoft email address. A message will appear to let you know that this person is outside of Marquette. Click or tap **Share**.
  • To remove a user, check or select the individual user you want to delete and click or tap **Actions > Remove User Permissions**. Click or tap **OK**.

**Enable or disable sharing by team members with non-members**

• Click or tap the **Gear icon > Site settings > Site permissions > Access Request Settings**.
  • In the Access Request Settings dialog box, select or de-select **Allow members to share the site and individual files or folders**.
  • If you want to allow access requests, select the check box next to **Allow access requests**, and then type the email address of the person you want to make responsible for approving access requests.
  • Click **OK**.

**Give unique permissions to the Document Library or a List (Calendar, Contacts, Wiki, Discussion)**

**WARNING:** This can add complexity to managing permissions on your site. It may be best to create a new subsite with unique permissions and the document library on that site will inherit permissions. If the library or list is inheriting permissions from the parent site, you will need to click or tap **Stop Inheriting Permissions** on the permissions tab on the ribbon before making any changes to site permissions.

• Navigate to **Documents** and click or tap **All Documents > Gear icon > Library Settings > Permissions for this document library**. To make unique permissions for this library so that permissions are no longer inherited from its parent, click or tap **Stop Inheriting Permissions**. Click or tap **OK**.
• Click or tap **Grant Permissions** to add a user. Enter a name from the Global Address List to add Marquette users. To add external users, enter the user’s Microsoft email address. A message will appear to let you know that this person is outside of Marquette. Click or tap **Share**.

**Give unique permission to a particular document or folder**

**WARNING:** This can add complexity to managing permissions on your site. As mentioned above, it is easier to manage permissions if you create a new subsite with unique permissions and all users who have access to the subsite can access documents on that site.

• Click or tap **Documents** on the left pane to open the Document Library.
• Click or tap … to the right of the document name. Click or tap **Share** on the menu that opens.
• The Sharing window opens.
  1. Click or tap **Invite people**.
  2. Enter a name from the Global Address List to add Marquette users. To add external users, enter the user’s Microsoft email address. A message will appear to let you know that this person is outside of Marquette.
3. Choose the permission level for this person or these people.
4. Check or uncheck **Require sign-in** for opening this file or folder.
5. Check or uncheck to send an email invitation to the people you are giving this access to.
6. Click or tap **Share** to grant the access.

![Sharepoint Share Options](image)

- It is also possible to get a link for sharing with Users.
  1. Click or tap … to the right of the document name.
  2. Click or tap **Get a link**.
  3. Click or tap the **Down arrow** to select a link with Marquette users only or see other options in the image below.

![Sharepoint Link Options](image)

4. Click or tap **Create**.
5. Once the link is generated, right-click it to copy and then share this link with people via email.

![Sharepoint Share Link](image)

If you choose to get a link with no sign-in required, you can set an expiration date for that link. Click or tap **SET EXPIRATION** and select an option. Click or tap **Close**.
Remove a link

- Click or tap **Documents** on the left pane to open the Document Library.
- To remove a link, you have created, click or tap … to the right of the document name. Click or tap **Get a link** and click or tap the **Down arrow** to select the link you have already created.

- Click or tap **DELETE**.

Check who has access to a document or folder

- Click or tap … to the right of the document name or folder name.
- Click or tap **Share** on the window that opens up.
- Click or tap **Shared with** (left) > **ADVANCED** (bottom) to check permissions.

Users and groups who have access to the document or folder will be listed.
Check permissions for a user or group

- Click or tap the Gear icon > Site settings > Site permissions > Check Permissions.
- Enter the name of the user or group. Click or tap Check Now.
- If unique permissions to a document or folder have been set up, when you manage permissions, you will see the message below, saying that some items may have unique permissions which are not controlled from this page. Tap or click Show these items to see items that no longer inherit permissions from the parent library, list or folder.

Document Libraries

Customize a Document Library to allow new folders or to show documents on Search

- Navigate to Documents. Tap or click All Documents (top right) > Gear icon > Advanced settings. Select from the options and tap or click OK.

Versioning

Versioning is enabled by default in Document Libraries in Office 365 SharePoint. Version History Revisions to the items or files and their properties are stored.

- Navigate to Documents. Tap or click All Documents (top right) > Gear icon > Library Settings > Versioning settings.
- Determine the number of previous versions to save.
- It is possible to require documents to be checked out before they can be edited.
- Click or tap OK.
- To restore a previous version of a document, navigate to Documents and click or tap … beside the document. Select Version History. Here you can hover over the Down arrow beside the date that a version was modified and select to View, Restore or Delete a version.

Set alerts for yourself and others

- Navigate to Documents and click or tap … beside the document name > Alert Me.
- By default, the alert is sent to you. To add other users, enter their names from the Global Address List.
- Select the settings for the alert and click or tap OK.
Manage alerts for yourself and others
- To manage your alerts, click or tap the **Alerts icon** (top right).
- Manage alerts for others and yourself:
  - Click or tap the **Gear icon > Site settings > User alerts** (under “Site Administration”).
  - Click or tap the **Down arrow** beside “Display alerts for” to display alerts for another user.
  - Select the user, check the alert(s) you want to delete > **Delete Selected Alerts**.

Create a new document library
- Click or tap the **Gear icon > Add an app > Document Library**.
  - Give the library a name and click or tap **Create**.

Improve Navigation on Your SharePoint Site
Depending on the template used to create the site, you can change navigation options as follows:

**Modify the Quick Launch**
- Click or tap the **Gear icon > Site settings > Quick launch** (under “Look and Feel”).
  OR
- Click or tap **EDIT LINKS** on the Quick Launch (bottom left).

**Modify the Top link bar**
- Click or tap the **Gear icon > Site settings > Top link bar** (under “Look and Feel”)
  OR
- Click or tap **EDIT LINKS** on the Top link bar (top right).

**Calendar and Lists**
Lists include a calendar, contacts, wiki, discussion and more.

**Add a calendar or other list**
If you want to make unique permissions for this app, it may be easier to manage permissions if you first create a new subsite with unique permissions.
- Click or tap the **Gear icon > Site Contents > Add an app** and select one of the following:
  Calendar, Contacts, Wiki Page Library, Announcements, Links, Survey, Discussion Board or Tasks.

**Customize a list**
You can customize the columns or the title of a list.
- Click or tap the **Gear icon > Site settings > Site libraries and lists** (under “Site Administration”). Select the list you want to customize.
- Click or tap **Create column** to add a new column.
- To delete a column, scroll down to “Columns” and click or tap on a column name. When the window opens, scroll down and click or tap **Delete**.
- To change which columns are visible to users, navigate to the list.
• Click or tap … beside “Find an item” > Modify this View. Note: The default view cannot be deleted.
• In the window that opens, check which columns you want to show and change the numbering for position from the left, if needed. Click or tap OK.

Change permissions for a list
• Navigate to the list or calendar. Click or tap the LIST or CALENDAR tab on the ribbon > List Settings (top right on the ribbon) > Permissions for this list. Click or tap Stop Inheriting Permissions to make unique permissions for this list. Then you can add or remove users or change their permission levels.

Add, Modify or Delete Web Parts
To edit the web parts that display on a page, click or tap the PAGE tab on the ribbon > Edit.

• To add a list of documents to the SharePoint home page, click or tap the INSERT tab on the ribbon > Web Part or App Part and select Documents to display the documents on the site page. Click or tap Add.
• Click or tap the PAGE tab on the ribbon > Edit > Save to exit Edit mode.
• To edit a Shared Web Part and click or tap the PAGE tab on the ribbon > Edit
  • Hover over the web part title. (A blue border marks the web part being edited.)
  • Click or tap the Down arrow top right of this web part.
  • Click or tap Minimize to have just the heading for the web part show.
  • Click or tap Delete to remove the web part. (The content of the web part is not deleted, in a document library for example, but it can no longer be accessed from the web part on the page.) Click or tap OK.
• Click or tap Edit Web Part and make your selections on the right pane. Click or tap OK.

Delete Libraries, Lists or Sites
• To delete a document library, navigate to the library and click or tap All Documents (top right) > Manage views > Delete this document library (under “Permissions and Management”).
• To delete a list, navigate to the list and click or tap the LIST tab on the ribbon > List Settings > Delete this list (under “Permissions and Management”).
• To delete a subsite, navigate to the parent site. Click or tap the Gear icon > Site settings > Sites and workspaces > Delete. You will receive a warning. Click or tap Delete.

Restore Items from the Recycle Bin
Site users can delete items and restore the items that they have deleted from the Recycle bin.

• As the top site administrator, you can access the Site Admin Recycle Bin and restore items that have been deleted by you and other site users from all sites in the site collection.

• Click or tap the Gear icon > Site settings > Recycle bin (under “Site Collection Administration”).
• Select a subsite, library, folder or document. Select **Restore** and the item will be restored.

For questions about Office 365 SharePoint, contact the IT Services Help Desk at (414)288-7799 or [http://helpdesk.mu.edu/](http://helpdesk.mu.edu/)