

SharePoint Information for MSAB Members

- 1. The MSAB uses the Microsoft Office 365 SharePoint suite ("SharePoint") to support its work. SharePoint provides an on-line workspace for members to post information and collaborate on documents. By working from the same on-line resources, duplication and version problems are minimized. It also lessens the need to send emails with bulky attachments.
- 2. The most frequently used features of SharePoint are the library and the email system. The library has folders for each year and MSAB meeting, with sub-folders as necessary. All MSAB meeting documents are posted in the library, and it can also be used to post draft documents for members to collaborate on.
- 3. Documents posted as pdfs download and open on your computer. When you go to open documents posted in Office formats (such as Word or Excel), SharePoint will give you the option of working on your computer (if you have Office) or in the on-line version of the particular Office program. This feature is handy if you do not have Office on your computer.
- 4. Starting on <u>Page 2</u> is a copy of the SharePoint Quick Reference Card "Introduction to Libraries," with some pointers on how to use the library features.
- Starting on <u>Page 5</u> is information on email in SharePoint your *iphc.info* email accounts prepared by Jay Walker of the IPHC staff. All of you have *iphc.info* email accounts, which for most members are set up to forward to another email account of their choosing. If you want to change how your *iphc.info* email is delivered, please contact the IPHC staff.
- 6. Other resources can be found in <u>SharePoint Online training</u>.
- 7. The IPHC staff will be happy to assist you in navigating SharePoint. Please direct your questions to either Steve Keith or Jay Walker.

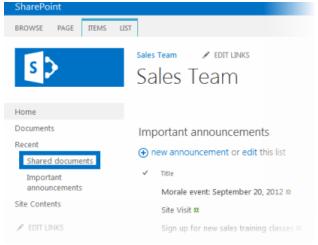


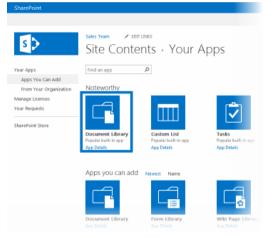
INTRODUCTION TO LIBRARIES

A document library is a place on a SharePoint site where you can share files, such as Word documents and Excel spreadsheets, with other people.

HOW DO I FIND A DOCUMENT LIBRARY?

- 1. If your department has a team site, look for Shared documents or a similar name, typically on the left side.
- 2. Click the name of the library to open it.





3. Name the library, and then click Create.

ADD FILES TO A LIBRARY

1. There are different ways to add files to a library, but the quickest way is to click the **new document** link.

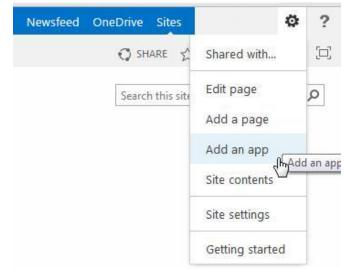
Sha	ared	documents	
⊕ r	new d	locument or drag files here	
~	D	Name	Modified
		Beijing_BridgeRepair 🛱	 About an hour ago
	d	Beijing_Salmon 🕱	 About an hour age
	南	Contoso_Legal_Contract #	 About an hour any

2. You can also add more than one document at a time, and even drag files from Windows Explorer.

Correspondence of the second sec	Search t				onte	/ EDIT LINKS
Image: State Provides Image: State Provides Image: State Provide Provides Image: State Provides Image: State Provide Provides Image: State Provides Image: State Provide Provides Image: State Provides Image: State Provides Image: State Pr					ents	ea aocume
Copy Copy						
Corpus Legal Contact Corpus Legal Con						
Corpy Control Con						
Corporation of the second						LAT
Copynia ←						AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
Corporting and contract Corporting Cor		+ 4+ Search Sample docs	cs +	TK + Sample do	C3	
Contract Legal Contract Contract		1.2.11				-
Farentes Name Date Bing Search Topic	EI 6	r folder 月 🗄	Burn New fol	pen Print	Organize 🔻 👿 Open	
See Fairs Sanch See See See See See See See See See	modified	D	Name		🔶 Fauncites	Joninen Jagai, Contract #
Cexitop Cexitop Cexitop Devinoladi Control, Logal Contract 7727 Wrob Control, Logal Contract 7727 Wrob Control, Logal Contract 7727 Wrob Control, Logal Contract 7727 Secont Place Secont Place	01211:25 A/	doeBenair 7/	Reijing Bridgel	1		
Model (Juban, Park 7/11, MSWeb Maranet MP Jatanethy Agreement - Fabricam 7/12, Secont Places States report, January 2012 7/12, SharePool State Global Construction 7/11.	012 10-25 A					
MSW lotanet MSW lotanet MSR second at a constant - Satoliam 7/12 MSR second at a constant - Satoliam 7/12 Satoliam State MSR second at a constant - Satoliam Satoliam State MSR second at a constant - Satoliam	2012 9:36 AJ				Source States	
Recent Places ell Sales report, January 2012 7/12 SharePoint Sites ell Sales report, January 2012 7/12 SharePoint Sites ell Sao, Paolo, Bridge, Construction 7/11.	2012 2:13 PI	ban_Park 7/	Madrid_Urban		😿 ITWeb	
SharePoint Sites Sao_Paolo_Bridge_Construction 7/11	2012 9-39 A	Agreement - Fabrikam 7/	Partnership Ag		房 MSW Intranet	
	2012 9-26 Al	t, January 2012 7/	🗐 Sales report, Ja			
	2012 2:14 PM	Bridge_Construction 7/	Sao_Paolo_Brid		and a second second	
					ConeDrive	
- (m			e (
7 items selected Title Add a title Size 323 KB Authors Add an author		Size: 323 KB			7 items selecte	

HOW DO I CREATE A LIBRARY?

1. On the **Settings** menu, click **Add an app**.

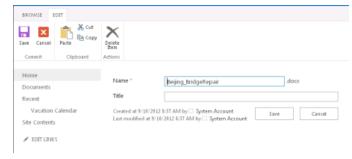


2. Click the library you want to add, in this case **Document** Library.



RENAME FILES IN A LIBRARY

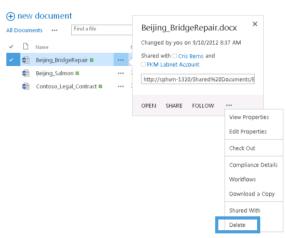
- 1. Click on the ellipses next to a file you want to rename, and then click the ellipses on the callout.
- 2. Click Edit Properties.
- 3. Rename the file in the Name field and click Save.



DELETE FILES IN A LIBRARY

- 1. Click on the ellipses next to a file you want to delete, and then click the ellipses on the callout.
- 2. Click Delete.
- 3. Click **OK** to confirm sending the file to the Recycle Bin.

Documents



VERSIONING, ALERTS, OR CO-AUTHORING

Libraries have other features to help you be more productive, such as:

- Versioning enables you to track versions of files, so you can see a history of changes, and restore a version if you make a mistake.
- **Alerts** let you know by mail or text if a file has been changed. You can set an alert for one file or a whole library, and control how often you get alerted.
- **Co-authoring** enables you and other co-workers to edit files at the same time in certain Office programs, such as Word, PowerPoint, and Excel.



SEE ALSO

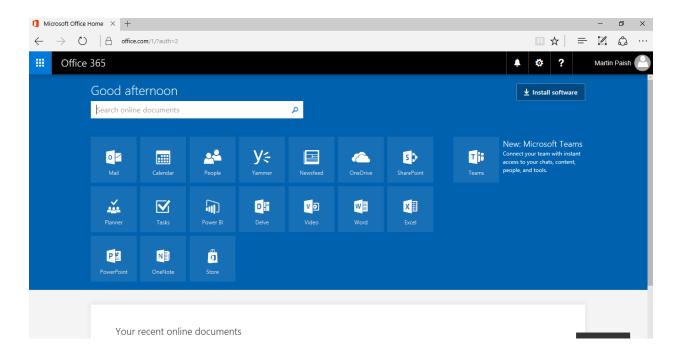
- Introduction to libraries http://office.microsoft.com/en-us/sharepoint-server-help/introduction-to-libraries-HA102771924.aspx?CTT=1
- Add or delete files in a library http://office.microsoft.com/en-us/sharepoint-server-help/add-or-delete-files-in-a-library-HA102803549.aspx?CTT=3
- Enable and configure versioning for a list or library http://office.microsoft.com/en-us/sharepoint-server-help/enable-and-configure-versioning-for-a-list-or-library-HA102772148.aspx?CTT=3
- Create an alert http://office.microsoft.com/en-us/sharepoint-server-help/create-an-alert-or-subscribe-to-an-rss-feed-HA102771918.aspx?CTT=1



IPHC-2017-MSAB09-INF04

IPHC.INFO Mail

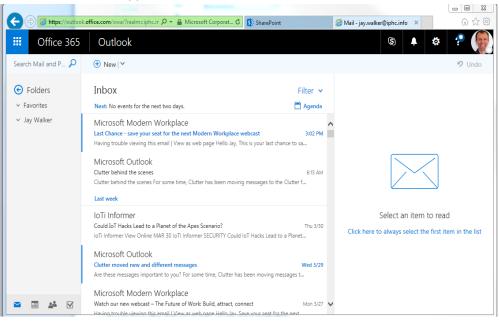
- Currently all email messages sent to your <u>firstname.lastname@iphc.info</u> address will be delivered to your Office365 mailbox and also forwarded to your personal address provided to the IPHC.
- 2. It is possible to response to a message pertaining to MSAB matters using your @iphc.info account rather than your personal account if desired.
- 3. Login into your account at <u>https://portal.microsoftonline.com</u> with <u>firstname.lastname@iphc.info</u> and your password.
- 4. Use the 'Mail' tile to access Outlook Online to view all messages received for your @iphc.info account.



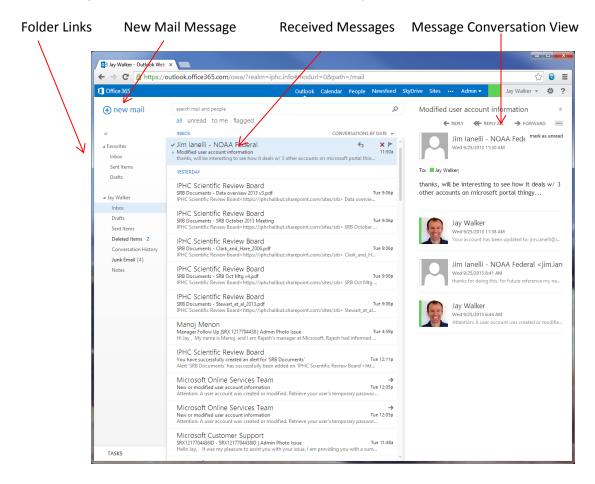


IPHC-2017-MSAB09-INF04

5. Outlook Online will appear.

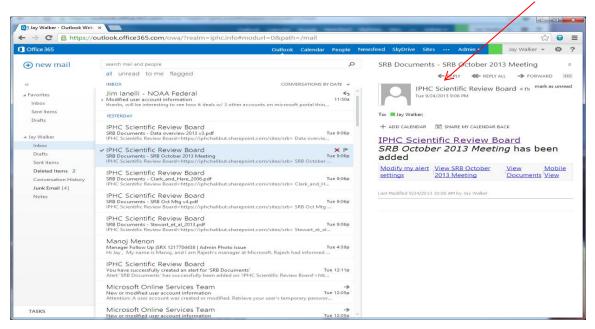


6. If you have used Microsoft Office Outlook the layout will look familiar.





7. To reply select a message then click 'Reply' on the right side above the message subject.

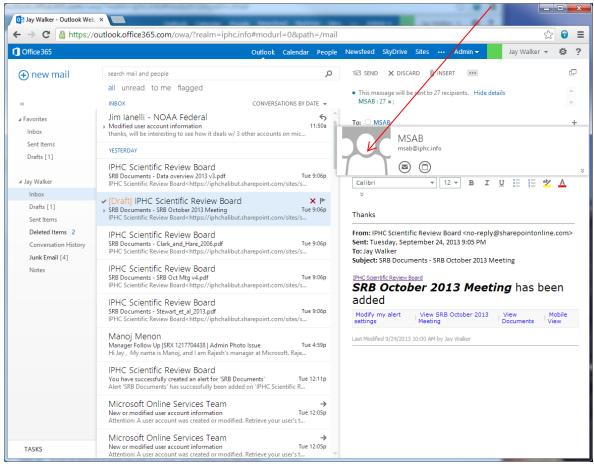


8. Start typing your reply in the message and then click 'SEND' when ready.

📴 Jay Walker - Outlook Web	×	
← → C 🔒 https://d	putlook.office365.com/owa/?realm=iptc.info#modurl=0&path=/mail	☆ 🕤 🔳
Office 365	Outlook Calendar People Newsfeed SkyD	ive Sites Admin - Jay Walker - 🌣 ?
⊕ new mail	search mail and people ρ all unread to me flagged	¥ ≌ send X discard © insert … □
~~	INBOX CONVERSATIONS BY DATE +	To: no-reply@sharepointonline.com;
⊿ Favorites Inbox	Jim Ianelli - NOAA Federal Modified user account information thanks, will be interesting to see how it deals w/ 3 other accounts on microsoft portal thin	Cc: Subject: RE: SRB Documents - SRB October 2013 Meeting
Sent Items Drafts [1]	YESTERDAY	Calibri 🔻 12 🔻 B I U
⊿ Jay Walker	IPHC Scientific Review Board SRB Documents - Data overview 2013 v3.pdf IPHC Scientific Review Board <https: iphchalibut.sharepoint.com="" sites="" srb=""> Data overvie</https:>	Thanks
Inbox Drafts [1] Sent Items Deleted Items 2	✓ [Draft] IPHC Scientific Review Board × ► SRB Occuments - SRB October 2013 Meeting IPHC Scientific Review Board https://iphchalibut.sharepoint.com/sites/srb SRB October IPHC Scientific Review Board	From: IPPC Scientific Review Board <no- reply@sharepointonline.com> Sent: Tuesday, September 24, 2013 9:05 PM To: Jay Walker</no-
Conversation History Junk Email [4]	SRB Documents - Clark_and_Hare_2006.pdf Tue 9:06p IPHC Scientific Review Board <https: iphchalibut.sharepoint.com="" sites="" srb=""> Clark_and_H</https:>	Subject: SRB Documents - SRB October 2013 Meeting
Notes	IPHC Scientific Review Board SRB Documents - SRB Oct Mtg v4.pdf IPHC Scientific Review Board <https: iphchalibut.sharepoint.com="" sites="" srb=""> SRB Oct Mtg</https:>	SRB October 2013 Meeting has been added
	IPHC Scientific Review Board SRB Documents - Stewart_et_al_2013.pdf IPHC Scientific Review Board-https://iphchalibut.sharepoint.com/sites/srb> Stewart_et_al	Modify my View SRB October View Mobile alert settings 2013 Meeting Documents View
	Manoj Menon Manoj Menon Hi Jay , My name is Manoj, and I am Rajesh's manager at Microsoft. Rajesh had informed	Last Modified 9/24/2013 10:00 AM by Jay Walker
	IPHC Scientific Review Board You have succesfully created an alert for 'SRB Documents' Tue 12:11p Alert 'SRB Documents' has successfully been added on 'IPHC Scientific Review Board' <htt< td=""><td></td></htt<>	
TASKS	Microsoft Online Services Team → New or modified user account information Tue 12:05p Attention: A user account was created or modified. Retrieve your user's temporary passwor ✓	



9. It is possible to copy all the members of the MSAB on any message by using msab@iphc.info



10. Use the Tiles icon in the top left corner to navigate to the MSAB Site. Click the area with the icon to expand the menu.

7							
	 Office 365	Outlook	6	Ļ	ø	?	
	-						

11. Then select the 'SharePoint' Tile.

1

													\bigcirc
	Office	e 365	Outlook					6	3	Ļ	¢	? (12
HON	ME NEW	ALL										ମ୍ଚ Un	ido
					Filter 🗸								
	0 🖌 Mail	Calendar	People	e next two days. osis: What GE Sees Beyond the Looking Glass	Thu 9:25 AM								
	lewsfeed	OneDrive	SharePoint	ne APR 6 IoTI Informer INDUSTRIAL IOT Industrial Metami	orphos								
		W	X	formation ite and its working fine. Martin Paish Director, Business Devel	Wed 2:08 PM opmen								
	Tasks	Word	Excel	Services Team	Wed 1:41 PM								



IPHC-2017-MSAB09-INF04

12. Select the link to the MSAB site under 'Following' or under 'Frequent sites'

Search		+ Create site				
Ollowing Research Advisory Board	*	Frequent sites	*	*		
PHC Commissioners Site	*	IPHC Advisory Bodies	MSAB	IC IPHC Commissioners Site		
PHC Scientific Review Board	*	Vou viewed IPHC-2016-SRB09-P on 4/3/2017 You viewed IPHC-2016-RAB18-	Steve Keith modified IPHC-2017- MSDocuments 23 hours ago You viewed IPHC-2017-	You viewed IPHC-2017-AM093- 02ts 12 Jan 2017 on 4/3/2017 You viewed IPHC-2016-IM092-		
iee all Recent		W R-FINAL REPORT on 4/3/2017 W You viewed IPHC-2013- MSAB01-01 on 4/3/2017	MSAB09-0comes of AM093 on 4/3/2017 Wu viewed MSAB goals_objs_intent_revised_v2 on 4/3/2017	22Meeting (2017) on 4/3/2017 W You viewed IPHC-2017-AM093- 1nts for FY2016 on 1/25/2017		
PHC Advisory Bodies	*					
PHC Commissioners Site	*					

13. Once on the MSAB the Tile Icon in the corner can be used to return to Outlook.

	Office 365	SharePoint						۵	?	Jay Walker
BROWS	SE PAGE								🗘 SHARE	🏠 FOLLOW 🅜 EDIT
s	>	MSAB ZEDIT LINKS						Search th	is site	0, ד
Home Noteb	pook	Management Strateg	gy Advisory Board							
Di	SAB Meeting scussion Board	Evaluation (MSE) program for the hal	rnational Pacific Halibut Commission (IPHC, o ibut resource. The Commission approved the evaluation of candidate objectives and strate	formation of	a Managem	ent Strateg				
	nks dministrative ocuments	Documents		MSAB Caler						
	eeting Recordings SAB Calendar	New Upload Sync Sh Name MSAB References	are More V	SUNDAY	2017 MONDAY 27	TUESDAY 28	WEDNESDAY 29	THURSDAY 30	FRIDAY 31	SATURDAY
Recyc		MSAB08 October 2016 Meeting MSAB07 May 2016 Meeting		2	3	4	5	6	7	8
≠ EC	DIT LINKS	MSAB06 October 2015 Meeting MSAB05 May 2015 Meeting MSAB04 October 2014 Meeting								
		MSAB03 May 2014 Meeting MSAB02 October 2013 Meeting		9	10	11	12	13	14	15
		MSAB01 June 2013 Meeting MSAB09 May 2017 Meeting		16	17	18	19	20	21	22