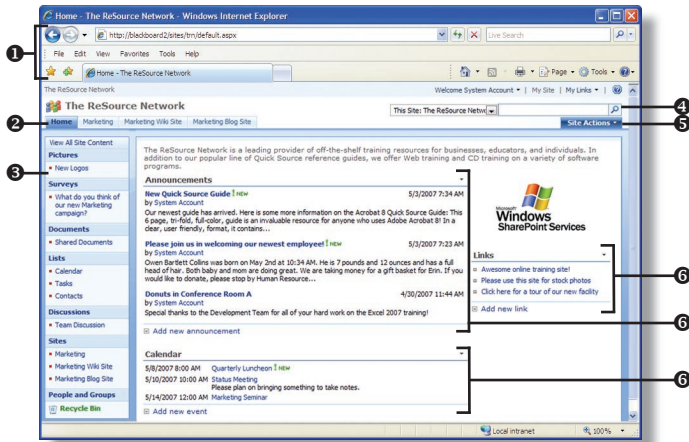




## Getting Started The Windows SharePoint Server Window



- ❶ **Browser Toolbars** – allow the user to navigate in the browser.
- ❷ **Link Bar** – contains shortcuts for common actions and features.
- ❸ **Quick Launch Bar** – contains shortcuts to common content areas of the SharePoint site.
- ❹ **Search** – allows the user to search the site for information.
- ❺ **Site Actions Button** – contains shortcuts to create items, customize the page, and change site settings.
- ❻ **Web Parts** – contain content information. Web parts are the containers of information that make up the site.

*Note: SharePoint Server is a highly customizable application; your views and features may be different. The **Home** page is displayed above. To return to the **Home** page while you are working in the SharePoint site, click the **Home** shortcut on the **Link Bar**.*

### Using the Quick Launch Bar

By default, the following content areas are located on the **Quick Launch** bar:

- **Documents** – contains document libraries that contain document files related to a specific group or subject.
- **Lists** – contains shared information. The default lists are Calendar and Tasks.
- **Discussions** – contains discussion boards that allow users to post messages and comments in a chronological format.
- **Sites** – contains collaboration areas such as team sites, workspaces, blog sites, and wiki sites.
- **People and Groups** – contains links to groups and users.
- **Recycle Bin** – contains deleted information.

*Note: To quickly view site contents and details, click the **View All Site Content** shortcut at the top of the **Quick Launch** bar.*

## My Site

### Using My Site

My Site contains a public and a private page. My Home page is your personal page which contains your private information and files. My Profile page is your public page where other users can view and share your files and information. To access My Site, click the **My Site** shortcut in the upper-right corner of the **Home** page.

### Editing Your Profile

1. Click the **Details** shortcut in the **My Profile** section of the **Quick Launch** bar.
2. Enter information about yourself in the **About me** box.
3. *Optional:* To add a picture, click the **Choose Picture** button. Click the **Browse** button, locate and select the file you want to use, and click the **Open** button. Click the **OK** button.
4. Enter additional personal information.
5. *Optional:* To select who you want to see your information, click the arrow on the box in the **Show To** column for each category and select a user type from the resulting menu.
6. Click the **Save and Close** shortcut when you are finished.

### Adding a Link

1. Click the **Links** shortcut in the **My Profile** section of the **Quick Launch** bar.
2. Click the **Add Link** shortcut.
3. Enter a title for the link in the **Title** box.
4. Enter a URL for the Web site you want to link to in the **Address** box.
5. *Optional:* Click the arrow on the **Show these links to** box and select a user type from the resulting menu.
6. *Optional:* Select options in the **Grouping** section.
7. Click the **OK** button when you are finished.

*Note: To add the current page to your links, click the **My Links** shortcut in the upper-right corner of the page and select **Add to My Links** from the resulting menu.*

### Viewing Your Links

- To view a link in My Site, click the **Links** shortcut in the **My Profile** section of the **Quick Launch** bar. Click the link name of the site you want to view.
- To view a link in any site, click the **My Links** shortcut in the upper-right corner of the page and select the link name from the resulting menu.

### Adding a Colleague

1. Click the **Colleagues** shortcut in the **My Profile** section of the **Quick Launch** bar.
2. Click the **Add Colleagues** shortcut.
3. Enter user names for the colleagues you want to add in the **Type Names** box.
4. *Optional:* Make selections in the **Privacy and Grouping** section.
5. Click the **OK** button when you are finished.

*Note: To view your colleagues, click the **Show all colleagues** shortcut in the **Colleague Tracker** web part on the **Home** page.*

### Using the Colleague Tracker

The Colleague Tracker allows you to track when colleagues perform certain actions, such as anniversaries, profile changes, and when a colleague will be out of the office.

1. Click the **Change what gets tracked** shortcut in the **Colleague Tracker** web part on the **Home** page.
2. Check or clear boxes in the **Tracked Changes** section of the **Colleague Tracker** tool pane.
4. *Optional:* Make selections in the **Custom Properties** section.
5. When you are finished, click the **Exit Edit Mode** shortcut.