

SharePoint 2016 User's Guide

Learning Microsoft's Business Collaboration Platform

Fifth Edition

Tony Smith

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Building a SharePoint 2016 Home Lab Stacy Simpkins, 2016-08-06 This book is a step by step guide to building your own SharePoint farm in a home lab setting Learn how to build a windows domain and then join servers into the domain in order to create your own testing and learning environment After you get the domain stood up where you go from there is up to you This book will help you learn how to spin up SharePoint in a least privileged fashion This isn t strictly a SharePoint book though For example if you re not a SharePoint professional and are just looking to create a working windows domain for other purposes the home lab domain that you ll create will work great for Exam preparation for non SharePoint purposes You could even use it for learning how to install Exchange Server After all it s your Home Lab domain In this book you will build your home lab domain and you ll have a great place for learning how to administer SharePoint and develop SharePoint Apps Here are just some of the tasks you ll complete in easy to follow exercises Create a windows domain and a certificate authority so that you can run SharePoint on SSL Join servers to the domain and configure other technology on the member servers as needed Install SQL Server and correctly partition the server in accordance with best practices Install and configure a SharePoint farm Spin up Host Named Site Collections HNSC s Install and configure Visual Studio Who This Book Is For This book is suitable for both developers and administrators No technical knowledge is assumed beyond a general familiarity with computers and computing terminology. The resulting domain will be suitable for both IT and developer testing SharePoint 2016 User's Guide Tony Smith, 2016-11-22 Learn how to make the most of SharePoint 2016 and its needs wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides

Microsoft SharePoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions and Tips - Laminated C Beezix Software Solutions, 2017-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft SharePoint 2016 This guide is intended for end users in an on premises environment

Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Sharepoint 2016 This guide is suitable as a training handout or an easy to use reference guide for end users The following topics are covered Accessing a SharePoint Site Signing Out Some SharePoint Terms Defined Using the App Launcher Navigating SharePoint Subsites Expanding the Main Content Area Adding Content Creating a Subsite Community Sites Making a Site a Community Site Creating a New List Item Adding Pages to Expand Content Editing and Deleting Pages to Modify Content Managing and Sharing Documents OneDrive for Business vs SharePoint SharePoint Document Libraries Sorting and Filtering a Library List Uploading Documents Opening Documents Creating a New Document or Folder Renaming or Deleting Documents or Folders Recycle Bin Sharing Documents Inviting People to Share a Document Checking SharePoint Documents Out and Back In Collaborating with Others Searching for Documents and People Viewing Updates Following a Site Following a Person Communicating Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Viewing Tags and Notes List and Library Functions Using E mail Alerts Changing View Creating a List or Library Deleting a List or Library SharePoint User's Guide Infusion Development Corp. (Infusion Development Corporation), 2005-03-08 There s nothing like teamwork for making progress on a project but sharing information and building on each other s successes can be challenging when your team is scattered across the miles Microsoft's SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It s the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User's Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You ll learn how to create sites that your organization can use to work together or independently from an end user s point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You ll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy book The SharePoint User's Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User's Guide will show them how Microsoft SharePoint 2016 Step by Step Olga M. Londer, Penelope Coventry, 2016-11-14 This is the eBook of the printed book and may not include any media website access codes or print supplements that may

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