

sharepoint 2010 quick reference pdf

To Synchronize the SharePoint Calendar with your Outlook Calendar: Click Lists on the Quick Launch bar and click the calendar or task list you want to synchronize. Click the Calendar tab on the Ribbon and click the Connect to Outlook button in the Connect & Export group. Follow the prompts to allow SharePoint access to Outlook.

SharePoint Foundation 2010 - CustomGuide

SharePoint 2010 Quick Reference Click a link below to jump to a topic: 1. How To Sign In 2. How To Create A Folder 3. How To Upload A File 4. How To Add/Remove Users To/From A Site 5. How To Connect To A Document List With Windows Explorer 6. How To Add A Persistent Network Location 7. How To Import Folders Into A Document List 8.

SharePoint 2010 Quick Reference - Purdue University

1. Open the SharePoint calendar you want to be able to view in Outlook. 2. On the Ribbon on the Calendar Tools contextual tab, click Calendar > Connect to Outlook. 3. Click Allow to confirm that you want to open the program. 4. In Outlook, in the Calendar view, you can add the SharePoint calendar under Other Calendars.

Microsoft SharePoint 2010 End User Quick Reference Card

Logging on to a SharePoint Site . 1. Open . Internet Explorer. 2. Type the address of your SharePoint site in the address bar. Internet Explorer will automatically log you on or you will be presented with a logon dialog box. Logging on to a SharePoint Site as a Different User . 1. Click on the . 1. next to the current user's name on the top right of the screen.

Intro SharePoint 2010 Quick Reference - its.northeastern.edu

This guide was written as a companion to the SharePoint Server 2010 Evaluation Guide for Technical and Business Decision Makers. We recommend reading that evaluation guide first, because it provides a tour of the new and improved features in the areas of collaboration, social computing, enterprise content management, search, business intelligence and composite applications.

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sites may also appear in the Quick Launch. Includes libraries that contain related files, such as documents, wiki sites, and forms. Store shared information here, such as events on a calendar or project tasks. Participate in group discussions using discussion boards. Deleted information is stored here. View all sites, lists, and libraries in the site.

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homepage (or click one of the Document Views in Quick Launch.) 2. Click the change view link in the Breadcrumbs.

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