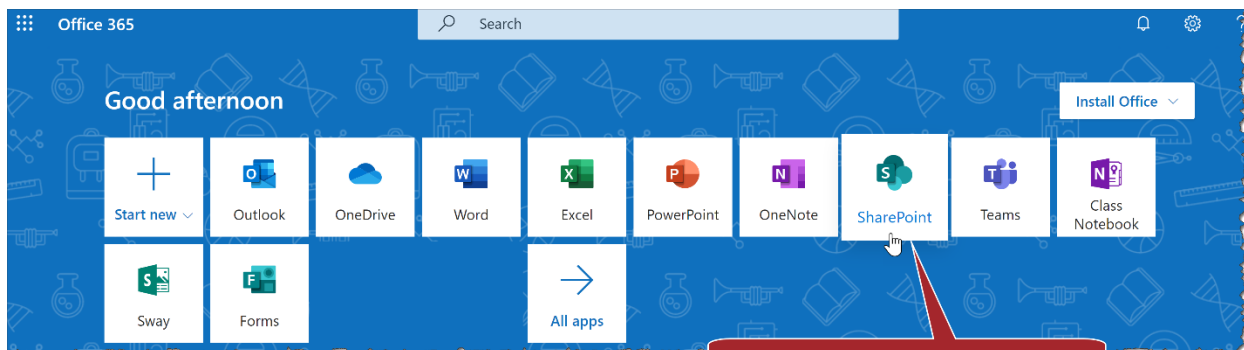Go to **office.com.**

Then, **Sign in** with your
Exchange e-mail credentials.

Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Get Office | Sign in

Office 365

Search

Good afternoon

Install Office

Start new | Outlook | OneDrive | Word | Excel | PowerPoint | OneNote | SharePoint | Teams | Class Notebook

Sway | Forms | All apps
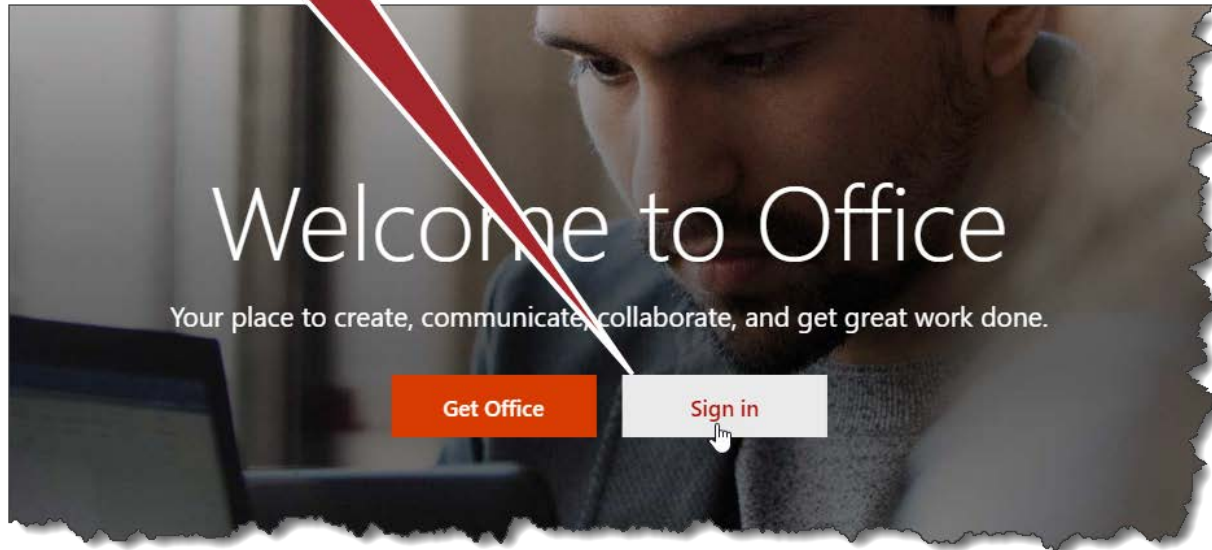
In the **Microsoft Office Home** page,
click **SharePoint.**

SharePoint

Search in SharePoint

+ Create site   + Create news post

Click Create Site

Following

B2020 ★

SampleSub ★

TeamClas ★

Technical Documentation ★

FPO ★

News from sites

News from sites
Here you'll see news from sites you...

News
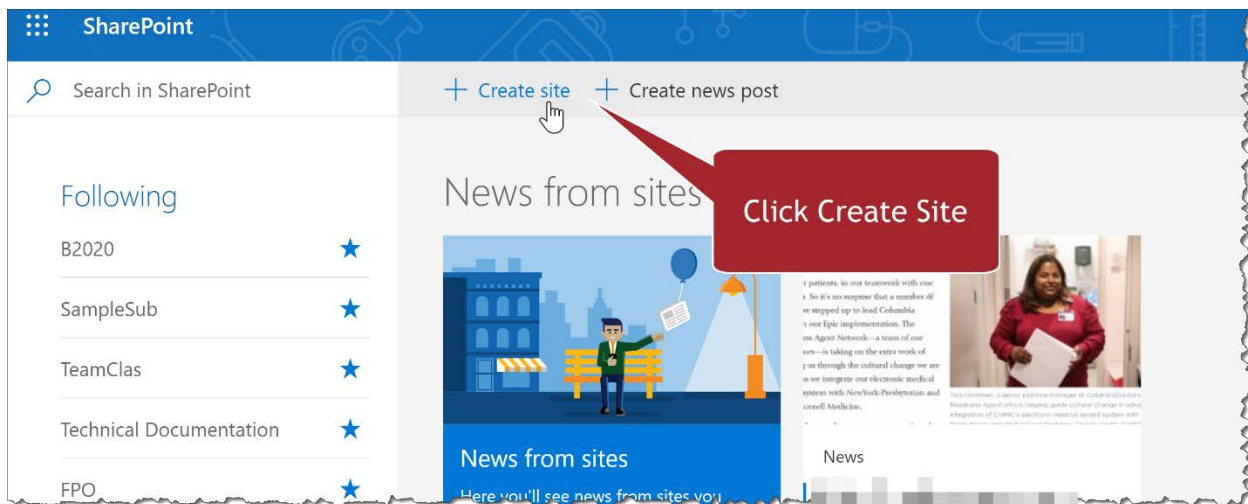
Create a site

Choose the type of site you'd like to create.

Click Team Site

Team site

Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group.

Communication site

Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.

Get a team site connected to Office 365 Groups

Use this design to collaborate with your team. Share d... track events in a shared calendar, and mana... ...ks.

1 In the **Site name** field, enter the name of your site.

Note: If the name is not available, SharePoint will prompt you to enter a different name.

Site name
Test107
The site name is available.

Group email address
Test107
Test107@cumc.columbia.edu
The group alias is available.

Site address
https://cumccolumbia.sharepoint.com/teams/Test107
The site address is available.

2 Note the Site Address

Site description
Tell people the purpose of this site

3 In Site description, describe briefly your site and its purpose

Privacy settings
Private - only members can access this site

Select a language
English
Select the default site language for your site. You can't change this later.

Next   Cancel

4 Click Next.

Add group members

Group members will receive an email welcoming them to the new site and Office 365 group

T   Test107
    Private group

Who do you want to add?
Your site membership requires at least one addition...

Add additional owners
ap...   ...cumc.columbia.edu>

Enter a name or email address

Finish

In Add additional owners field, Enter the name of an additional owner, ideally your backup.

Note: If you enter UNI or the lastname, SharePoint will prompt the name. Just click the Name.

Add group members

Group members will receive an email welcoming them to the new site and Office 365 group

T Test107
Private group

Who do you want to add?
Your site membership requires at least one additional owner

Add additional owners

[____ lex ×]

In Add members field, add additional members (optional)

Add members

[Se____ ×] [Ma____ ×]

Finish

Click Finish

::: SharePoint

🔔 ⚙ ?

T T____
Private group

★ Following   ⌐ Next steps

🗣 4 members

Your SharePoint Site is created!

🔍 Search this site

+ New ⌄   ⚙ Page details

Published   ✎ Edit

Home

Conversations

Documents

Notebook

Pages

Site contents

Recycle bin

News
+ Add ⌄

Keep your team updated with news on your team site

From the site home page you'll be able to quickly...

Add News

Quick links

🌐 Learn about a team site

🌐 Learn how to add a page

Documents   See all

···   ☰ All Documents ⌄

Important Notes:
Your site is created with a default quota of 25 TB. Note: Individual file size limit is 15 GB
At the present time there are no annual costs for SharePoint Sites (Please refer to the CUIMC IT web site for latest updates)

Training:
In terms of self-learning solutions, the following training is available. It is free for Columbia users:

LinkedIn Learning:
Go to:
https://lnkd.in/etYtGcx

Log on with your UNI and myColumbia password. Then search for this course:

SharePoint Online Essential Training: The Basics
By Gini von Courter

Gini does a great job in presenting the training in short movies. Start with the basics course.

Microsoft Training:
Excellent tutorials and resources are available on the Microsoft site. Link below:
https://support.office.com/en-us/sharepoint