O365 SharePoint Site Set Up

Basic Features
Below are the features that are presented to you in the large tiles that you will see in your new O365 SharePoint site. You can remove the tiles after you have finished setting up your site or if you know how to access the features in the site settings already. You can also use the site as is but will at least need to manage the users before sending out the URL to your site.

Accessing the O365 Site
When you are added to the O365 site, you will receive an email invitation with a link to the site. All emails sent from O365 are sent to your Atlas email address. If you are having trouble logging in try these 2 things: 1) Try using your old password if you have changed it recently 2) Log into Atlas, then click on the Email and Office 365 link and go to Atlas email, then click on Sites in the top navigation. You should see a list of links to sites in which you are a member.

Important Note: The O365 tools will use Atlas email to communicate with users. Most Valencia users have their Atlas email forwarded to their Exchange/Outlook email. However, if you have an issue where someone was not notified, you can ask them to check their Atlas email. Atlas email example: user@mail.valenciacollege.edu

User Management
Location: Share > Advanced OR Gear Icon > Site Settings > People and Groups

From here you can edit groups and users that access your site. There are 3 groups already set up in all SharePoint sites to get you started. These are Owners, Members, and Visitors. By default, Owners have full access, Members have edit access (add/delete lists AND read/write in lists), and Visitors have only read access. Edit access is one level up from Contribute access which was the default in SharePoint 2010. You will need to adjust this if you choose to change it. This can be done in the Site Permissions link under the Users and Permissions section in Site Settings.

Sub-Sites, Site Pages, and Navigation
Sub-sites and pages can be added easily by using the large starter buttons on the home page. Once these buttons have been removed you can access the same functions by clicking the gear icon at the top right of page. There are buttons there for what you may need but if not then look in site settings.

Pages can be edited by using edit button at top right of screen. From here you can change the content on the page and add web parts as needed.

Navigation is always on the top in the default site layout. Links can be edited by using edit links button near each navigation section. Links can be added to the left side by changing the look and choosing the “Seattle” site layout. Site Settings > Change the look > Choose the “Grey” color scheme if you want to keep the current colors > Site layout is on the left.

Styles
Colors, layout, and fonts can be modified with a limited menu of preset choices.

Branding
This is where you change the site title and description. You can also upload a logo and change the URL of your sub-site. The Valencia logo has been uploaded already for your convenience.
**Shared Documents**
You can add another document library or other apps available such as custom lists, calendars, and tasks.

**Notebook (OneNote)**
There is an OneNote notebook available by default. You can add more if you need.

**Site Mailbox**
The Site Mailbox app helps you keep email and documents close together by connecting your site to an Exchange mailbox. You can then view your email on SharePoint, and view site documents in Outlook. Example: you can send mail to SMO-O365-Test@mail.valenciacollege.edu and it will land in a mailbox just for the people in O365-Test site. To learn more, see [What's a site mailbox and how can I use it?](#)

**Optional Features**
Below are additional features that come with SharePoint that are optional. Choose the tools that will help your team accomplish their goals.

**Site Features**
These are tools that can be added to your site to make the site work for you and you team. There are many different types of apps in here so be sure to take a look. Examples include Announcement Tiles, Mobile Browser View, and Project Workflows.

**Usage Reports (Popularity Trends)**
This report shows historical usage information about the site, such as the number of views and unique users. Use this report to identify usage trends and to determine times of high and low activity. Site Settings > Site Administration > Popularity Trends