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Introduction
With SharePoint, you can find out how easy it is for teams and individuals to create Web sites for information sharing and document collaboration. SharePoint sites allow users to work together on documents, tasks, contacts, events, and other information.

A Team Site has a number of very powerful built-in features including a shared calendar, announcements, task list, contacts list, web links, document libraries, photo libraries, discussion groups, and surveys. The beauty of this kind of site is that anyone who has access to the site can be given permissions to post information and it is as easy as saving a file or completing a form on a web site. Any team member with permissions and Internet access can post documents to the shared document libraries. Anyone (with permissions) can participate in discussion groups and access the other shared Team Site features.

Adding Site Users:
SharePoint uses groups to help manage the user permissions. You will be given three default groups when you start your SharePoint site: Owners, Member, and Visitors. You will need to decide who on your team will go into which group since they each have different permission levels. Owners have full control. Members have access to add/edit/delete content. Visitors can only read content. Groups make it easier to control permissions since you will not have to determine what permissions to give each user as they are added.
To access and change these permissions and groups, follow the instructions below.
1. Click on **Site Actions** → Then select **Site Permissions** (this is where access permissions are given).
2. Once you see the groups, click on one of the groups.
3. You can add new users into the group by clicking New. You can remove users from the group by clicking Actions > Remove user.
4. If you are adding a new user, you will be given the option to search the address book. This address book is the same address book that you have in MS Outlook so, it can be used the same way. If you know the full name or user name, you can simply type it in and click the check user button.
5. Another useful tool is to look at the groups permissions. You can access this by clicking Settings > View Group Permissions.

**Adding a Web Part:**
Open the **Edit Icon** and select **Insert**. This is where one is able to add multiple elements such as links, images and tables. (repeat this step as needed similar to each option)
Click on **Web Part** option. You will then see categories of Web Parts and the Web Parts within them. You will need to explore some of these to get more familiar with them. However, if you know which part you want to add, simply highlight it and click the Add button. The Web part will be added where your cursor was placed on the screen below. Most Web Parts will need to be edited further to function properly. For example, if you have an RSS feed you would like to add, you will need to change the title and add the link to the RSS feed before you save the page.