



## SharePoint 2016

Welcome to SharePoint 2016! Here you can find the basics of navigation for SharePoint and SharePoint Online!

### Getting started with SharePoint 2016

1. In SharePoint 2016, collaborate with colleagues is easier than ever with sites!
2. Sites also makes it easy to add new Apps to add more features to your site.
3. With Apps, you can store files in libraries, organize events in the calendar, create an address book with Contacts, add pages to your site, and keep track of your current projects with apps like Tasks and Custom Lists.

### Navigate the interface

1. In SharePoint 2016, you can easily access your site's features.
2. The left navigation gives quick access to your documents, recently visited apps, your Site Contents page, and your Recycle Bin.
3. You can easily manage lists, libraries, and pages by using the commands available on the List, Library, or Page tab.
4. In Site Contents, you can access all the current apps available on your site or add new ones.
5. In Sites, you can view and manage all the sites and subsites you currently follow.

### Use the new app launcher

1. SharePoint 2016 has a new App Launcher to make it easy to access the different parts of the Site.

*If you need more help, please reach out to your division's FSSA Super User or send an email to [SharepointRequests@fssa.in.gov](mailto:SharepointRequests@fssa.in.gov) with a description of your issue.*