



Sites—Advanced

SharePoint sites are websites that contain different web parts, such as a document library, calendar, list, etc. SharePoint sites can have more than one page to display content to users.

Follow a site

1. If you work with a site often, it's a good idea to follow it!
2. Following sites also provides you with access to additional features, such as allowing you to save documents from Microsoft Office, and allows you to move and copy site documents.
3. From the Links bar, select the Apps icon.
4. From the Apps drop-down, select SharePoint.
5. In the left navigation pane, select the appropriate site name.
6. To follow a site, click the Follow icon.

Add a link to another site

1. In the left navigation pane, click Edit.
2. Click the Link icon.
3. From the Choose an Option drop-down, select the type of link you want to create.
4. In the Address field, enter the appropriate address.
5. In the Display Name field, type the appropriate name.
6. Click OK.
7. Click Save.

Search a site

1. You can use the Search function to quickly find information on a site.
2. From the site page, locate the Search This Site field.
3. In the Search This Site field, enter the appropriate search term.
4. Click Search.
5. All instances of the search term will display.
6. Locate and select the appropriate location.

Create a new folder in the site library

1. In the left navigation pane, select the appropriate site name.
2. In the left navigation pane, select the appropriate library name.
3. From the Library bar, select the New drop-down.
4. Click Folder.
5. In the Enter Your Folder Name field, enter the appropriate name for the folder.
6. Click Create.

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



Track versions in a site library

1. In the left navigation pane, select the appropriate library.
2. In the Library area, select the appropriate file.
3. On the document line, click the check mark.
4. Right-click the appropriate file name.
5. From the shortcut menu, select Version History.
6. The Version History window shows all versions of the selected document, each version number, the date and time the document was modified, the person who applied the changes, the size of the version and any comments left.
7. To view, restore or delete a version, hover over the appropriate version.
8. Click the drop-down menu for the selected version.
9. Select the appropriate option.

Edit or delete a file in a site library

1. In the left navigation pane, select the appropriate library.
2. In the Library area, select the appropriate file.
3. On the document line, click the check mark.
4. Right-click the appropriate file name.
5. From the shortcut menu, select Version History.
6. The Version History window shows all versions of the selected document, each version number, the date and time the document was modified, the person who applied the changes, the size of the version and any comments left.
7. To view, restore or delete a version, hover over the appropriate version.
8. Click the drop-down menu for the selected version.
9. Select the appropriate option.

See who has access to a specific site or document

1. To see who has access to the site, click Members.
2. The Group Membership window displays a list of colleagues who have access to the site.
3. When finished, click Close.
4. To see who has access to a document, folder, or document set, click Documents.
5. In the Documents list, right-click the appropriate item.
6. From the shortcut menu, click Details.
7. In the Details pane, locate the Has Access area.
8. The Has Access area displays the links, groups, and people that have access to the selected document.

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