

DEFAULT ELEMENTS – SHAREPOINT ONLINE TEAM SITE

SharePoint
Groups site

www.letscollaborate.co.za

POSTER



SharePoint – lists the sites you have followed or recently visited, as well as rolled up news from all the sites you have access to

New – add apps and pages, but not subsites, first click on Site Contents to add a new subsite from the New button

Search Box – search everything on the site, the hub or the intranet

Follow – when you follow a site, it shows up under the SharePoint link for ease of access

Notifications – displays reminders from Outlook, can be switched off

Settings – change your site or app settings, create apps, themes, navigation, permissions, usage stats, etc

Account – change your profile, view your Office 365 account settings, sign out

Share – share the site with a colleague

Edit – edit the page, change the layout and add elements (web parts, aka apps), into them – don't forget to republish your page after editing it

PLEASE NOTE : This site template can only be created as a subsite. If you need a new *site collection* using SharePoint groups only, you need to get your SharePoint Administrators to do it for you as it can only be done in the SharePoint Admin Centre

Waffle – jump between platforms in Office 365

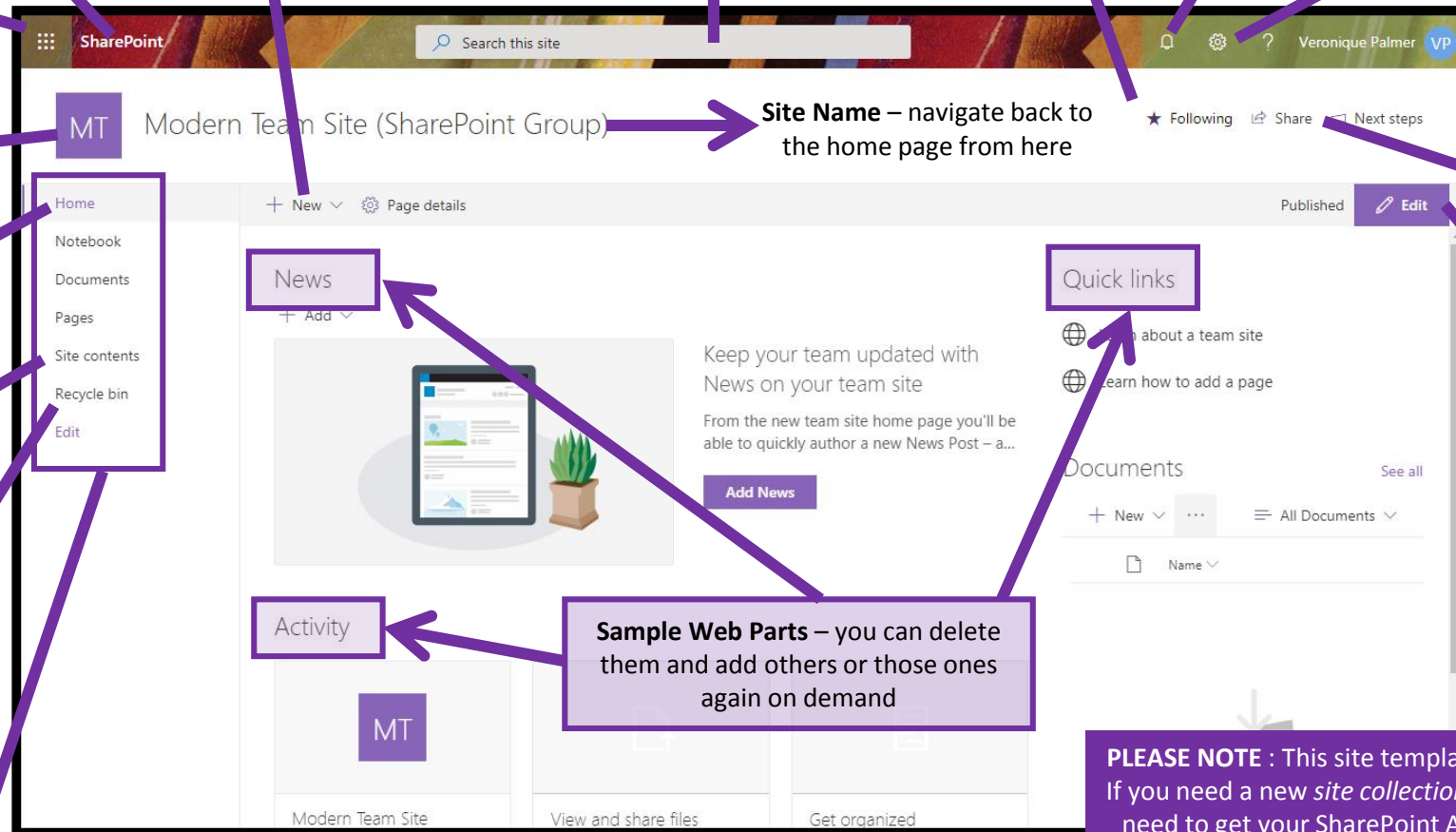
Site Logo / Icon – links to elements on the site, click it to get back to the site home page

Home – navigate back to the home page from here

Site Contents – lists all the apps created on the site, and the create new subsite option, go here first if you can't find something; or to return to classic SharePoint

Recycle Bin – deleted items are stored here for 30 days, you can only see your own deleted items

Quick Launch – links to elements on the site, change them by clicking Edit at the bottom



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O365 Group Type – either a public or private group, this is your #1 indicator that you are on an O365 groups site template

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Site Name – navigate back to the home page from here

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Site Members – lists who has edit rights on the site, adding people from here automatically sends them an email invitation, also an indicator that you are on an O365 groups site

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Sample Web Parts – you can delete them and add others or those ones again on demand

PLEASE NOTE : This site template is created from Microsoft Teams, Outlook Groups, the Create Site link under SharePoint, Planner, Yammer. All these elements are governed by one permissions level, the Office 365 group. Delete one, you delete them all.

DEFAULT ELEMENTS – SHAREPOINT ONLINE COMMUNICATION SITE

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Home – navigate back to the home page from here

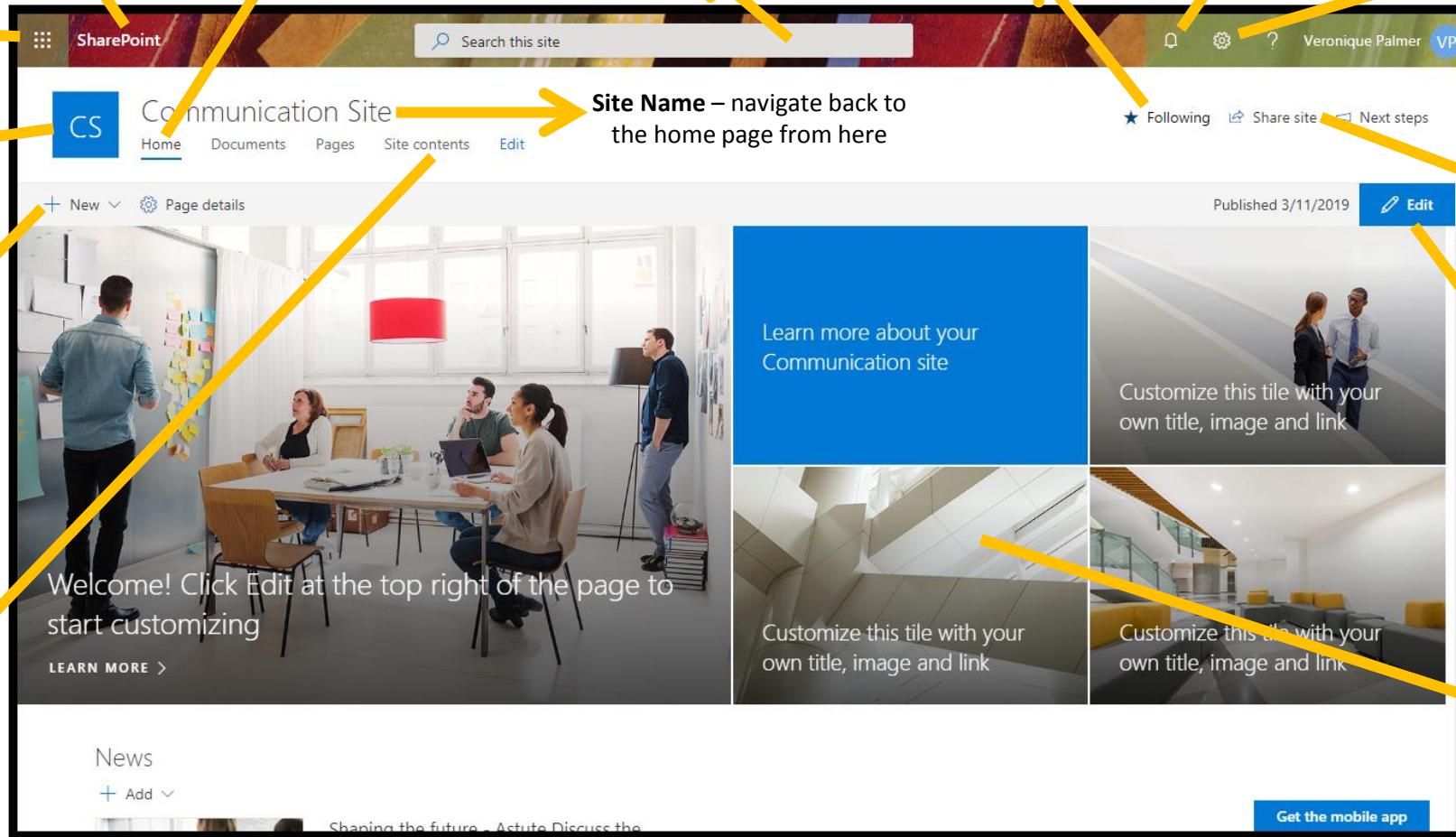
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Waffle – jump between platforms in Office 365



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Hero Web Part – sample web part added to page, more web parts below it – add, edit and remove web parts on demand as required

PLEASE NOTE : This site template uses SharePoint groups