Microsoft SharePoint is a collaboration software solution to assist faculty, staff and students with group communication. SharePoint provides many features such as document management, online calendars, team discussions and much more.

Store, sync, and share your documents with SharePoint Sites!

Please note that files stored on your Microsoft SharePoint Sites count against your 25GB SkyDrive Pro quota.
Microsoft SharePoint Sites

The Microsoft SharePoint Sites are available from your Office365 page.

1. Start by opening a web browser and going to: [http://www.shu.edu](http://www.shu.edu) and select the PirateNet link in the upper right corner.

2. Select the **Student Email** button.

3. Enter your Seton Hall University shortname (smithjoh) and password.
4 Your **Office365 page** will default to display your eMail

5 Select the **Sites** link in the Office365 navigation bar

6 The default SharePoint page will list the SharePoint Sites that you are following

   Please note the following:
   1. Files stored on your Microsoft SharePoint Sites count against your 25GB SkyDrive Pro quota.
   2. If you have not activated your SkyDrive Pro space, selecting “Sites” will activate your SkyDrive Pro space.
To create a SharePoint Site, select the **Site contents** link from the settings (⚙️) menu.

The **Site Contents** page is divided into two sections:
- Lists, Libraries, and other Apps
- Subsites

To create a new Subsite, select the **+ new subsite** link at the bottom of the page.
9. Complete the New SharePoint Site wizard, specifying the Title and Web Site Address of your SharePoint Site.

10. In the User Permissions section, select the “Use Unique Permissions” option.

   For the Navigation option, select YES
   
   Display this site on the top link bar of Parent site?

   For the Navigation Inheritance option, select NO
   
   Use the top link bar from parent site?

   Select the Create button.

11. Your new SharePoint Site will appear under the “Sites I’m following” column.
For additional information on SharePoint Sites, please see:

http://www.discoversharepoint.com/

and

http://blogs.shu.edu/win8/office-365/