How to Guide– Creating a SharePoint Page

What is SharePoint?

SharePoint is a web based program, similar to an intranet site which can be used to provide specified users access to a range of online information. All users are designated a permission level which determines their access – for example: read only, contributor, full control.

Benefits of SharePoint?

- SharePoint is able to upload documents greater than 5mb.
- Greater control over who can and can’t view the site – SharePoint access can be restricted to Committee members only.
- Better access to documents – SharePoint houses documents and information which can be accessed and amended by all members of the site (if required).

How do I set up a site?

- If you have an appropriate existing site you can create a subpage for the Committee, contact your site administrator for advice.
- If you do not have an existing site, you will need to contact IS who will create one for you.

In order to create a new page, you will need the correct permission level (full control), only users with full control are able to see and access the ‘Site Actions’ tab.

Select ‘create’ from the ‘Site Actions’ tab;
Then select ‘sites and workspaces from the ‘Web Pages’ tab

This will open a ‘New SharePoint site’ template – complete the prompts and click ‘create’.

Note, there is the option to select a meetings template, experiment to see if any of the templates fit your needs. It is also possible to create a customised template; please contact IS for further information.

You should now have a blank site ready for you to customise to your needs, you can create additional web parts and amend the existing ones to meet the needs of your committee, here are two examples which you may find useful;
• If you don’t have an existing site, you will need to contact ITS to create one for you under the ‘Committees Platform’ (an existing area of SharePoint which ITS use to house UWA Committee sites). Please provide ITS with the following information;
  
  • What is the purpose for this site?
  • Who is the audience of this site?
  • Is there a time frame of existence for this site?
  • Who would be the owners of this site?

**Can external committee members access SharePoint?**

Yes, please contact IS to create a ‘guest’ log in for users who do not possess a UWA staff number.

**Where can I get help?**

• IS are able to provide assistance with SharePoint issues – please contact the help desk 6488 1515 or [https://uwa.service-now.com/](https://uwa.service-now.com/).
• OSDS can assist with training and provide advice on your specific site and associated user needs. Please contact Kenn Martin – 6488 1503 or kenn.martin@uwa.edu.au

Notes – the SharePoint examples in this guide are based on SharePoint version 2007, please contact IS for further information regarding the migration of your site if you are utilising version 2003.

Please be aware that in order to use and access the SharePoint version 2007 your Internet Explorer browser needs to be Version 8 or above, 2007 SharePoint sites will not display on Internet Explorer Version 7. Please arrange upgrade of your Internet Explorer version with ITS help.