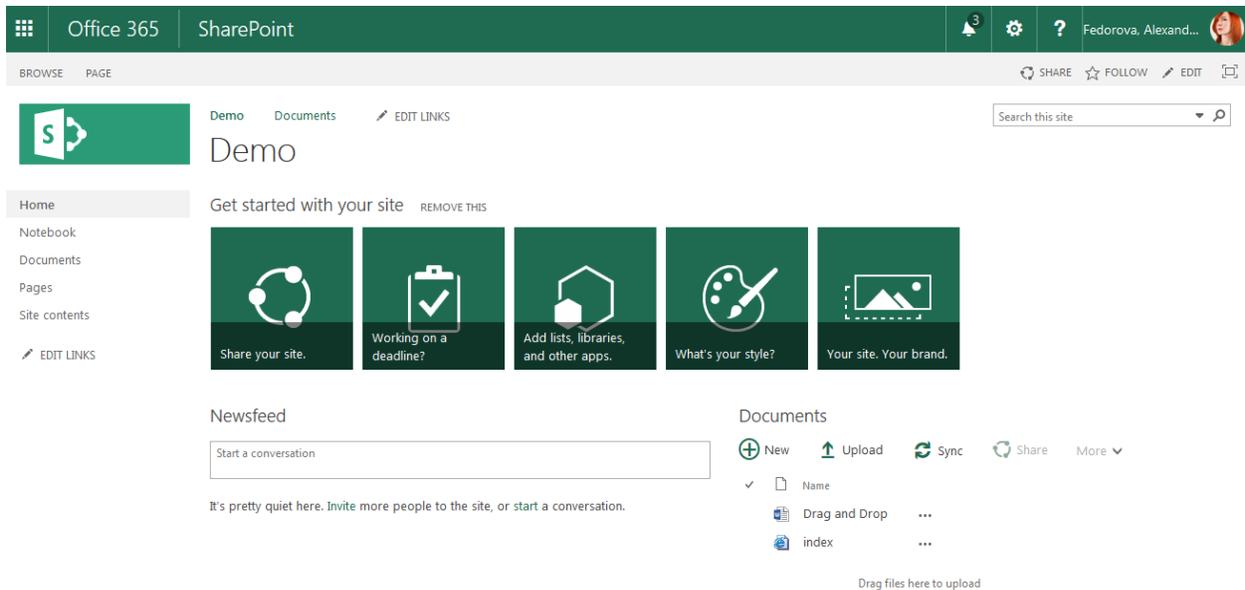


# Navigating SharePoint

Compared to classic file share, SharePoint Online has some additional features that will make working collaboratively easier, but it can be daunting to navigate at first.

A basic classic experience team site looks something like this:



Let's break down the basic components of it, starting from the top.

## The Office365 Suite Bar



1. Office Tiles: Click on this to access a quick menu of all Office 365 products available to you.
2. Office 365 Main Dashboard: Click on this to access your O365 Dashboard, which includes your Office apps and personal One Drive documents.
3. SharePoint Dashboard: Use this to go to your SharePoint Dashboard, which lists major updates from your most-visited and favorited sites. To learn more about the SharePoint Dashboard, refer to the Navigating the SharePoint Dashboard KB.

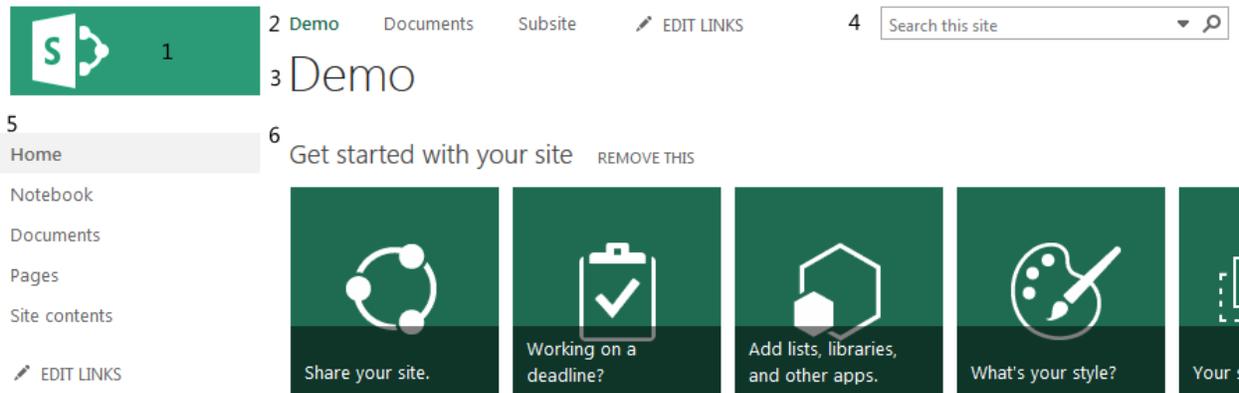
4. Alerts: All of your O365 alerts, including Task reminders and new emails alerts will be here.
5. Settings: This includes O365 personal settings. A site owner or editor will have additional options here. If you are familiar with previous SharePoint versions, this has replaced Site Actions.
6. Help: AskIT Contact information is a basic help search can be found here.
7. Your user information: You can access your personal profile here, account settings, and sign out.

Just below the Office header is the Ribbon header. The content here can vary based on your permissions and site configuration. This is an example header from a classic experience site:



1. If you've worked with previous versions of SharePoint, this should be familiar. This section of the header will have ribbon elements relative to the content you are viewing: Page, Library, List, etc.
2. Share: If enabled on your site, this allows you to quickly share the site with other individuals within UAB. More detailed information about sharing can be found in the Sharing Content KB article.
3. Follow: Marks the site or list/library as followed by you. This allows for quick access to the Followed content from your SharePoint Dashboard and Delve. For more information about accessing Followed content from either, please refer to the SharePoint Dashboard KB. **It is highly advised to follow content you use regularly, for quick access.**
4. Edit: This is only visible if you have Edit access and higher to the page you are on. It allows you to quickly switch into page edit mode to modify content on that page.
5. Focus On Content: This removes the navigation elements and the Office ribbon for easier view of your page content.

Then, this is the actual content of your page:



1. The Site Logo: Site owners can update this from within Site Settings.
2. Site Navigation: This can be modified at the page level, via the Edit Links button just to the right of navigation. This can also be modified by the site owners within Site Settings.
3. Site Title: Site owners can update this from within Site Settings.
4. Search: By default, this searches everything in the site and its subsites. However, using the down arrow on the right allows you modify the criteria of the search to: Everything (which will return only items that you have access to), People, and Conversations.
5. Left Navigation: Typically displays content within the current site, listing any lists and libraries. This is available on the default template, if you do not see it, it may have been removed by your site owner. Like the site navigation, this can be modified via the Edit Links button at the bottom of the navigation, or via the Navigation settings within Site Settings. The **Site contents** link allows you to view all the content in the site that you have access to, some of which may not be on the navigation.
6. Page Content: This can be modified by the site owner or any designated content editors.