

How to Use Your Website

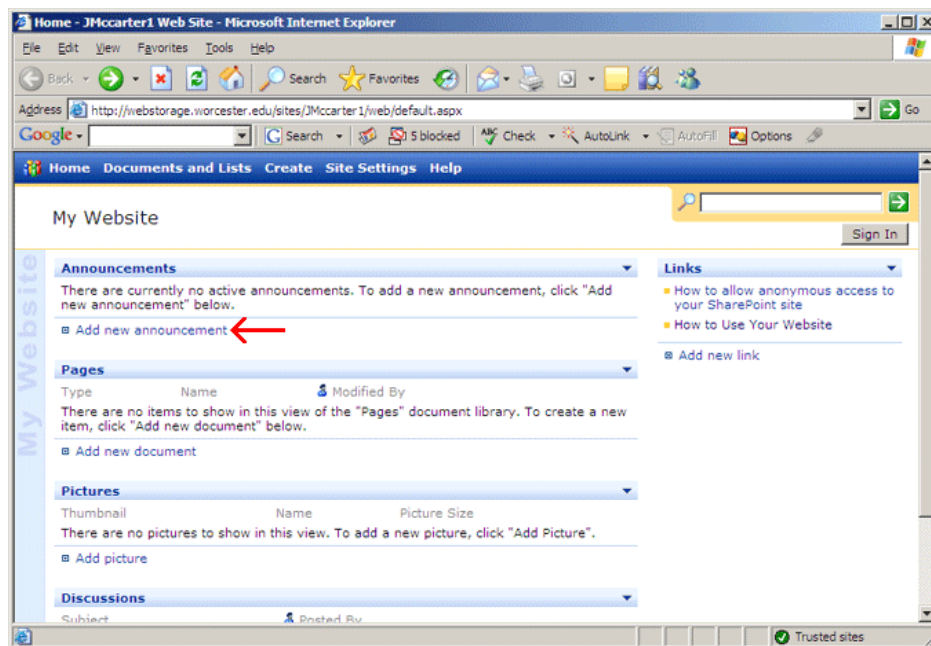
This resource is only available to faculty and staff.

This document will explain the basics to set up and start using your Sharepoint Website. We will cover how to alter your welcome message, and how to post a new message.

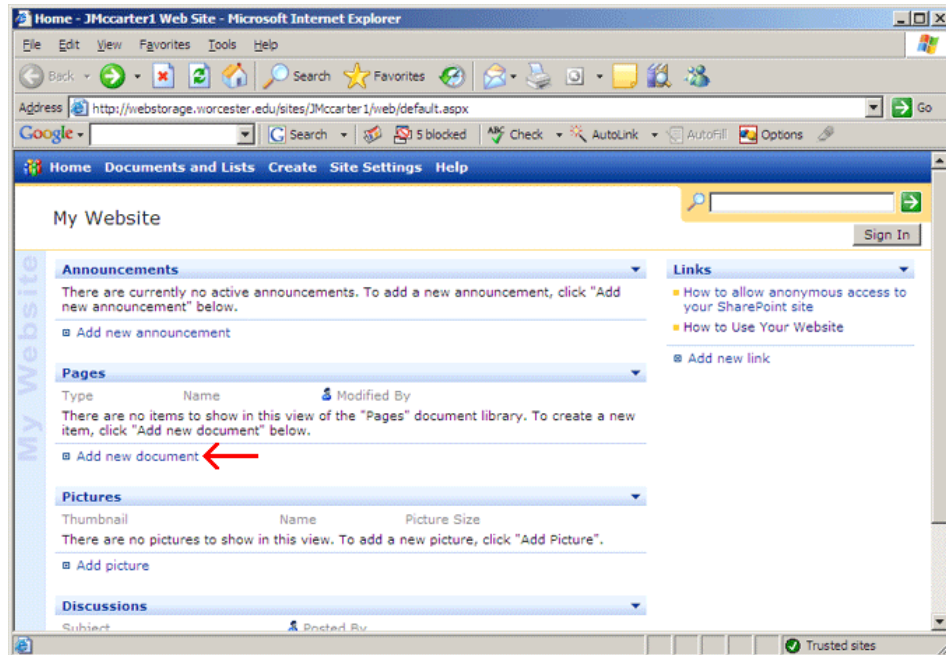
Only the “owner/administrator” of a Sharepoint site (or other users or groups who have been given permissions to access the document library, list, or entire site) will be able to view or access files on the site.

More detailed documentation regarding Sharepoint sites can be found under the Community System Subheading of the IT website (<http://it.worcester.edu>)

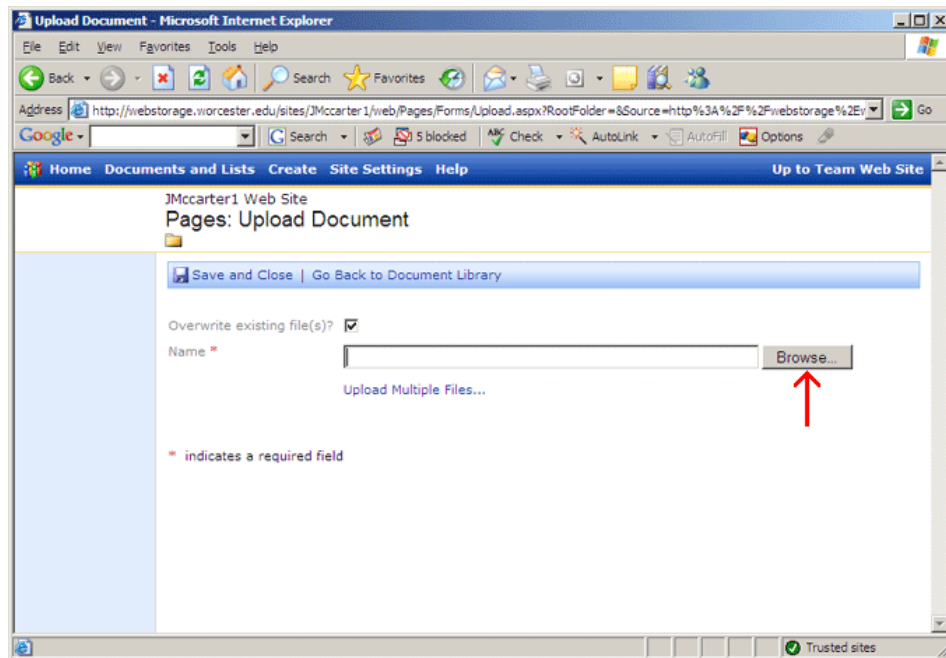
- I. Adding an announcement to your webpage
 - A. **Open your web page** in a browser.



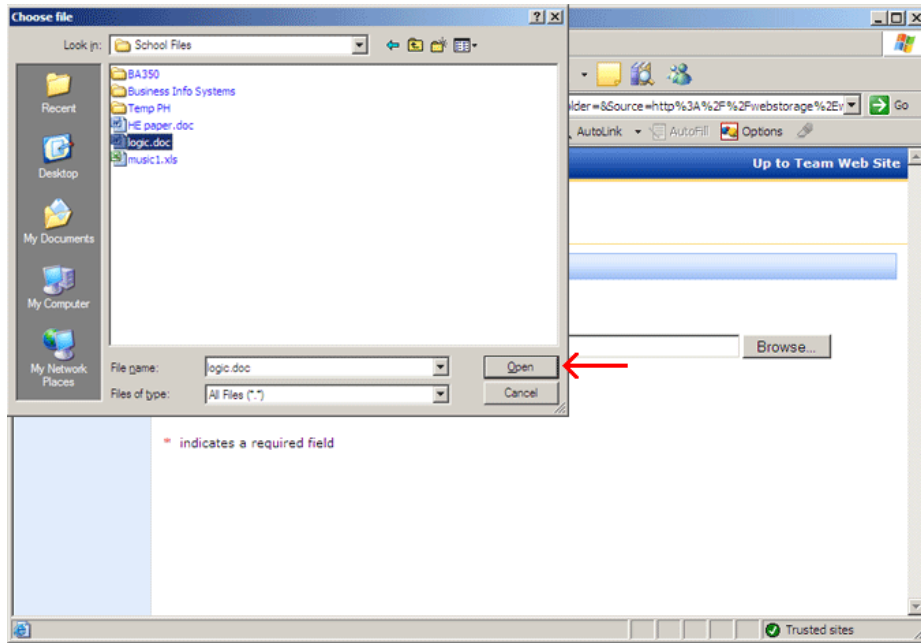
- B. **Click the Add new announcement link** under the Announcements title. The Announcements: New Item screen will open.



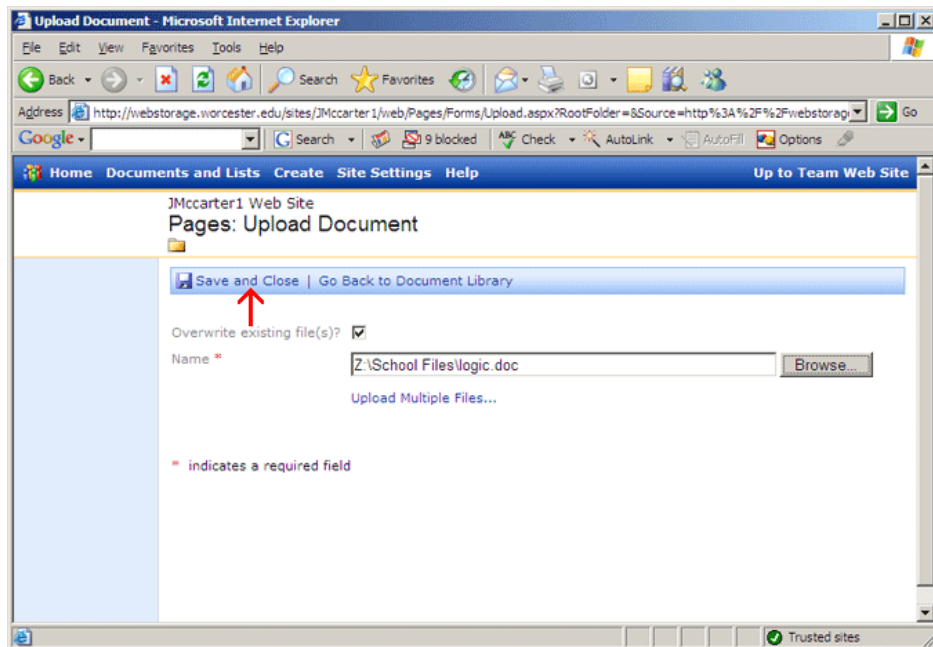
- B. **Click the Add new document link.** A Pages: Upload Document screen will open.
C. If you wish to upload a single file:



1. **Click the Browse button.** The Choose file box will open.

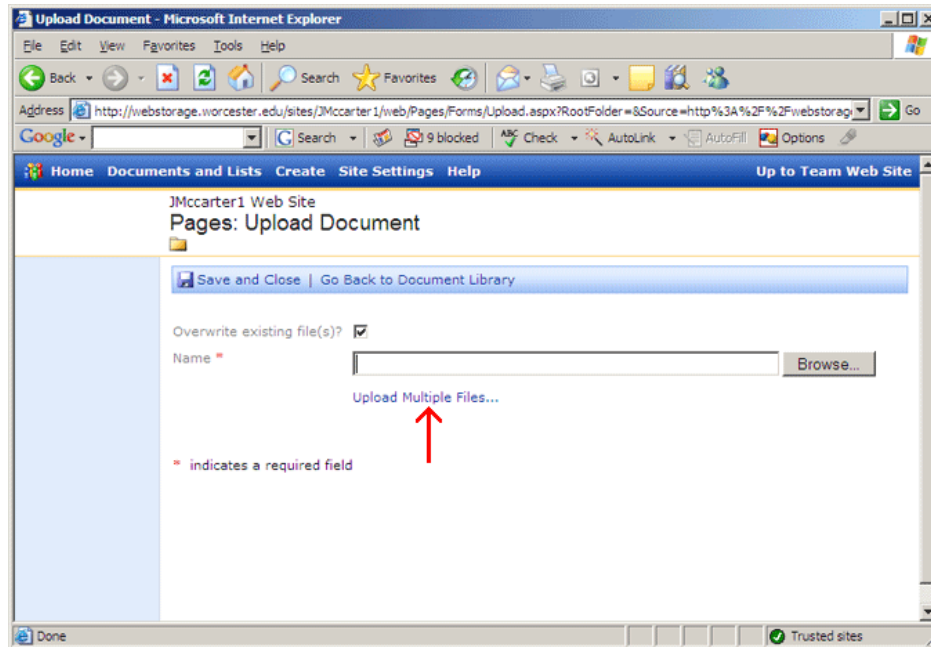


2. **Select the file you wish to display and click Open.**

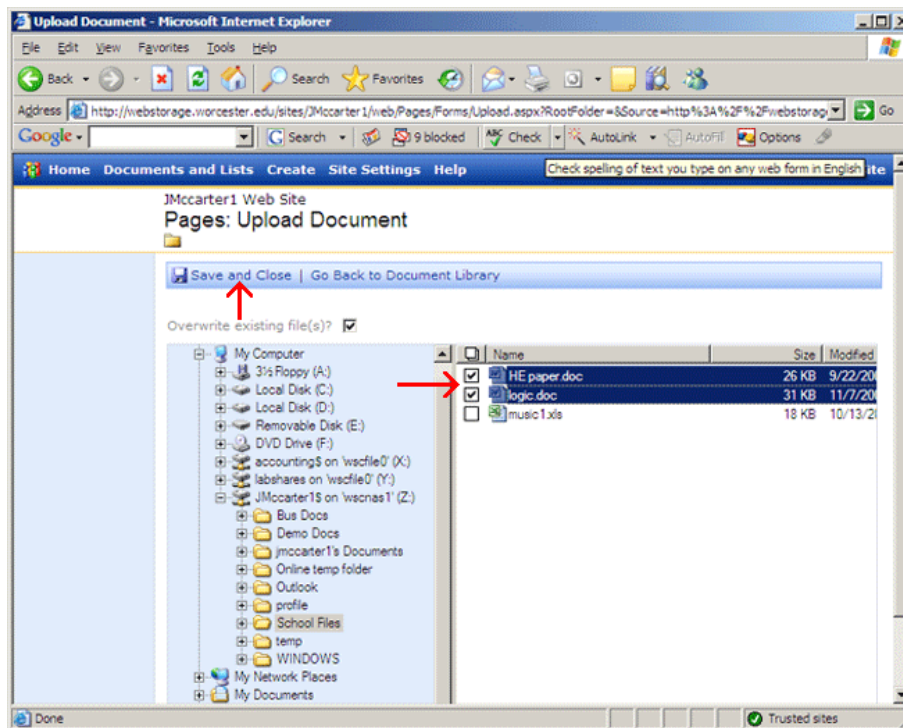


3. **Click Save and Close.**
4. You will be returned to your website which will show the new file under the Pages heading.

D. If you wish to upload multiple files:

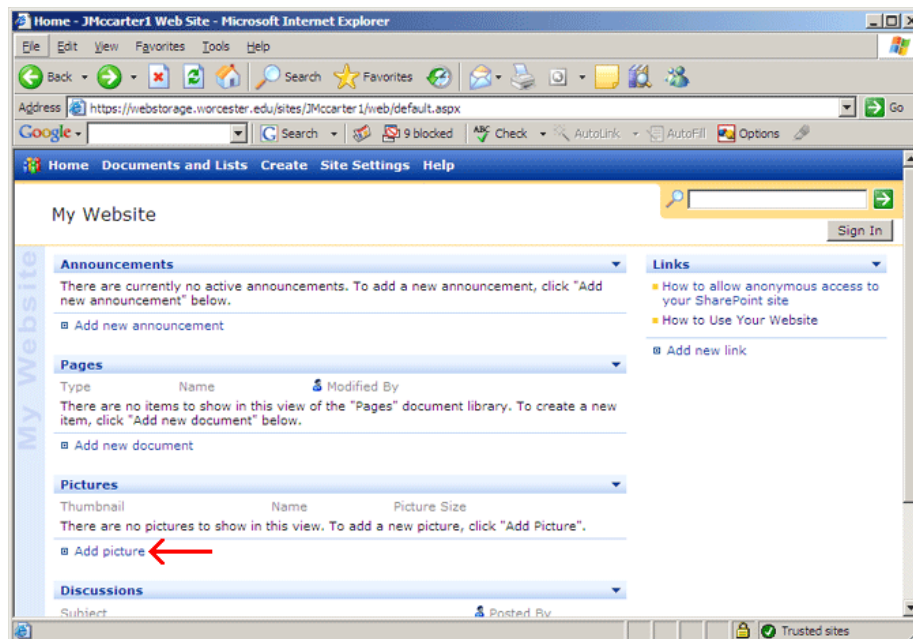


1. **Click Upload Multiple Files.** A Pages: Upload Document screen will open.



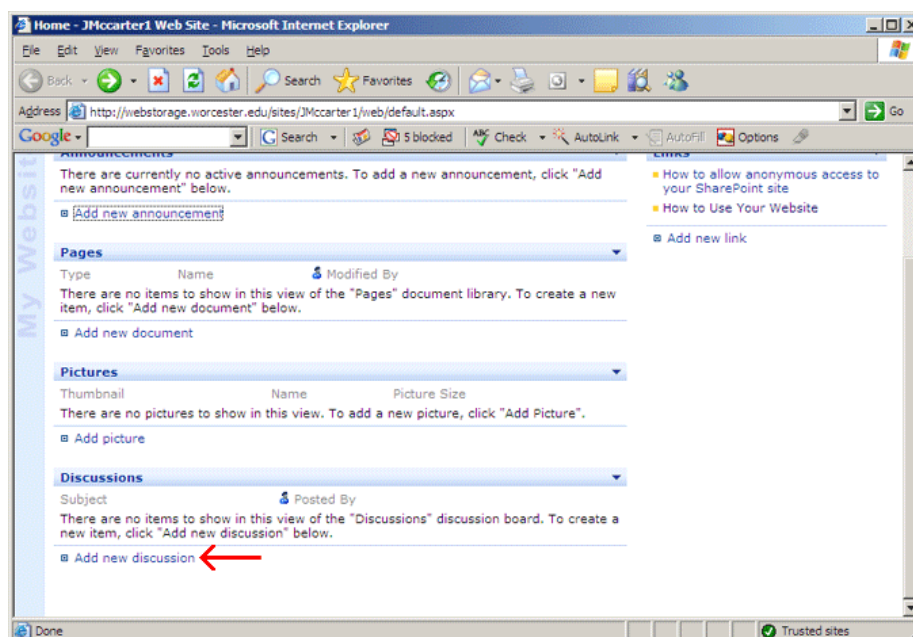
2. In the directory on the left, **select the location where the files you wish to upload are saved.** The files in the selected location will appear in the list on the right.
3. **Click in the box beside each file you wish to upload.**
4. **Click Save and Close.**
5. You will be returned to your website which will show the new file under the Pages heading.

- III. Adding a picture to your website
A. **Open your web page** in a browser.



- B. **Click Add picture.** A Pictures: Upload screen will open.
C. The steps for selecting a picture file to upload are the same as loading a page above in step 2. Be sure the file you select is a graphic format such as JPG, BMP, GIF, etc.
D. A thumbnail of pictures stored here will show on your homepage.

- IV. Starting a discussion on your website
A. **Open your web page** in a browser.



- B. **Click Add new discussion.** A Discussions: New Item screen will open.

The screenshot shows a Microsoft Internet Explorer browser window titled "New Discussion - Microsoft Internet Explorer". The address bar displays the URL: <http://webstorage.worcester.edu/sites/JMccarter1/web/Lists/Discussions/NewForm.aspx?Source=http%3A%2F%2Fwebstorage%2Ewc>. The page content includes a navigation bar with "Home", "Documents and Lists", "Create", "Site Settings", and "Help". Below this, the page title is "JMccarter1 Web Site" and the subtitle is "Discussions: New Item". A blue bar contains the buttons "Save and Close", "Attach File", and "Go Back to Discussion Board". The main form area has a "Subject *" field and a "Text" field with a rich text editor toolbar. A red arrow points to the "Subject" field, and another red arrow points to the "Text" field. A legend at the bottom indicates that "*" indicates a required field.

- C. **Click in the subject field.**
D. **Type a subject for the discussion.**
E. **Click in the text field.**
F. **Type the message** you wish to appear.
G. **Click Save and Close.**
H. You will be returned to your website which will show the new discussion post.