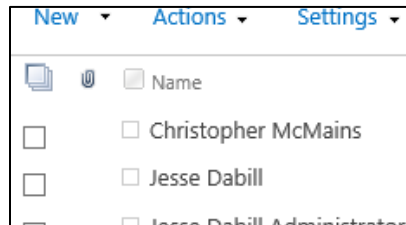


Quick Reference for SharePoint Owners

Maintain Members

To add new members to the SharePoint site:

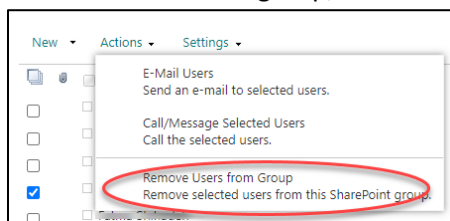
1. Navigate to your committee's site homepage.
2. Select the settings/gear icon (upper right).
3. Select Site Settings.
4. From the list of choices under Users and Permissions, select Site Permissions.
5. Select the group for the committee members (committee name members), and a list of current members will display.



6. Select the New option and choose Add Users/Add Users to this group.
7. Enter the name or email of the employee you need to add.
8. Select "Show Options" and check the box to send an email notification or uncheck the box to add without notifying the employee.
9. Select Share.

To remove members from the SharePoint site:

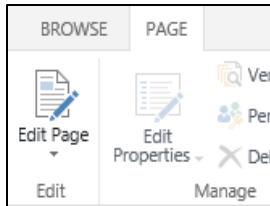
1. Navigate to your committee's site homepage.
2. Select the settings/gear icon (upper right).
3. Select Site Settings.
4. From the list of choices under Users and Permissions, select Site Permissions.
5. Select the group for the committee members (committee name members), and a list of current members will display.
6. Select the check box next to the members name whom you need to remove
7. Select the Actions dropdown, and choose Remove Users from Group/Remove selected users from this SharePoint group, then select Ok.



Customize the Site

To add a web part to the site:

1. Navigate to the committee site homepage
2. Select the Page Tab, then choose Edit

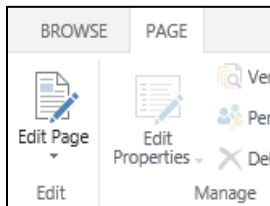


Page.

3. Select Add a Web Part in the desired column, then select the web part
4. Select Add
5. When all added web parts are complete, select Stop Editing in the top left.

To remove a Web Part:

1. Navigate to the committee site homepage
2. Select the Page Tab, then choose Edit Page.



3. Select the Web Part in the desired column, then select delete/trash can icon
4. Re-publish the page

You have the option of adding, deleting, editing or reordering your side navigation links for the site.

To add a link:

1. Select Edit Links
2. Select the "+ Link" option in the side navigation
3. In the new window include the text for the link and the url address, then select OK.

To edit a link to update the displayed text or the location that the link directs to:

1. Select Edit Links
2. Select the link icon or type over the displayed text
3. Select Save

To remove a link:

1. Select Edit links
2. Select the x next to the link to delete

To reorder a link:

1. Select Edit links
2. Select and drag and drop the link to a new location