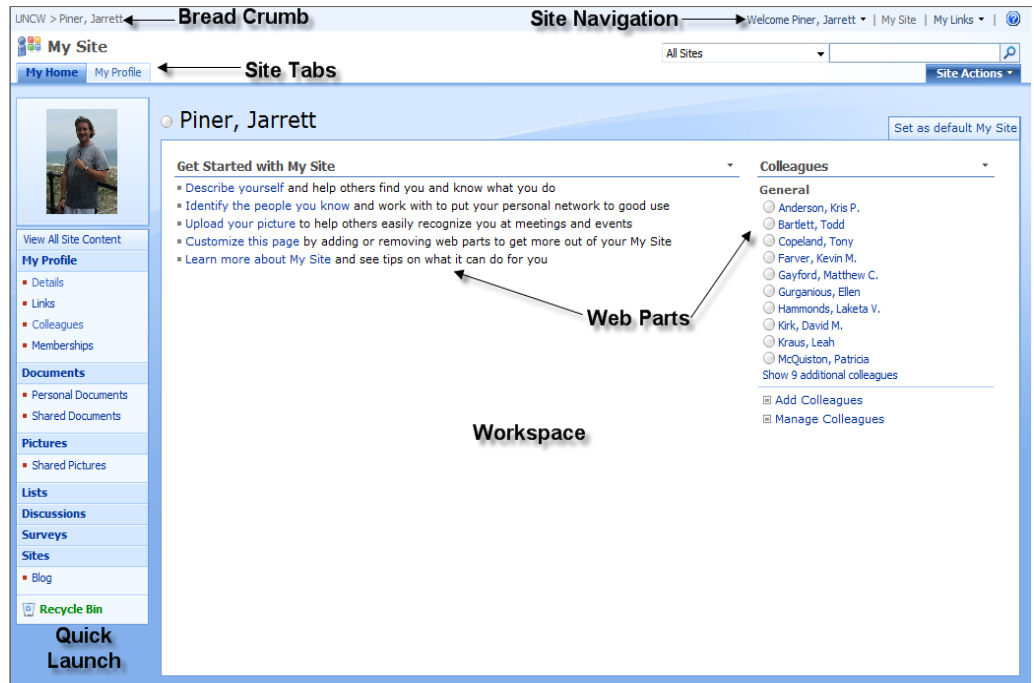
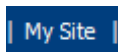


SharePoint is a powerful collaborative environment that allows you to communicate, manage documents, schedule events, utilize tasks and solve many other problems from one central location. This guide focuses on the My Site features of SharePoint.

My Site

My Site is your personal workspace to keep public or private libraries, photos, lists and subsites. My Site is a separate site collection from the Departmental and Team SharePoint sites.

To Access you're my Site, click the My Site link in the SITE NAVIGATION tool bar. The first time you access My Site it will be created and configured for you.

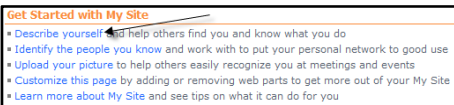


Getting Started with My Site

Describe Yourself

Give keywords in your description to help managers find employees with the skills they need to fulfill a project.

1. Click DESCRIBE YOURSELF link from the GET STARTED WITH MY SITE web part.
2. Fill in all important information.

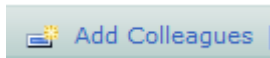


3. Click SAVE AND CLOSE

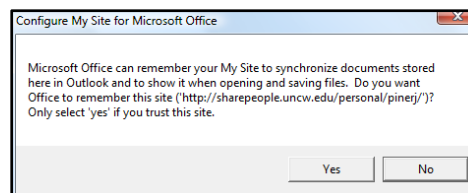
Identify the people you know

List people you know to network with people in and out of your department.

1. Click the IDENTIFY THE PEOPLE YOU KNOW under the GET STARTED WITH MY SITE web part.
2. Click ADD COLLEAGUES.



3. A pop up window will display to "Configure My Site for Microsoft Office," select NO.



4. Under IDENTIFY COLLEAGUES select the name of the colleagues by clicking the address book.



5. In FIND, type the first name or first initial of the colleague the click the FIND icon.



6. Click the ADD button and then click OK.
7. Click OK.

Upload your picture

This picture will be displayed above the quick launch bar.

1. Click UPLOAD YOUR PICTURE under the GET STARTED WITH MY SITE web part.
2. Under Picture, click CHOOSE PICTURE.
3. Click the BROWSE button to select a picture. Note uploaded pictures should be saved as a JPEG image.
4. Click SAVE AND CLOSE located at the top of the page.

Customizing this page

Customizing your My Site is done by adding Web Parts to the different zones on the workspace area. See the Web Part section of this document for a better understanding.

Learn more about My Site

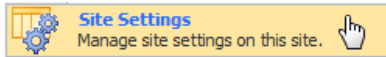
To get a better understanding of the functions available in My Site, click LEARN MORE ABOUT MY SITE under the GET STARTED WITH MY SITE web part.

Look and Feel

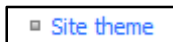
Site Theme

The site theme changes the font and color scheme of your site. Each site can have an individual theme.

1. From any page within the site click SITE ACTIONS and then SITE SETTINGS.



2. Under LOOK AND FEEL click SITE THEME.

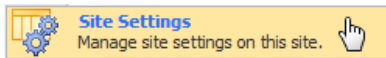


3. Select the theme of your choice and click APPLY.

Quick Launch Bar

To change the order on the Quick Launch Bar, do the following:

1. From any page within the site click SITE ACTIONS and then SITE SETTINGS.



2. Under LOOK AND FEEL click QUICK LAUNCH.



3. Click CHANGE ORDER and arrange the Headings and Sub-Headings by clicking the drop down arrow and changing the order of the numbers.



4. Click OK.

Create a List

Lists are tables of stored information and include Calendars, Announcement, Task Lists, Contacts, Event, Links and Surveys

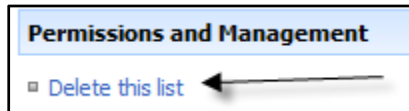
Create:

1. To create a Calendar, from any page within the site click SITE ACTIONS and then CREATE.
2. Under TRACKING click CALENDAR.

3. Type the Name and Description, and select YES to "Display this list on the Quick Launch". (Remember the name of your list, and any other item you create because they can be added as web parts.
4. Click CREATE.

Delete

1. Navigate to the List you want deleted, click the SETTINGS drop down arrow and then click LIST SETTINGS.
2. Under PERMISSIONS AND MANAGEMENT click DELETE THIS LIST.



3. A pop up window will display sending it to the Recycle Bin. Click OK.

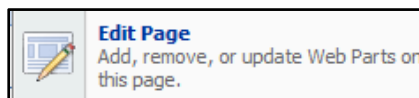
Add a Web Part

Web Parts are active features that allow you to insert lists, libraries, and any items you created onto the zone areas of your My Site Home page.

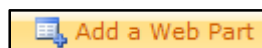
To add a Shared Documents Library Web Part, do the following:

Create

1. From the Home Page click SITE ACTIONS, and then EDIT PAGE.

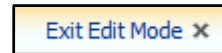


2. Pick a Zone you want to place a web part in by clicking ADD A WEB PART.



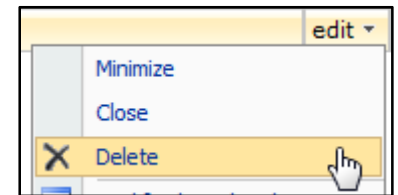
3. Under LISTS AND LIBRARIES select the Shared Documents Library.
4. Click ADD.

5. Click EXIT EDIT MODE at the top right located under SITE ACTIONS to return to the normal view.



Delete

1. From the Home Page click SITE ACTIONS, and then EDIT PAGE.
2. Go to the Web Part you want deleted and click the EDIT drop down arrow and select DELETE.



3. Click EXIT EDIT MODE at the top right located under SITE ACTIONS to return to normal view.

Modify

1. From the Home Page click the Web Parts drop down arrow on the far right of its title bar.
2. Click MODIFY SHARED WEB PART.
3. Edit any changes to appearance, layout, and Advanced by clicking the plus sign.
4. Click APPLY and OK.

Create a Subsite

Your My Site is the top level in your site collection. Any sites that are created under this top site are called subsites.

1. Click the SITE ACTIONS drop down arrow.
2. Under the WEB PAGES section select SITES AND WORKSPACES.
3. Enter the Title and URL.
4. Choose a template and modify permissions as you see fit.
5. Modify any other display settings and click CREATE.
6. Click OK.