

WeShare Tutorial

Things To Know About WeShare

- What isWeShare/Sharepoint?



“WeShare” comes from the name in the address of the server.

- What isWeShare/Sharepoint?



SHAREPOINT is the name of the Application that runs on the server. It is a Microsoft application that is designed to enable people to Collaborate on documents.

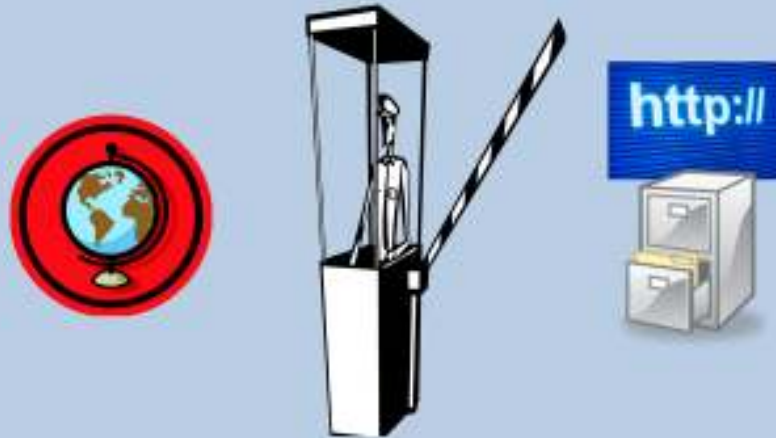
Sharepoint – Document Library



One feature we use is the Document Library. It allows us to access files from anywhere on the Internet.



Sharepoint – Document Library



SharePoint has security features built-in to prevent unauthorized access.

- A secure online method of managing case files



The connection to the server is encrypted to prevent people from “listening in” on the connection.

- Password protected web facing access



SharePoint is password protected. The password is the same as your "chinooksedge" email or computer login.

Basic Site Navigation



- Site accessible to WHOLE Division
 - If PERMITTED...
 - ALL Schools & ALL Staff



- Site intended for Division Office Teams only
 - ...Division Office staff only....



- Intended for Technology Staff only...



WeShare - My Division ▶ Shared

Share a document with the team by addin

WeShare - My Division

Division Office Team Site

Libraries

WeShare - My School

We Share - Drop Box

Type

Nam



ADC



CAR



FSW

How To Sign In?

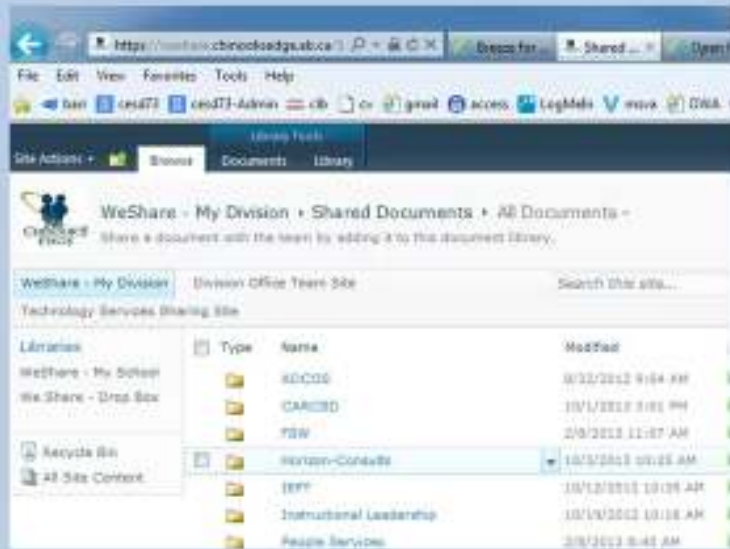


CESD\
<username>

When accessing WeShare from outside our network or using a non “Internet Explorer” browser, you may need to type in a password.

When typing in the username, type “CESD\” before the username....

Create Desktop Shortcut



How to Create a Shortcut on Desktop - http://youtu.be/I48OJ_chvV0

Managing Files & Folders Demo



Managing Files on Sharepoint - http://www.youtube.com/watch?v=j6xl_bq8iI8



SharePoint has a SEARCH box, that shows results the user is permitted to see. If a user isn't allowed to see a certain folder, their search results won't show files in that folder.

Search Demo