

Alaka`ina SharePoint Tips

Internet Explorer Settings

If you are using the IE browser, (Windows Internet Explorer) please follow these steps to eliminate the multiple logins and speed up SharePoint.

Step 1

Click on tools in IE, click Internet Options, click on the Security Tab, and click Trusted Sites. Click on the Sites button and add the company intranet sites,

<https://alakainaonline.sharepoint.com>

(* is a global character that will include the Employee Resource Center, Laulima, Keaki and Kupono)

If you are a Corporate employee, add the Corporate Operations intranet site, <http://alakainaonline.sharepoint.com.com>

Note: Make sure 'Require server verification (https) for all sites in this zone' is not checked.

Step 2

Once you have added your sites click the custom level button under the security section.

At the very bottom under User Authentication, select the option that says Automatic logon with current username and password.

This should automatically sign you in with your current Windows/Active Directory credentials.

Step 3

At the top of Internet options, click on the Connections tab. Click on the Lan Settings button. Make sure Automatically Detect Settings is unchecked. Click OK, and Ok.

Step 4

Log out of Internet Explorer entirely and log back in.

Working with Libraries and Lists



Quick Edit: Opens list or library in a spreadsheet format. Easy for updating metadata for multiple documents or list items.

Create View: Select to create a view of the list of documents. Enter all view criteria and click OK.

E-mail a link: Opens Outlook to send an email with a link to the library or selected document.

Alert Me: Receive an email when things change.

Export to Excel: Opens in an Excel workbook.

Working with List Items



New Item: Add new items to the list. Opens form to enter metadata.

View/Edit Item: Open items for viewing or easy editing.

Delete Item: Deletes items from the list.

Attach File: Allows document to be uploaded as an attachment to the list.

Working with Documents



New Document: Create a new document to save to library.

Upload Document(s): Browse to upload an existing document or drag and drop multiple documents into drag and drop window.

New Folder: Add new folder to document library.

View/Edit Properties: View or update the document properties or metadata.

Tip: You can drag and drop documents into the library.

Working with Calendars



New Event: Add an event to the calendar.

View/Edit Event: Opens event information for viewing or easy editing.

Delete Event: Deletes item from the calendar.



Scopes: Display calendar by Day, Week or Month.

Expand: Calendars can be expanded to show all events or collapsed to show minimal information.

Calendar Overlays: Connect, aggregate and color-code multiple calendars for easy reference.

Sending an Email with links to SharePoint

Email link to a Page: Go to the page, click on the URL at the top of the screen (it will start with http) and copy it into memory by holding down the CTRL and C keys. Go to the email and paste the URL link into the body of the email by holding down the CTRL and V keys.

Email link to a document: Right Click on the document on the page, select Copy Shortcut. Then, go to the body of the email and paste the shortcut by holding the CTRL and V keys down.