



User Guide

Getting Started With SharePoint Online Tutorial Team Site

This product will help your business learn about the different features that are available with Office 365 SharePoint Online. It will allow users to work through over 20 lessons to learn more about the features available with SharePoint Online.

The product is available in three versions:

1. *Template Only* – This version is free to download but only contains links to external content.
2. *Standard* – This version contains all content as well as the external links. Video tutorials are streamed via YouTube and may display advertising.
3. *Premium* – This version contains all the content as well as the external links. All the videos and documents are made available as separate download files to allow you fully customise the Team Site information.

You are not licensed to resell any of the material you purchase publically however the Premium version provides a license to re-brand the material for use directly by your business or for your customers.

You may also elect to purchase annual product maintenance. Doing so will provide you with free updated versions of the template for a period of twelve (12) months. If you purchased the Premium version and annual product maintenance you are also entitle to receive all the content updates as well for a period of twelve (12) months.

Details

The Getting Started with SharePoint Online Tutorial Team Site is basically a SharePoint site template that can be added to any SharePoint Online Site Collection.

Video instructions on this install process are available at -

<https://www.youtube.com/watch?v=PPsjtjvnP04>

The basic steps are:

1. Upload the Template WSP file to the Solutions Gallery of the Site Collection where you wish to create the Tutorial Team Site.
2. Ensure the uploaded WSP file is “activated” in Solutions Gallery.
3. Navigate to location where you wish the Tutorial Team Site to appear.

4. Create a new subsite in this location, select the Tutorial Team Site from the Custom tab in the templates section of the subsite creation page.

If you instead wish to use the Tutorial Team Site as the root of a New Site Collection then please refer to this video for guidance - <https://www.youtube.com/watch?v=eeeTPTLYjaU>

Once installed the Tutorial site provides:

- 22 chapters covering a separate SharePoint Online topic.
- 2 ½ hours of video lessons.
- Links to more than 30 detailed content web site to continue your learning.
- Over 250 pages of downloadable documentation.
- Easy to install on any Office 365 plan that includes SharePoint as a subsite as many times as you need.
- Simple to customize, extend and update for your needs.
- Easy to delete if required.

You can find out more about the product by watching the following video -

<https://www.youtube.com/watch?v=WhoqkPflRF8>

Updates

It is expected that this template will be updated on a regular basis as new and enhanced features become available with Office 365. As they do, new versions of the product will be made available for free to those who have purchased the annual maintenance option.

Much like a Word document template, once the Tutorial Team Site template has been used to create a sub site it cannot be updated by 'applying' a new template. If you wish to use an updated template you will need to create a completely new subsite.

If you find any bugs or have suggestions about this product or what you would like to see along the same lines, please don't hesitate to contact me directly at – director@ciaops.com.

Thanks

I thank you for purchasing this product and supporting my business. Your purchase email address will be subscribed to a products update email list that will keep you informed about product updates. You can unsubscribe from this email list at any time directly from the email received. Alternatively, if you don't wish to be on this email list please contact me directly. Any

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If you need support on this product or have any feedback or suggestions please contact - director@ciaops.com.

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