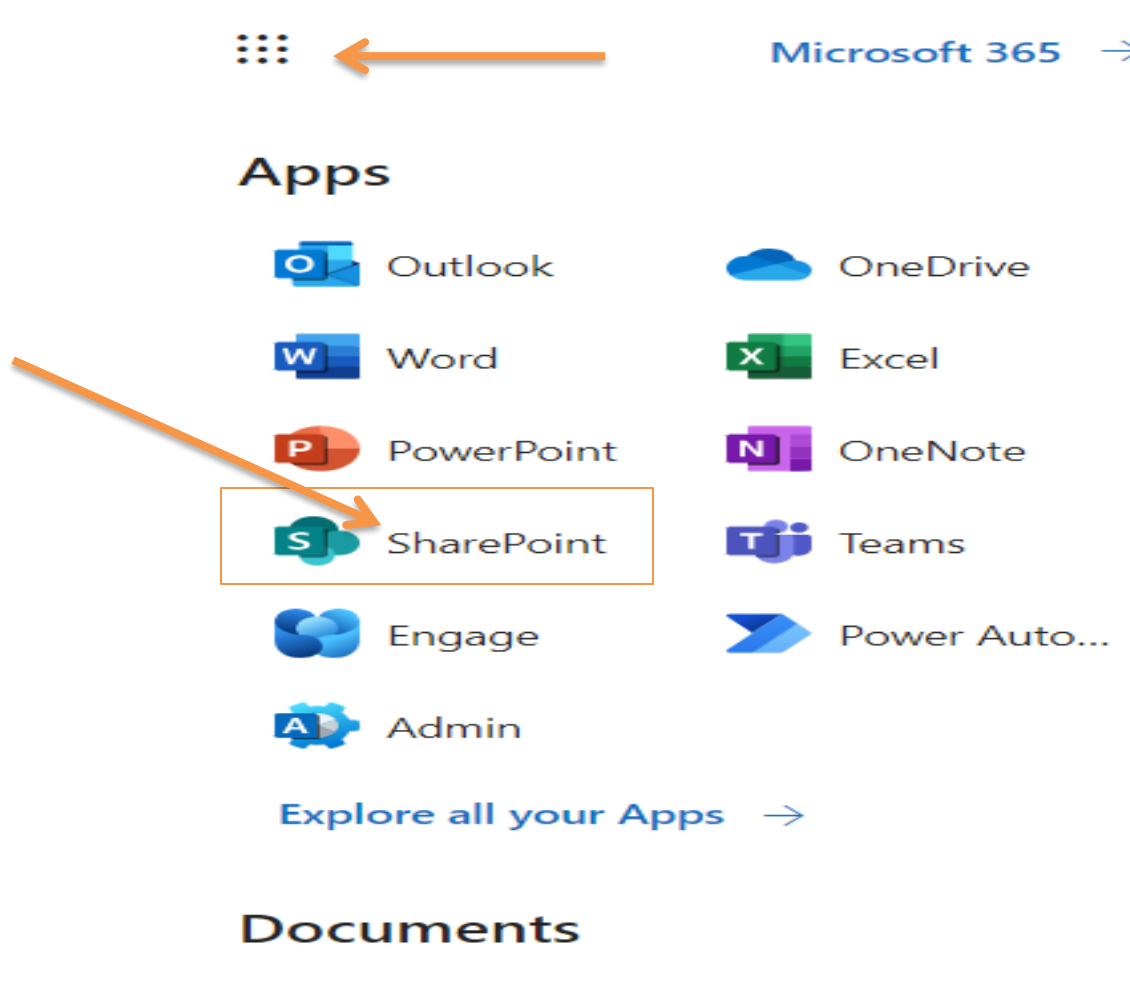


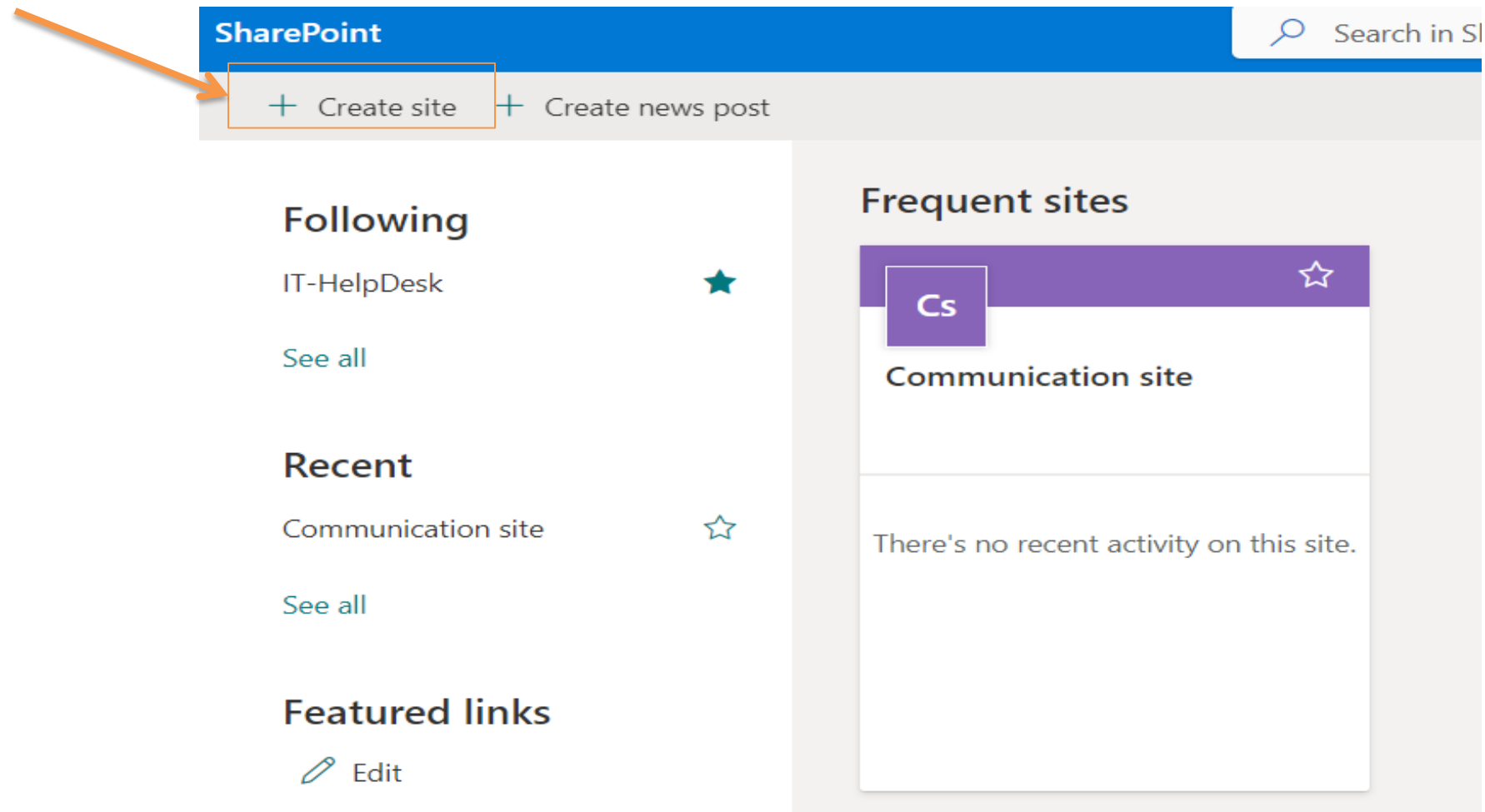
Cấu hình Sharepoint Site

- **Step 1:** Go to <https://www.office.com>, Click icon **App Launcher**, click **SharePoint**



The screenshot shows the Microsoft 365 App Launcher interface. At the top, there is a grid icon (App Launcher) with an orange arrow pointing to it, and the text "Microsoft 365" with a right-pointing arrow. Below this is the "Apps" section, which lists various Microsoft 365 applications in two columns. The "SharePoint" icon, which is a green square with a white 'S', is highlighted with an orange box and an orange arrow pointing to it. Other apps listed include Outlook, Word, PowerPoint, Engage, Admin, OneDrive, Excel, OneNote, Teams, and Power Auto... At the bottom of the Apps section is a link "Explore all your Apps" with a right-pointing arrow. Below the Apps section is the "Documents" section. To the right of the App Launcher is a partial view of the Microsoft 365 dashboard, showing a "Health" section with a dropdown menu, a "Add user" button, and a "Service health and usage" section with a link to "View the current health status of".

- **Step 2:** Click **Create site**



- **Step 3:** Click **Team site**

(Team Site) Trang web nhóm : Cung cấp một nơi cho các nhóm người dùng để xem và cộng tác về nội dung, dữ liệu và tin tức/thông tin.



Team site

Create a private space to collaborate with your team.

- 📅 Track and stay updated on project status
- 🔄 Share team resources and co-author content
- 👥 All site owners and members publish site content
- 🔗 Can connect to other Microsoft 365 products

(Communication Site) Trang web giao tiếp : Đây là một loại trang web trong **SharePoint** được sử dụng để chia sẻ và truyền đạt thông điệp giữa các doanh nghiệp. Trang web giao tiếp có thể tùy chỉnh và giúp bạn truyền tải thông tin rộng rãi trong toàn bộ tổ chức hoặc chiến dịch nội bộ.



Communication site

Share information that engages a broad audience.

- 📄 Create a portal or subject-focused site
- 🗣️ Engage dozens or thousands of viewers
- 👤 Few content authors and many site visitors

- **Step 4:** Select template **Project management**

Select a template

Standard team

Manage projects, share content, and stay connected with your team.

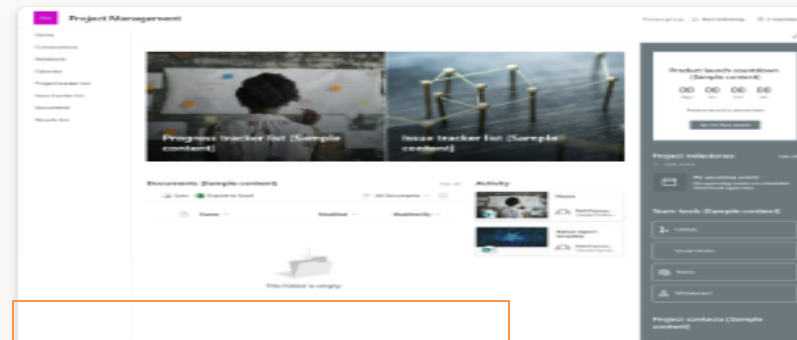
Crisis communication team

Centralize crisis communication, resources, and best practices.



IT help desk

Manage technical requests, track devices, and share training materials.



Project management

Collaborate with your team to share project details and resources.

- Step 5: Click button **Use template**

The screenshot displays a Microsoft Teams channel named "Project Management". The channel header shows it is a "Private group" with "3 members". The left sidebar lists navigation options: Home, Conversations, Notebook, Calendar, Project tracker list, Issue tracker list, Documents, Recycle bin, and several more Recycle bin entries. The main content area features a template preview with two large images: "Progress tracker list [Sample content]" and "Issue tracker list [Sample content]". Below these are sections for "Documents [Sample content]" (with Sync and Export to Excel options) and "Activity" (showing recent posts). On the right, there is a "Product launch countdown" widget, "Project milestones" (with "No upcoming events" message), and "Team tools" (listing GitHub, Visual Studio, and Teams). At the bottom of the preview, there is a "Back" button and a "Use template" button, which is highlighted with an orange arrow.

Back

Use template

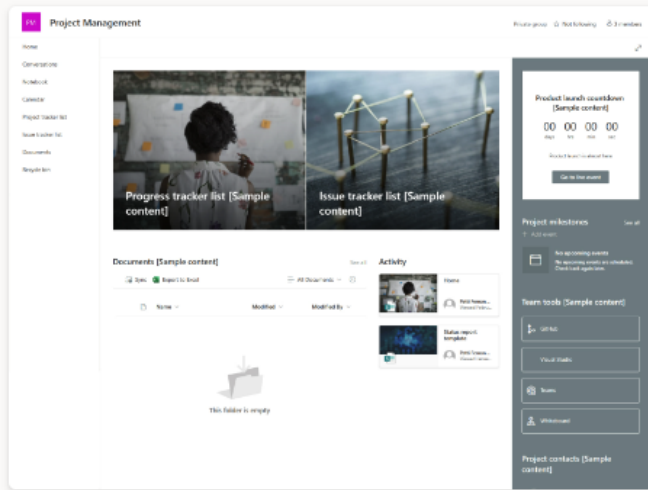
- **Step 6: site name : Demo ,**
- **Group email address : Demo ,**
- Site address: https://12fjct.sharepoint.com/sites/Demo

Click Tab NEXT

Give your site a name

Decide on a unique name that follows your organization's naming standards. The description is optional, but useful for people to understand what your site is for.

Your team site will be connected to a Microsoft 365 group, which gives your site a shared OneNote notebook, group email address, and team calendar.



Project management

Change template

Site name *

Demo

The site name is available.

Site description

Tell people the purpose of your site

Group email address *

Demo

The group alias is available.

Site address *

https://12fjct.sharepoint.com/sites/ Demo

The site address is available.

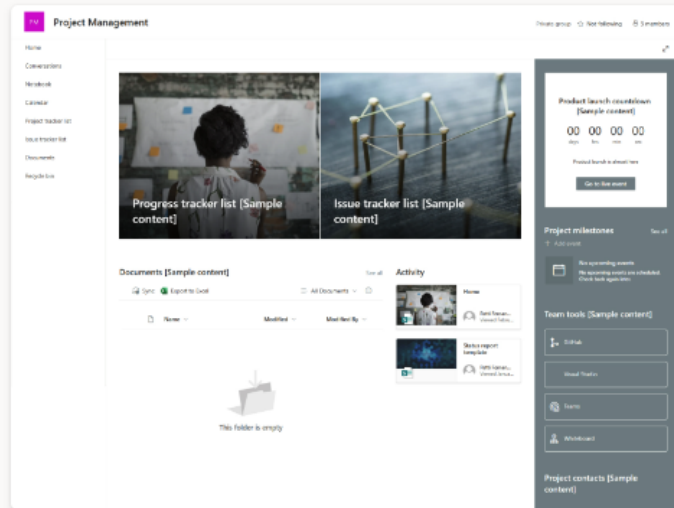
Back

Next


- **Step 7:** Private Settings: **Private-only members access this site**
- Select a Language : **English**
- Click Tab **Create Site**

Set language and other options

Set the default language for your site. If required, select labels and other settings to classify what type of content is stored on your site and who should have access to the information.



Project management

 Change template

Privacy settings

Private - only members can access this site

Select a language

English

Select the default site language for your site. You can't change this later.

Back

Create site

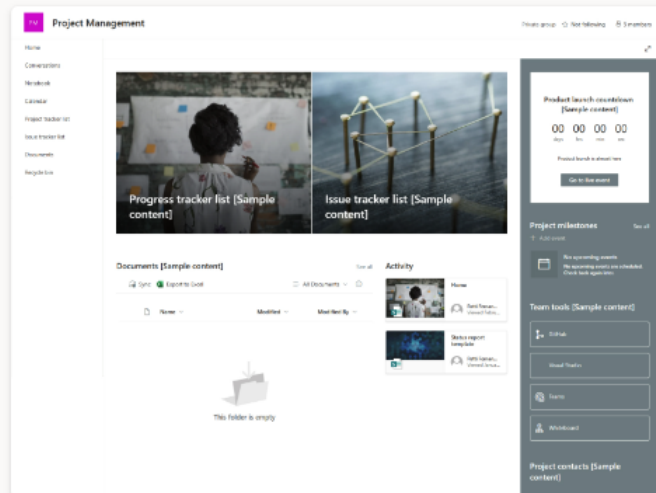
- **Step 8:** Add members :
- Click Tab : **Finish**

Add site owners and members

Consider assigning one additional site owner or a group to help manage site content. [Learn more about permissions](#)

Site owners have full control of site content, theme, permissions, hub associations, and other site settings.

Site members can edit and view site content, including files, pages, lists, and navigation.



Project management

Add members


Finish

- **Step 9:** Select **Add News Post**, click button **Create post**

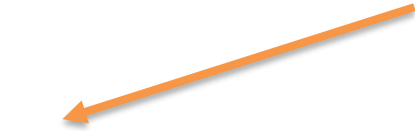
+ New ▾ ⚙ Page details 📊 Analytics Draft saved 3/14/2024

News

+ Add ▾




+ Add News



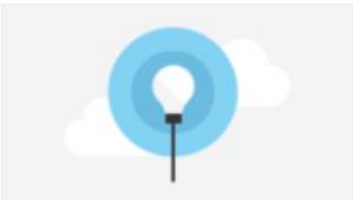
Create a news post
Keep your audience engaged by sharing your latest updates.

now



Keep your team updated with news on your team site
From the site home page you'll be able to quickly author a news post - a status update, trip report, or...

SharePoint a few seconds ago



What is a team site?
A SharePoint team site connects you and your team to the content, information, and apps you rely on...

SharePoint a few seconds ago

- **Step 10:** Click Tab **Let's go**

Welcome!



I'm new at this

If you're creating a page or a news post for the first time, you'll learn the basics in this interactive tour



I've done this before

Skip the tour and go straight to creating your page or news post

Let's go



- **Step 11:** Click Tab **Let's go**

The image shows a screenshot of a SharePoint news template gallery. On the left, there is a sidebar with the following sections:

- News templates**
 - From Microsoft (underlined) Saved on this site
 - Made for email
 - Templates for sharing news as an email that has the same web parts available.
 - Blank news (with envelope icon)
 - Newsletter (with envelope icon)
 - Status update (with envelope icon)
 - Process (with envelope icon)
 - Standard
 - Templates that contain the full range of web parts.

On the right, a large white overlay window titled "Let's get started!" is displayed. It features an illustration of a woman sitting at a desk with a laptop, looking at a computer monitor. The monitor shows a news article template with a header image of mountains and a sun. Below the illustration, the text reads:

Here's what we'll do in this part of the tour:

- Choose a template
- Add a title
- Select an image for the title area

At the bottom of the overlay, there is a dark grey button labeled "Let's go". An orange arrow points from the top right towards this button.

- **Step 12:** Click menu **Home** to **new** / click **Page**

The screenshot shows a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes items like Home, Conversations, Notebook, Calendar, Project tracker list, Issue tracker list, Documents, and Recycle bin. The 'Home' item is highlighted with an orange box. To the right, there is a '+ New' dropdown menu, also highlighted with an orange box, which is open and shows options like List, Document library, Page, Space, News post, News link, Plan, and App. An orange arrow points from the 'Page' option in the dropdown to the 'Home' item in the navigation menu. The main content area shows a header with 'Page details' and 'Analytics' icons, and a table with columns for 'Modified' and 'Modified By'.

- **Step 13:** Select **Basic text**, click button **Create page**

Page templates

From Microsoft

Saved on this site

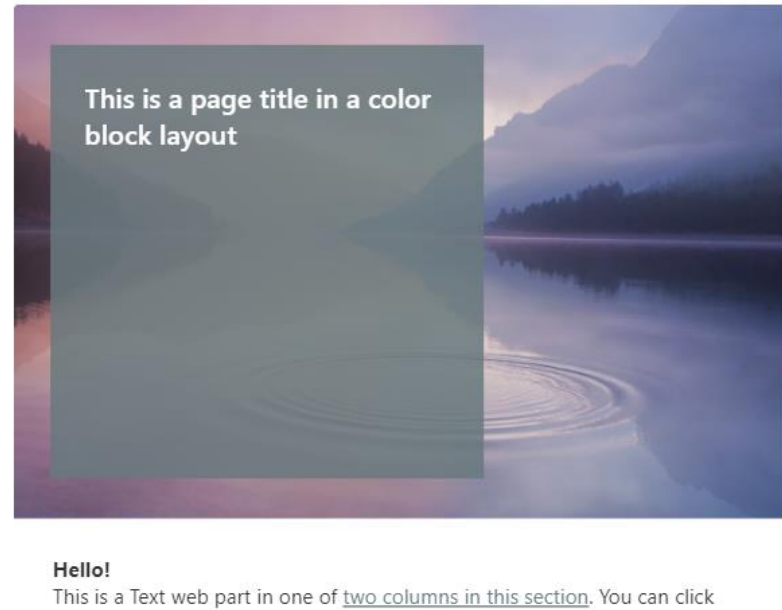
Standard

Templates that contain the full range of web parts for general use.



Visual

Visually attractive template with a focus on images that complement your text.



[View templates folder](#)

Create as a private draft ⓘ

Create page

Cancel

- **Step 14: Enter Title Heading**



Hello!

This is a Text web part in one of two columns in this section. You can click inside this text block when in Edit mode to make changes. Next to this paragraph is a column that contains an image web part. Click the image, and you can use the toolbar to change the image, add a link, crop the image, and more. Learn more about the text web part and the image web part.



- **Step 15:** Click icon **Add a new section**

SharePoint Search this site

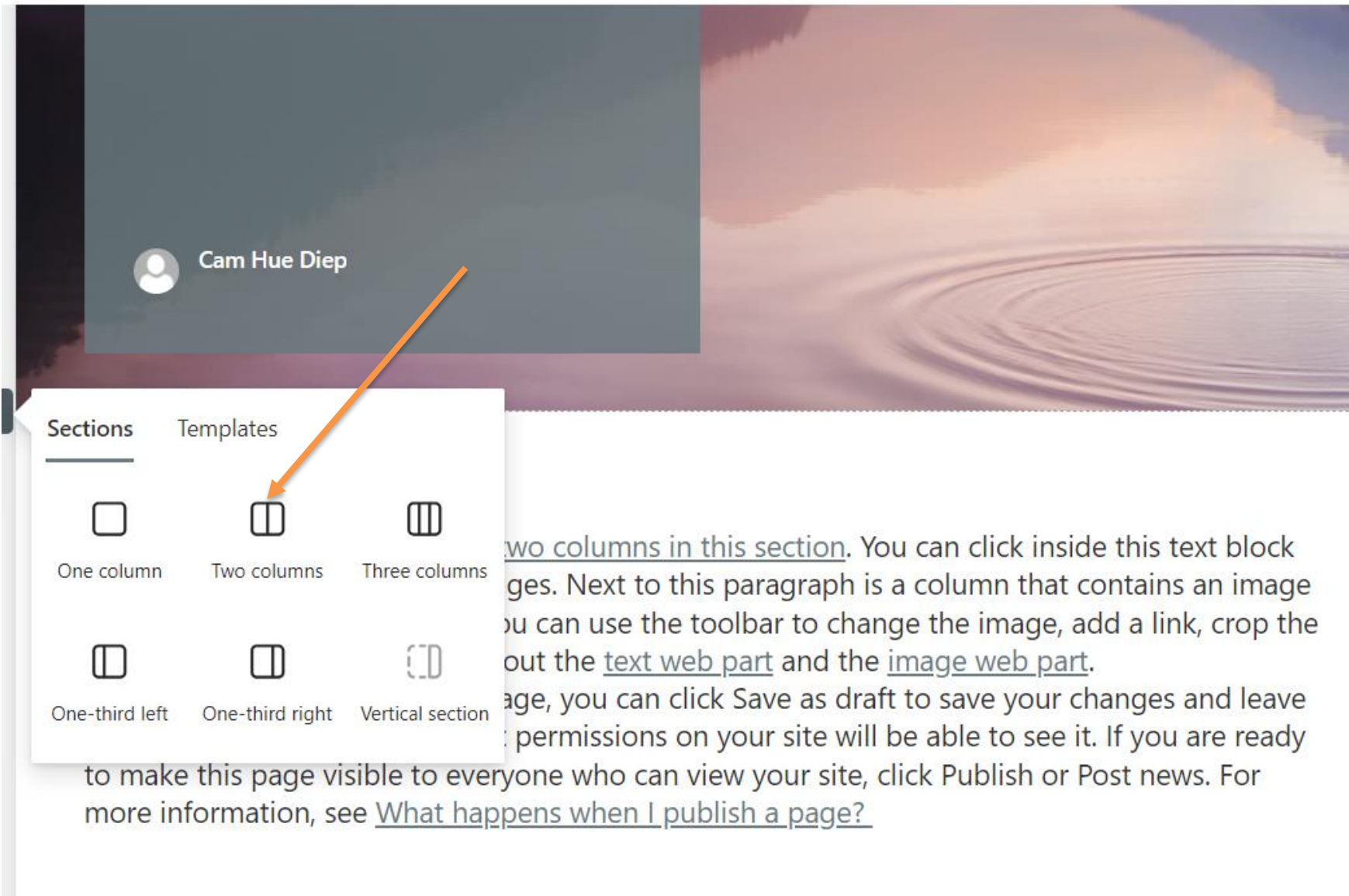
Save as draft Undo Page details ✓ Your draft has been saved

Cam Hue Diep

+

Hello!
This is a Text web part in one of [two columns in this section](#). You can click inside this text block when in Edit mode to make changes. Next to this paragraph is a column that contains an image web part. Click the image, and you can use the toolbar to change the image, add a link, crop the image, and more. Learn more about the [text web part](#) and the [image web part](#).
When you're done editing this page, you can click Save as draft to save your changes and leave edit mode. Only people with edit permissions on your site will be able to see it. If you are ready to make this page visible to everyone who can view your site, click Publish or Post news. For more information, see [What happens when I publish a page?](#)

- **Step 16:** Select **Two column**



The screenshot shows a user profile for 'Cam Hue Diep' at the top left. Below it, a 'Sections' menu is open, displaying various layout options. An orange arrow points to the 'Two columns' option, which is represented by an icon of two vertical rectangles. The menu also includes options for 'One column', 'Three columns', 'One-third left', 'One-third right', and 'Vertical section'. The background of the editor shows a sunset over water with ripples.

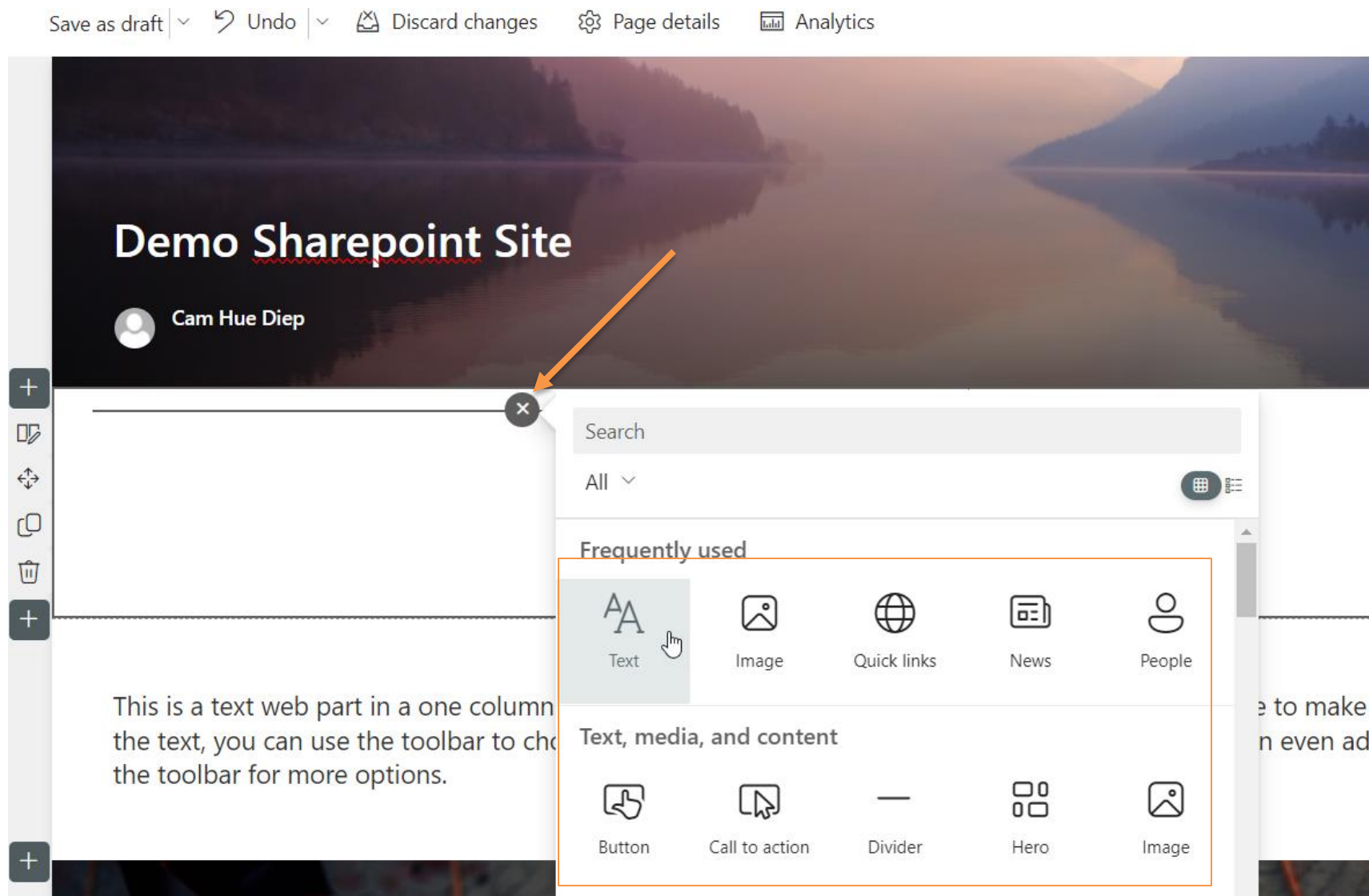
Sections Templates

One column Two columns Three columns

One-third left One-third right Vertical section

two columns in this section. You can click inside this text block
ges. Next to this paragraph is a column that contains an image
you can use the toolbar to change the image, add a link, crop the
out the [text web part](#) and the [image web part](#).
age, you can click Save as draft to save your changes and leave
permissions on your site will be able to see it. If you are ready
to make this page visible to everyone who can view your site, click Publish or Post news. For
more information, see [What happens when I publish a page?](#)

- **Step 17:** Click **icon** + /add **test** , add **img**, add **youtube** ...



- **Step 18:** Add text / add img/ click Publish

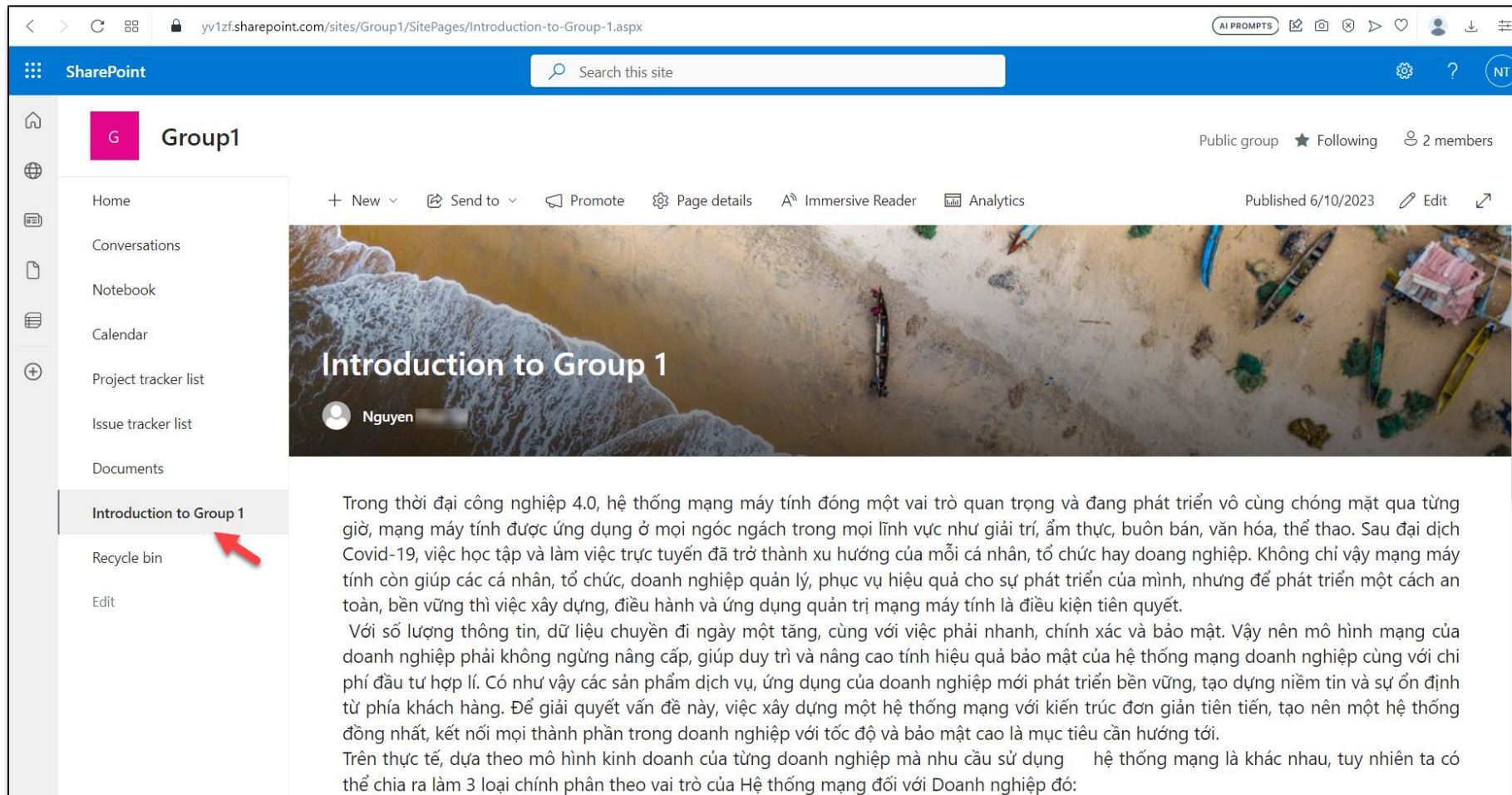
The screenshot shows a SharePoint page titled "Demo Sharepoint Site" by user "Cam Hue Diep". The top navigation bar includes "SharePoint", a search box, and a "Publish" button highlighted with an orange arrow. Below the navigation bar, there are options for "Save as draft", "Undo", "Discard changes", "Page details", and "Analytics". The main content area features a "Section" header and a text block with the following text: "This is a text web part in a one column section. You can click inside this text block when in Edit mode to make changes. Besides being able to change the text, you can use the toolbar to choose styles, make other format changes, and add links. You can even add a table by clicking the ellipses (...) in the toolbar for more options." To the right of the text block is an image of the Azure logo on a blue background. The image has a toolbar above it with various editing tools and a caption field below it that says "Add a caption".

- **Step 19:** Click menu Promote/ Add page to navigation

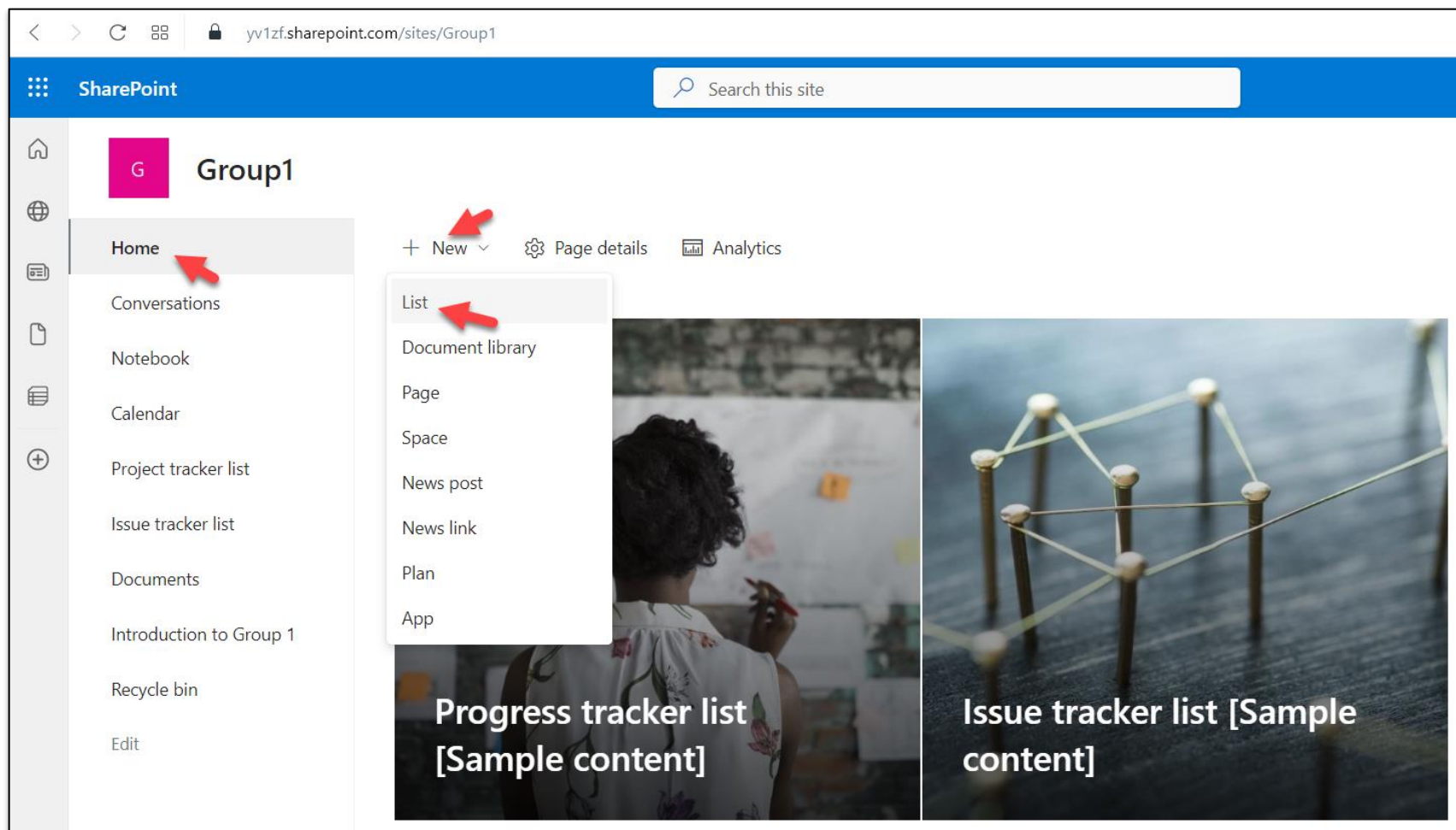
The screenshot shows the SharePoint page editor interface. At the top, there is a blue header with the 'SharePoint' logo and a search bar. Below the header, a toolbar contains several icons: '+ New', 'Discard changes', 'Promote', 'Page details', 'Draft saved 3/20/2024', 'Share', 'Edit', and 'Update news'. The 'Promote' button is highlighted with an orange box, and an orange arrow points to it. To the right of the main content area, a vertical menu titled 'Help others find your page' is visible. This menu contains several options, each with a circular icon: 'Add page to navigation' (highlighted with an orange box and an orange arrow), 'Your page was posted as News', 'Share page', 'Copy link to page', 'Send to email', 'Viva Engage', and 'Save as page template'. The main content area features a large image of a lake at sunset with the text 'Demo Sharepoint Site' and the user name 'Cam Hue Diep'. At the bottom of the page, there is a blue banner with the Azure logo and the word 'Azure'.

This is a text web part in a one column section. You can click inside this text block when in Edit mode to make changes. Besides being able to change the text, you can use the toolbar to choose styles, make other format changes, and add links. You can even add a table by clicking the ellipses (...) in the toolbar for more options.

- **Step 20:** Click menu **Introduction to Group 1**



- **Step 21:** Click menu **Home** -> click **New** -> **List**





- **Step 22:** Select **Employee onboarding**


Create a list ✕


Blank list From existing list From Excel From CSV


Templates



Issue tracker
Track issues and bring them to closure in this list.



Employee onboarding
Manage your new employee's onboarding process from day 1....



Event itinerary
Organize all your important event details in one place, so everythin...



Asset manager
Keep track of all devices in your organization, and when they are...



Recruitment tracker
Keep everyone informed as you recruit, interview, and hire new...


Travel requests
Manage all your travel requests and keep an eye on budgets.


Travel requests with approv...
Manage and approve all your travel requests and keep an eye o...


Work progress tracker
Track priorities and progress as you work towards delivering...


Content scheduler
Plan, schedule, and manage your content with this template. Filter...


Content scheduler with app...
Plan, schedule, and approve your content with this template. Filter...

- **Step 23:** Click button **Use template**

The screenshot displays the 'Employee onboarding' interface. On the left is a sidebar with navigation options: Issue tracker, Employee onboarding, Event itinerary, Asset manager, and Recruitment tracking. The main area features a table of onboarding tasks. At the bottom right, a 'Use template' button is highlighted with a red arrow, next to a 'Cancel' button. A 'Back' button is located at the bottom left.

Employee onboarding

Manage your new employee's onboarding process from day 1. Share resources and contacts, and get your new hire up-to-speed quickly.

Work	Description	Complete by	Complete?	Completed On	Mentor
Sign offer letter	Please sign your digital offer letter before joining. A hard copy will be mailed to your address soon for your records.	Before joining	✓	6/1/20	Izumi U
Set up your laptop	Laptop & other equipment is at your desk. If you need any troubleshooting help, please reach out to your mentor.	First day	✓	6/2/20	Avery S
Intro to the team	We will have a team sync on your first day to introduce you to the rest of the team	First day	✓	6/2/20	Rene Sk
Setup 1:1s with team members	I would like you to meet Jordan, Alexis, Ronak and Yoon-seo during the first week.	Week 1			Avery S

< Back Use template Cancel

- **Step 24:** Enter **Name**, **Description**, click button **Create**

Name *

BẢNG PHÂN CÔNG

Description

Bảng phân công các thành viên trong nhóm làm Project

Site navigation

Show in site navigation

< Back

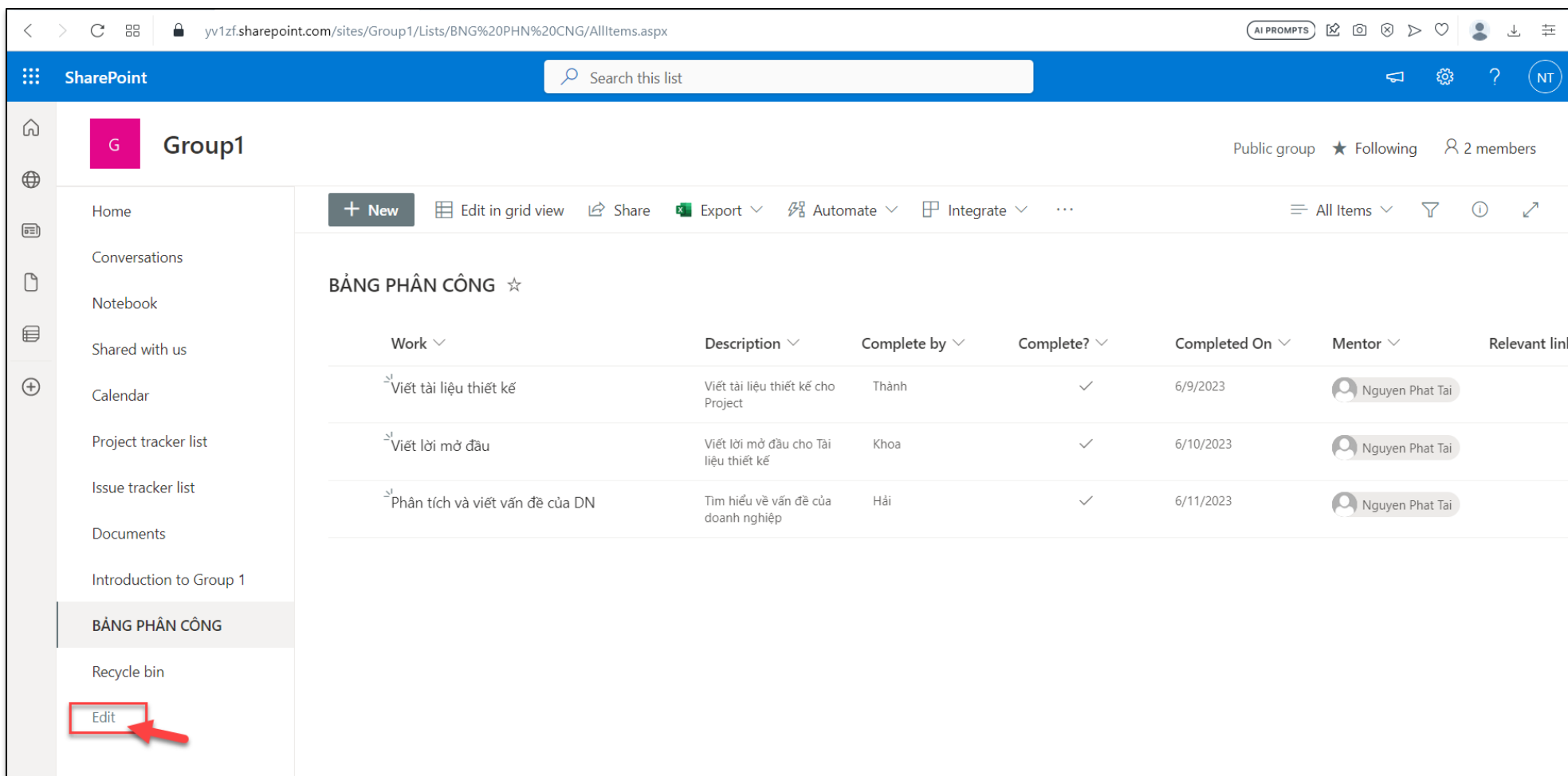
Create Cancel

- **Step 25:** Select navigation , click **Edit in grid view**, then enter content

The screenshot shows a SharePoint list in grid view. The list is titled "BẢNG PHÂN CÔNG" and contains three items. The top toolbar includes buttons for "+ New", "Exit grid view", "Undo", "Share", "Export", "Automate", and "Integrate". The left navigation pane shows the "BẢNG PHÂN CÔNG" item selected. Red arrows point to the "Exit grid view" button and the "BẢNG PHÂN CÔNG" item in the navigation pane.

Work	Description	Complete by	Complete?	Completed On	Mentor	Relevant link
<input type="radio"/> Viết tài liệu thiết kế	Viết tài liệu thiết kế cho Project	Thành	✓	6/9/2023	Nguyen [i]	
<input type="radio"/> Viết lời mở đầu	Viết lời mở đầu cho Tài liệu thiết kế	Khoa	✓	6/10/2023	Nguyen [i]	
<input type="radio"/> Phân tích và viết vấn đề của DN	Tim hiểu về vấn đề của doanh nghiệp	Hải	✓	6/11/2023	Nguyen [i]	

- Step 26: Click menu **Edit**



- **Step 27:** Select **Project tracker list**, click icon **...**, select menu **Remove**

The screenshot shows a SharePoint list interface. The browser address bar displays `yv1zf.sharepoint.com/sites/Group1/Lists/BNG%20PHN%20CNG/AllItems.aspx`. The page title is "Group1" and it is a "Public group" with "2 members". The list is titled "BẢNG PHÂN CÔNG" and contains three items. The "Project tracker list" item is highlighted with a red box, and its context menu is open, showing options like "Edit", "Move up", "Move down", "Make sub link", and "Remove". The "Remove" option is highlighted with a red arrow. The list columns are "Work", "Description", "Complete by", "Complete?", "Completed On", "Mentor", and "Relevant link".

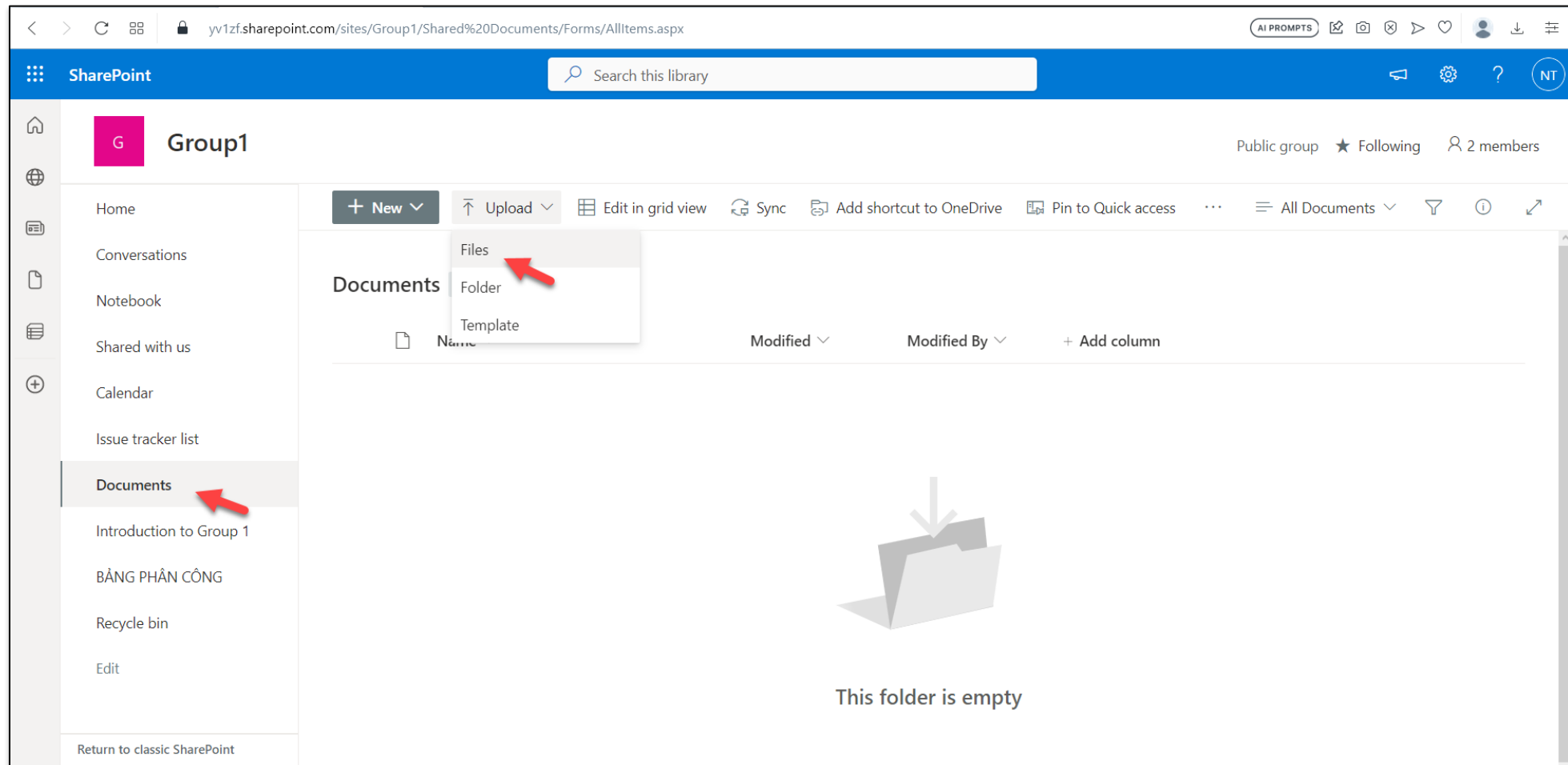
Work	Description	Complete by	Complete?	Completed On	Mentor	Relevant link
Viết tài liệu thiết kế	Viết tài liệu thiết kế cho Project	Thành	✓	6/9/2023	Nguyen Phat Tai	
mở đầu	Viết lời mở đầu cho Tài liệu thiết kế	Khoa	✓	6/10/2023	Nguyen Phat Tai	
h và viết vấn đề của DN	Tim hiểu về vấn đề của doanh nghiệp	Hải	✓	6/11/2023	Nguyen Phat Tai	

- **Step 28:** Click button **Save**

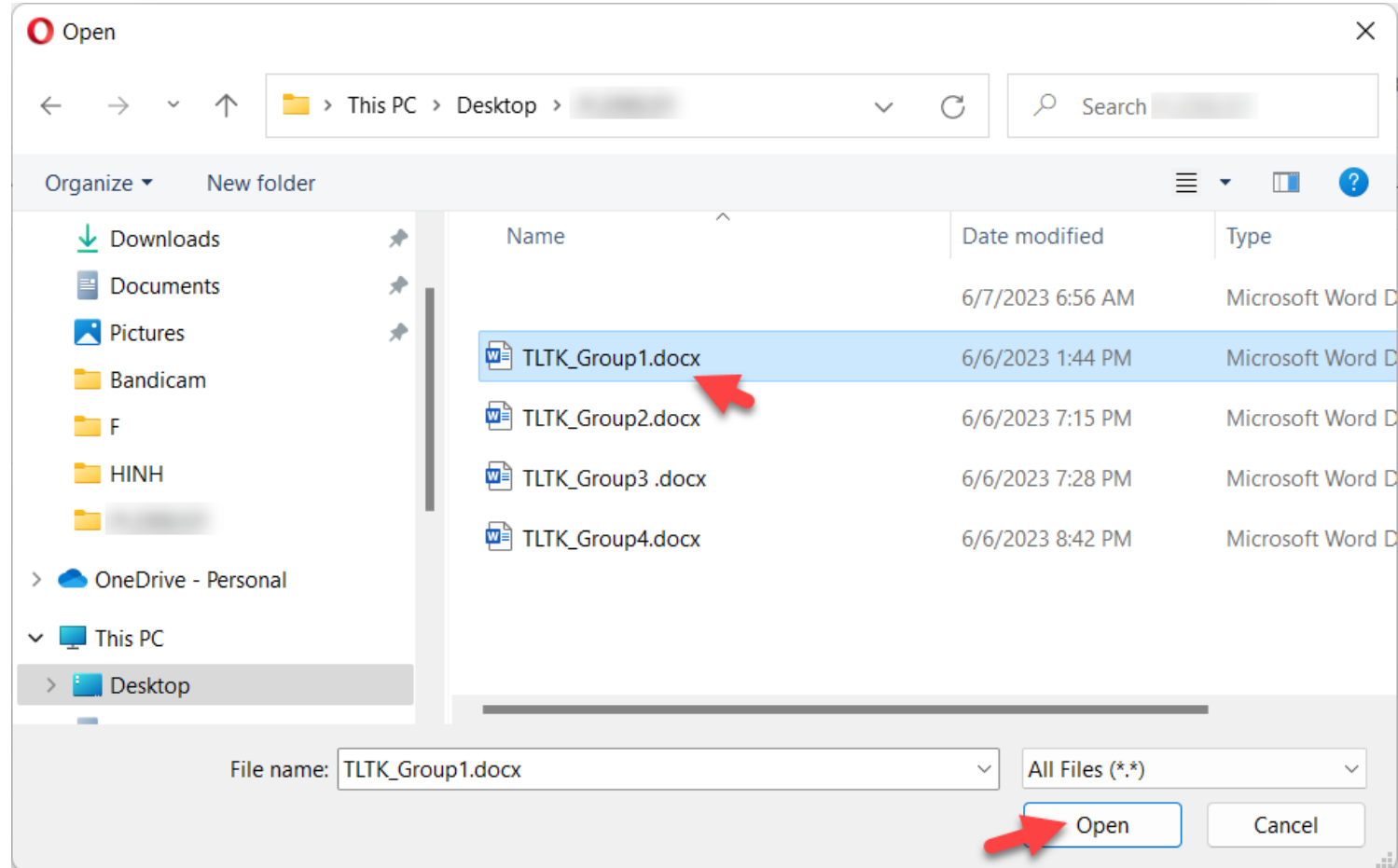
The screenshot shows a SharePoint interface for a list named "BẢNG PHÂN CÔNG" (Task Allocation Table) within a site called "Group1". The browser address bar shows the URL: `yv1zf.sharepoint.com/sites/Group1/Lists/BNG%20PHN%20CNG/AllItems.aspx`. The interface includes a top navigation bar with the SharePoint logo, a search bar, and user information (NT). The left sidebar contains navigation options like Home, Conversations, Notebook, Calendar, Issue tracker list, Documents, Introduction to Group 1, and the current list. The main content area displays a table with columns: Work, Description, Complete by, Complete?, Completed On, Mentor, and Relevant link. The table contains three rows of task entries. At the bottom left, there is a "Save" button highlighted with a red arrow, and a "Cancel" button next to it. Below these buttons is a link to "Return to classic SharePoint".

Work	Description	Complete by	Complete?	Completed On	Mentor	Relevant link
Viết tài liệu thiết kế	Viết tài liệu thiết kế cho Project	Thành	✓	6/9/2023	Nguyen Phat Tai	
Viết lời mở đầu	Viết lời mở đầu cho Tài liệu thiết kế	Khoa	✓	6/10/2023	Nguyen Phat Tai	
Phân tích và viết vấn đề của DN	Tim hiểu về vấn đề của doanh nghiệp	Hải	✓	6/11/2023	Nguyen Phat Tai	

- **Step 29:** Select **Document**, click **Upload** -> **Files**



- **Step 30:** Select file, click button **Open**



- **Step 31: Upload success**

