

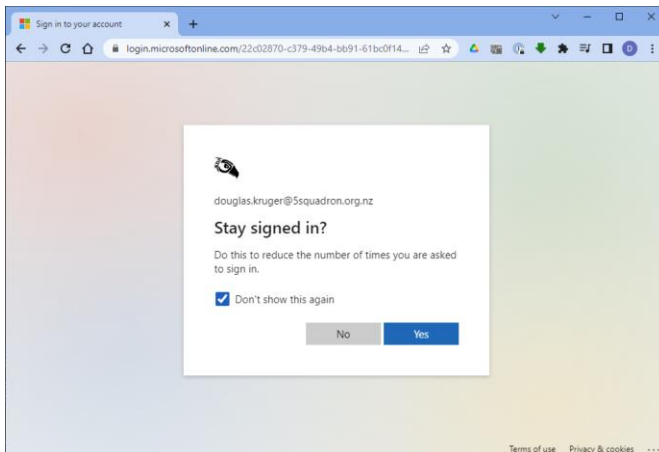
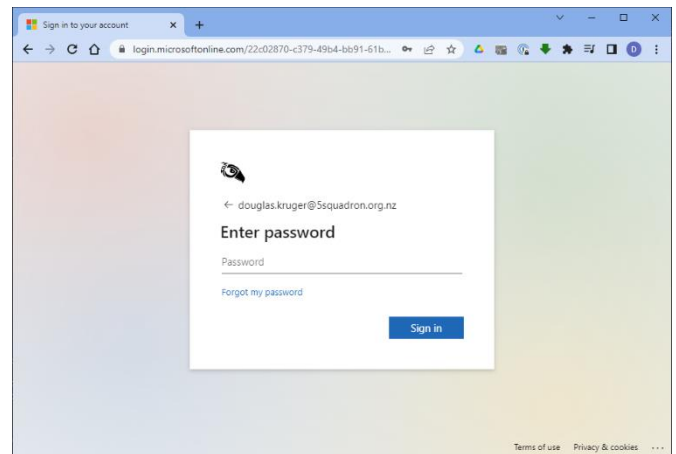
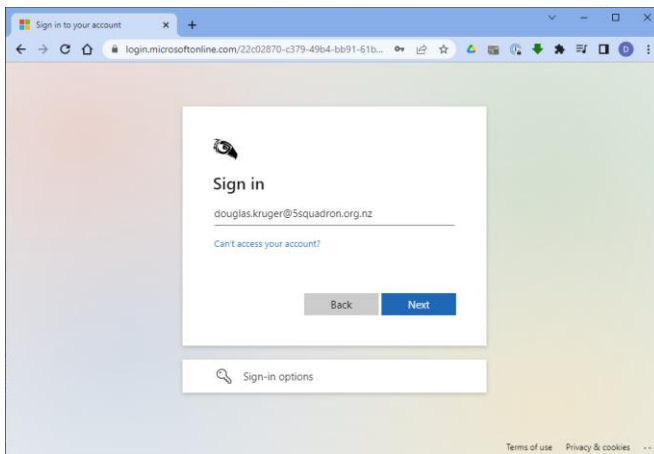


ATC - Sharepoint Training

SharePoint is a web-based collaborative platform that integrates natively with Microsoft 365 (previously, Microsoft Office). Launched in 2001,[6] SharePoint is primarily sold as a document management and storage system. However the product is highly configurable, and its usage varies substantially among organizations, mostly spacing from sharing information through intranets to internal apps implementing business processes through workflows.

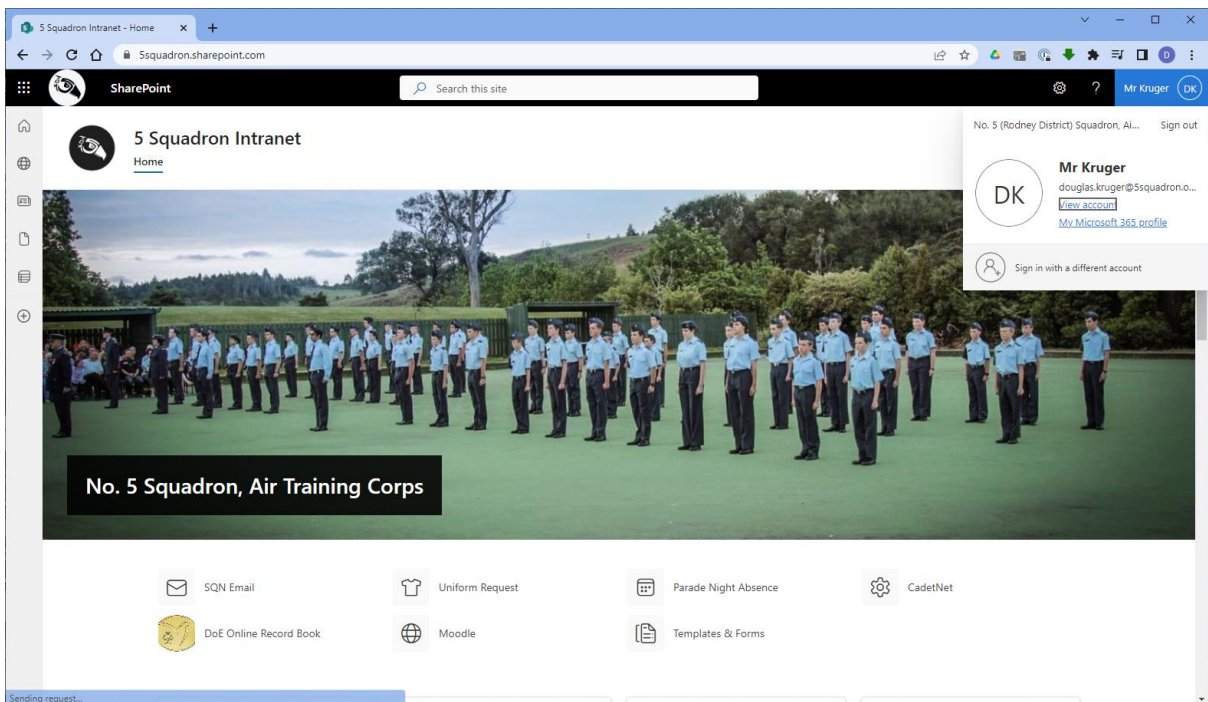
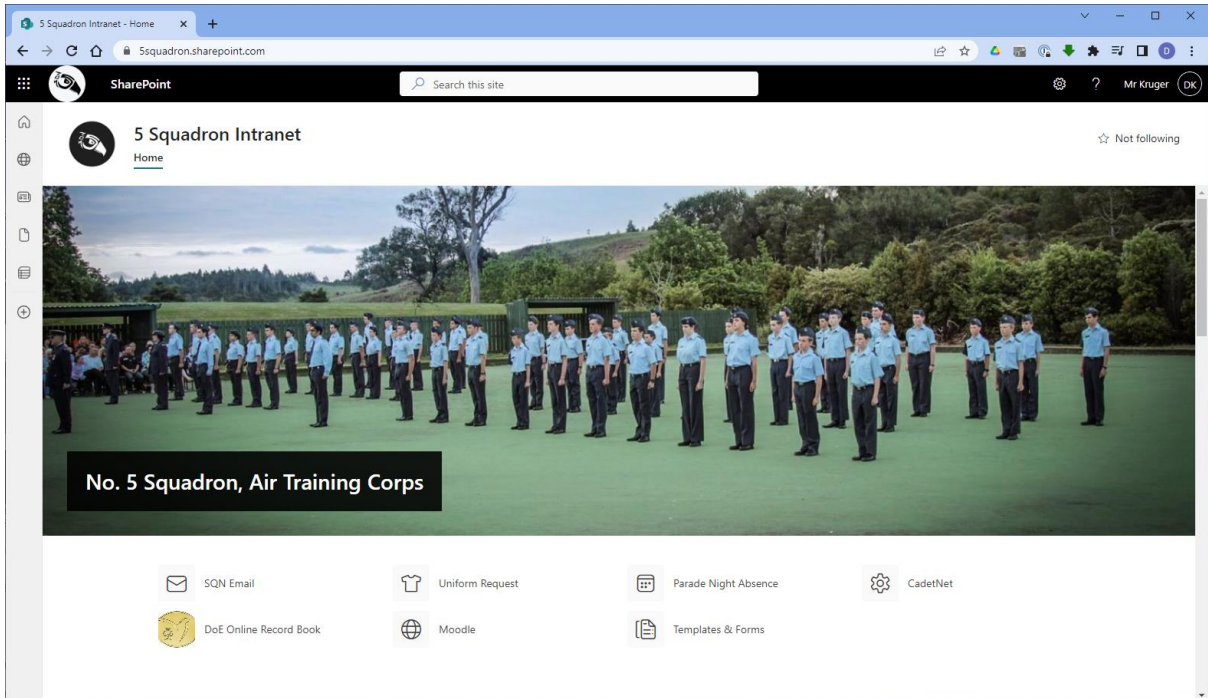
Login

Login Page: <https://5squadron.sharepoint.com/>





Home Page – 5 Squadron Intranet

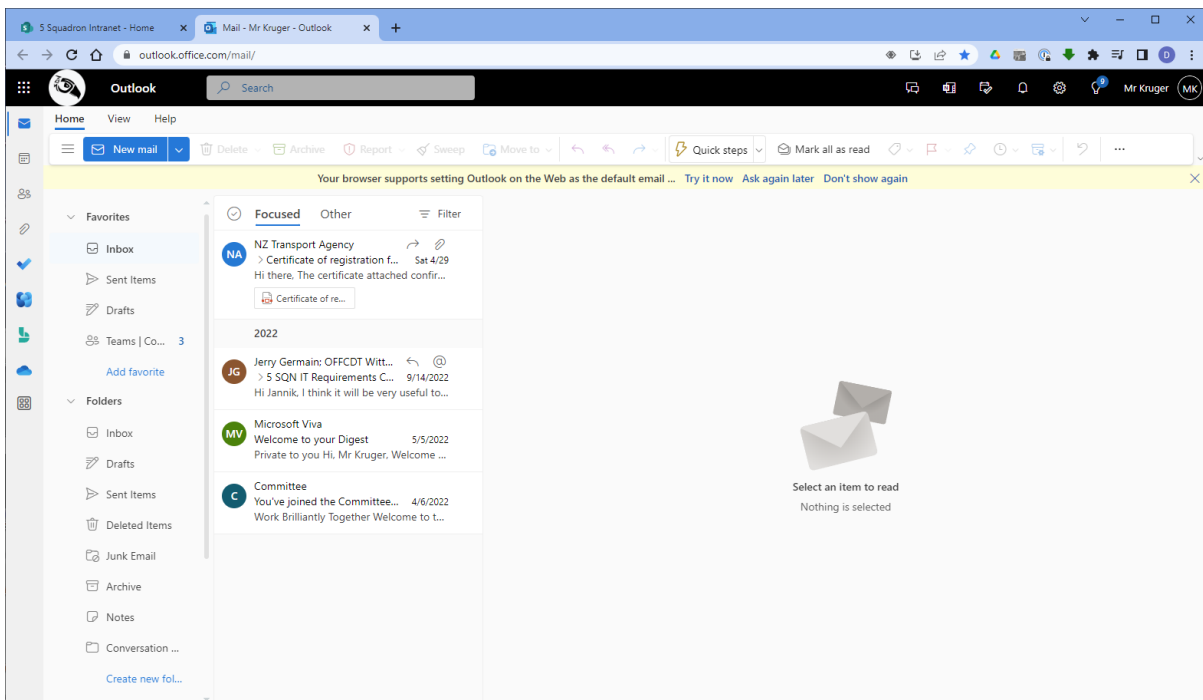
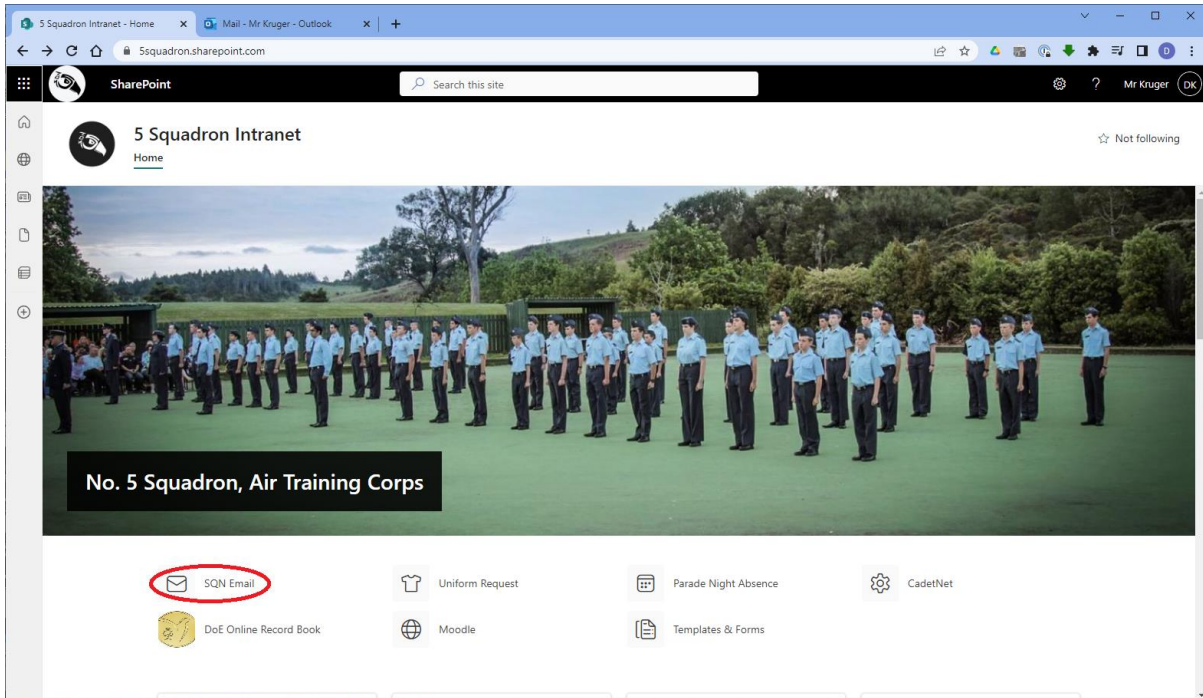




The screenshot shows a web browser window with two tabs: "5 Squadron Intranet - Home" and "My Account". The address bar shows the URL "myaccount.microsoft.com/?ref=MeControl". The page title is "My Account". On the left, there is a navigation menu with the following items: Overview (selected), Security info, Devices, Password, Organizations, Settings & Privacy, My sign-ins, Office apps, Subscriptions, and Give feedback. The main content area features a profile card for "Mr Kruger" with the email "douglas.kruger@5squadron.org.nz" and a "Sign out everywhere" link. Below the profile card are four management tiles: "Security info" (with an "UPDATE INFO" link), "Password" (with a "CHANGE PASSWORD" link), "Devices" (with a "MANAGE DEVICES" link), and "Organizations" (with a "MANAGE ORGANIZATIONS" link).



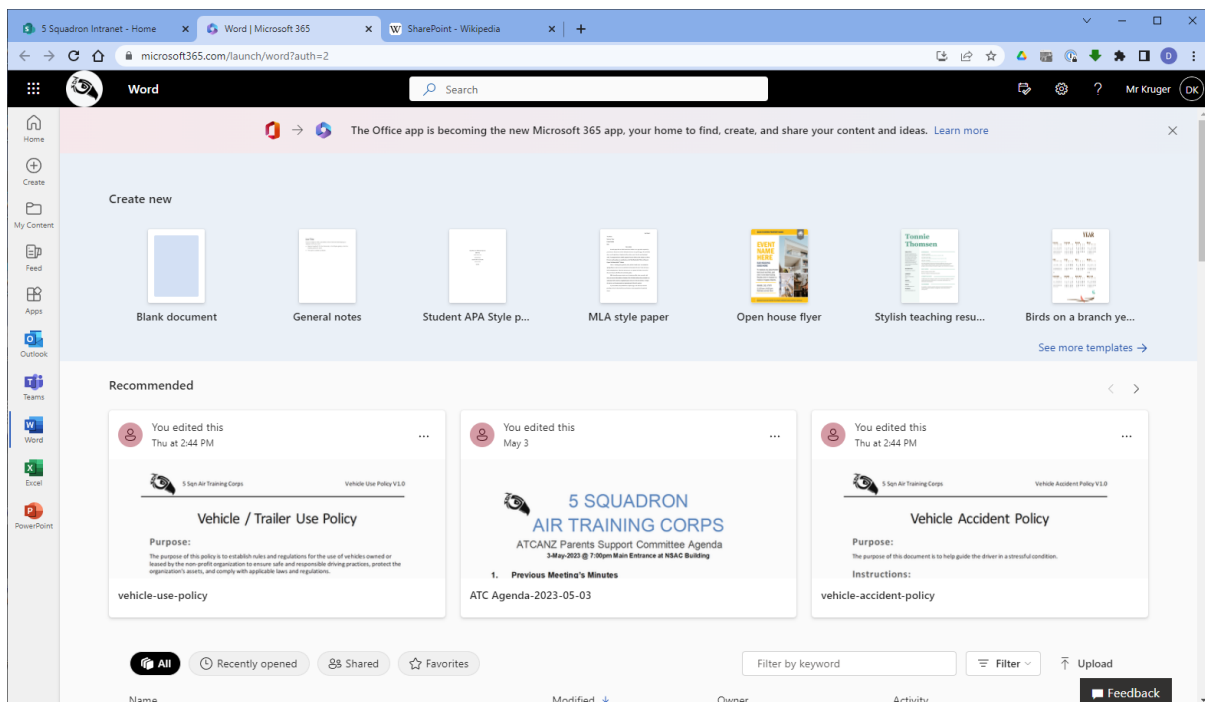
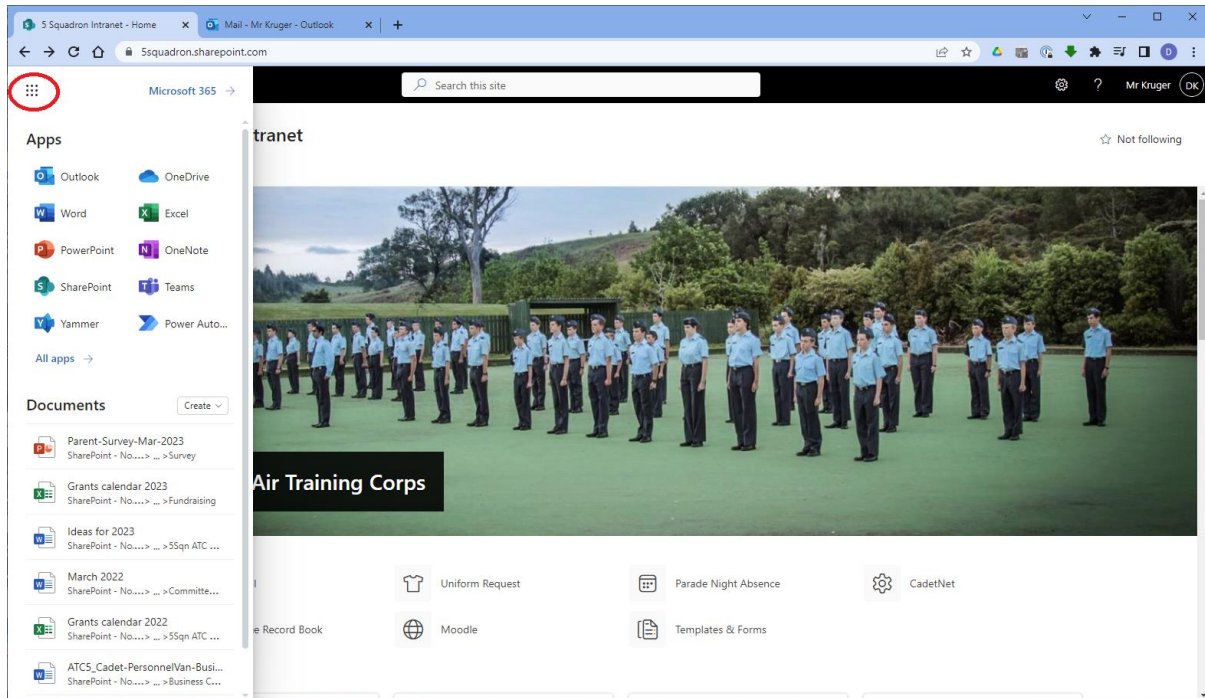
Email – Outlook





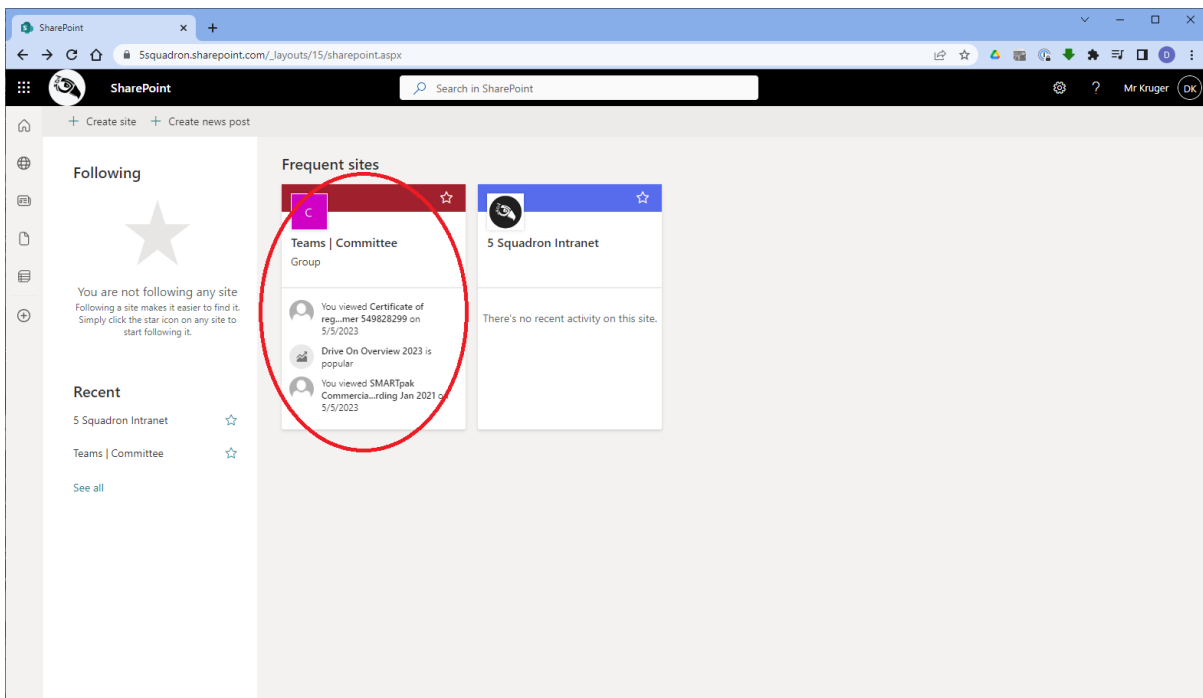
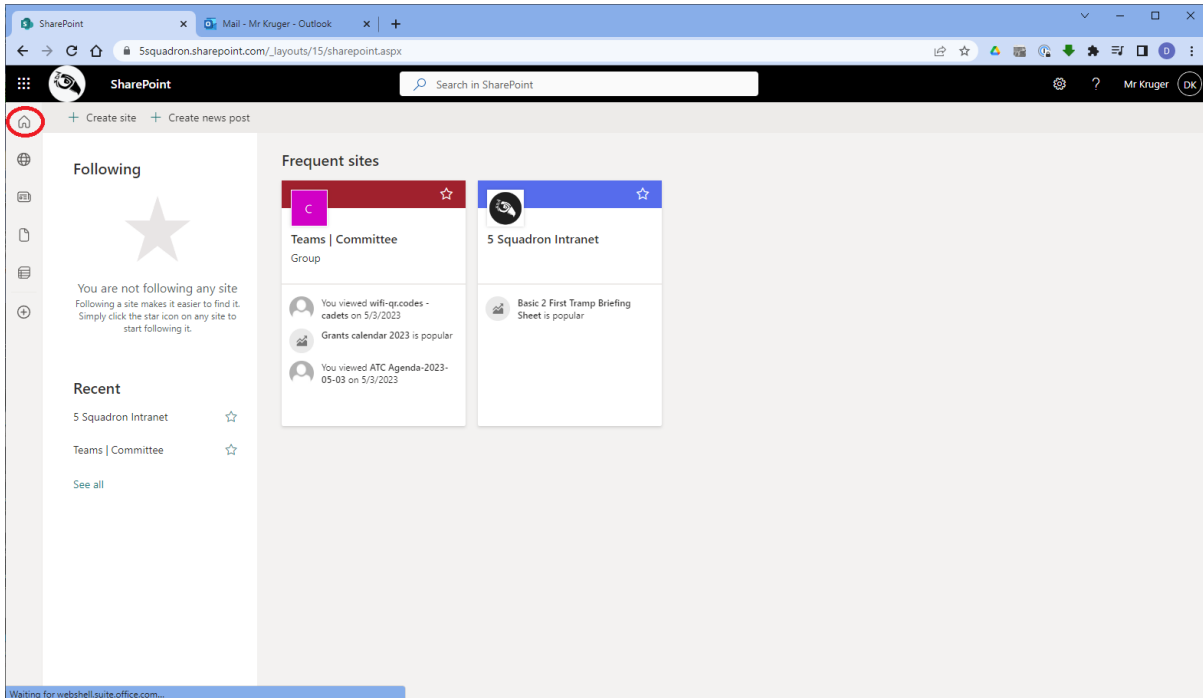
Microsoft Applications

The Microsoft 365 Office Suite is available online – allowing you to edit.





Sharepoint Start Page





The screenshot shows the SharePoint home page for the 'Teams | Committee' site. The left-hand navigation pane has the 'Documents' link circled in red. The main content area features a 'News' section with a card titled 'Keep your team updated with news on your team site' and an 'Add News' button. Below this is an 'Activity' section with three cards: 'Office Templates and Logos draft letterhead cadets', 'Office Templates and Logos Parent support committee letterhead', and '2023 Dining In Squadron5Cadets Floorplan 2022'. On the right, there are 'Quick links' and a 'Documents' section with a table listing folders.

Name	Modified
General	January 28, 2022
Unit Commander's Folder	January 28, 2022

The screenshot shows the 'Documents' library view for the 'Teams | Committee' site. The 'Documents' link in the left navigation pane is circled in red. The main area displays a table of documents and folders. The 'General' folder is circled in red.

Name	Modified	Modified By
General	January 28, 2022	SharePoint App
Unit Commander's Folder	January 28, 2022	5 SQN System Admin



The screenshot shows a SharePoint document library interface. The browser address bar indicates the URL: 5squadron.sharepoint.com/sites/teams-committee/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fteams-committee%2FShared%20Documents%2FGe... The page title is 'Teams | Committee' and it is identified as a 'Private group' with '11 members'. The left-hand navigation pane includes 'Documents', 'Recycle bin', and 'Edit'. The main content area displays a table of documents under the 'General' view.

Name	Modified	Modified By	+ Add column
SSqn ATC - Cadet Forces	April 14	Mr Kruger	
SSqn ATC Committee 2022	April 14	Mr Kruger	
SSqn ATC Committee 2023	April 14	Mr Kruger	
ATCANZ - Constitution+Handbook	April 14	Mr Kruger	
Office Templates and Logos	April 14	Mr Kruger	
Van + Trailer	April 29	Mr Kruger	