Microsoft SharePoint

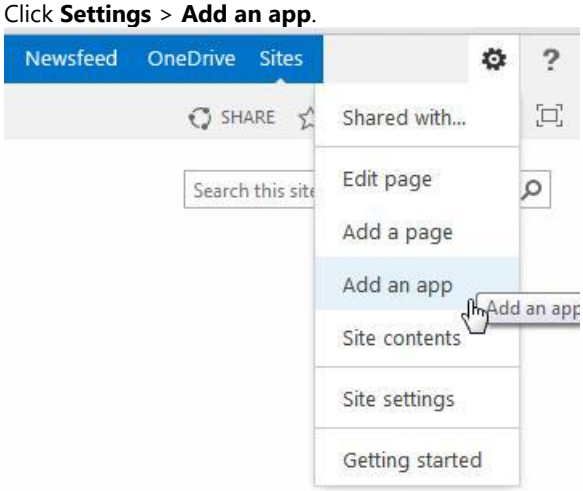
ALLIANCE BUSINESS TECHNOLOGIES

CREATE AND SET UP A LIST

A SharePoint list is a handy tool for sharing contacts, calendar appointments, tasks, or data with team members and site visitors, and provides the underlying structure for organizing information on your site. This course shows you how to create a list and set it up for your team to use.

CREATE A LIST

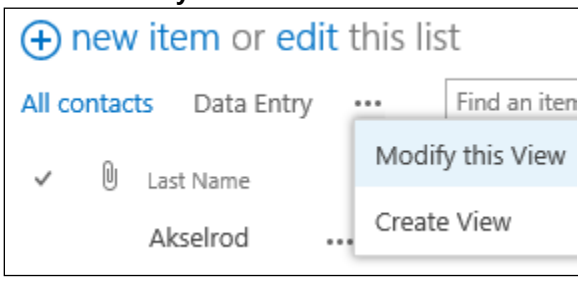
1. Click **Settings** > **Add an app**.



2. Search for the list app you want to use and then click the name of the app to create the list. For example, search for "contacts" and then click the **Contacts** app.
3. Type a name for the list in the **Name** box and then click **Create**.

ADD AN EXISTING COLUMN TO A VIEW OF THE LIST

1. At the top of the list, click the ellipses (**...**), and then click **Modify this View**.



2. Select the check box for the column you want to add and then click **OK**.

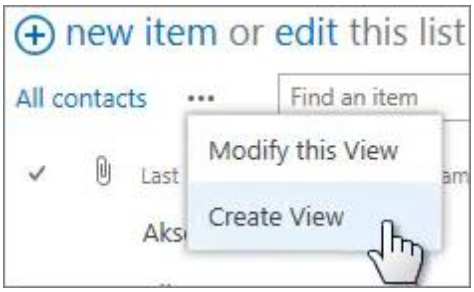
CREATE A NEW COLUMN

1. At the top of the list, click **edit**.

2. Click the plus sign (**+**), and then select the column type from the list that appears.
3. Give the column a name and set any other options as necessary.

CREATE A PUBLIC VIEW

1. At the top of the list, click the ellipses (**...**), and then click **Create View**.



2. Choose a view type or start from an existing view.
3. On the Create View page, type a name for the view.
4. Select the **Create a Public View** check box.
5. Select the columns you want to appear, and use the position numbers to set the order of the columns.
6. Set the sorting, filter, and other options, and then click **Save**.

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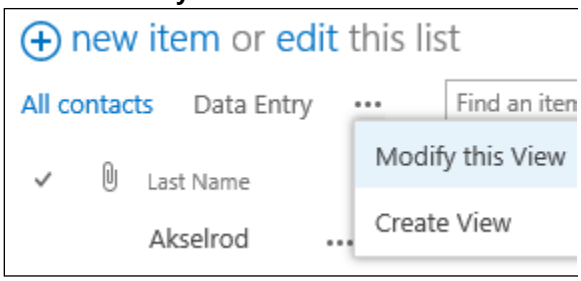
EDIT A VIEW

1. At the top of the list, click the ellipses (**...**) and then click **Modify this View**.

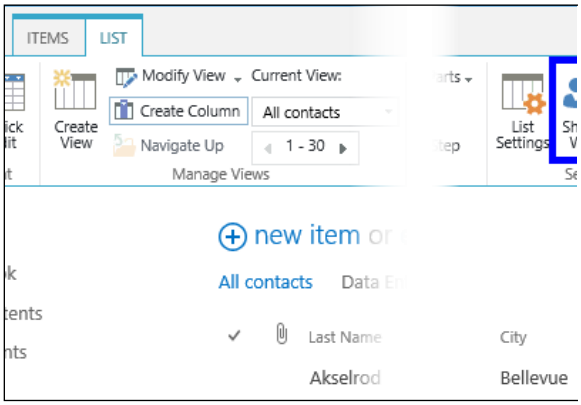


2. Select or clear the columns you want and use the position numbers to set the order of the columns.
3. Reset the sorting, filter, and other options, and then click **Save**.

SHARE A LIST

You can share a list only if you created the list or the site. If you didn't create the list or site, you can email a link to the list instead.

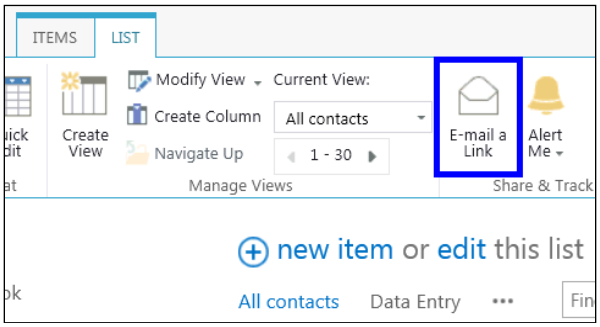
1. Click **List** > **Shared With**.



2. In the **Shared With** dialog box, click **INVITE PEOPLE**.
3. Type the names of the people you want to share the list with and then click **Share**.

EMAIL A LINK TO A LIST

1. Click **List** > **E-mail a Link**.



2. Click **Allow** in the warning that pops up to allow your email program to open a new email message.
3. A new email message opens with a link to the list included. Add people to the **To** line, finish the message, and send it.

SET UP AN ALERT

1. Click **List** > **Alert Me** > **Set an alert on this list**.
2. On the New Alert page, change the title for the alert if you want.
3. In the **Send Alerts To** section, enter the user names or email addresses of people you want alerts to be sent to.
4. Set other options in the **Change Type**, **When to Send Alerts**, and other sections, and then click **OK**.

SEE ALSO:

- **Introduction to lists**
  http://office.microsoft.com/en-us/sharepoint-help/introduction-to-lists-HA102771955.aspx
- **Create, change, or delete a column in a list or library**
  http://office.microsoft.com/en-us/sharepoint-help/create-change-or-delete-a-column-in-a-list-or-library-HA102771913.aspx
- **Create, change, or delete a view of a list or library**
  http://office.microsoft.com/en-us/sharepoint-help/create-change-or-delete-a-view-of-a-list-or-library-HA102774516.aspx
- **Share a site**

- http://office.microsoft.com/en-us/sharepoint-help/share-a-site-HA103456668.aspx
- **Create an alert or subscribe to an RSS feed**
  http://office.microsoft.com/en-us/sharepoint-help/create-an-alert-or-subscribe-to-an-rss-feed-HA102771918.aspx
- **Enable and configure versioning for a list or library**
  http://office.microsoft.com/en-us/sharepoint-help/enable-and-configure-versioning-for-a-list-or-library-HA102772148.aspx