

SharePoint Fact Sheet for Users

www.uihi.org

SharePoint



SharePoint users click here.

What is SharePoint and How Can It Help You?


- **SharePoint is a web based communications hub.**
Public users or urban AI/AN health staff may access SharePoint. SharePoint is not a live discussion; it is a grouping of online workgroups.
- **SharePoint is a collaborative site that is free to users.**
SharePoint connects you to other professionals, encouraging data sharing. It is a website for posting and sharing documents and information.



Links	Who can access
*** MUST READ before using SharePoint ***	public
Advisory Council	Restricted
Change my password...	Restricted
Council of State and Territorial Epidemiologists	Restricted
Diabetes Technical Assistance	Diabetes Web
Diabetes Web Audit	Diabetes Web
Diabetes Web Audit Documents	Public
Diabetes Workgroup	DM workgroup
Executive Director's Forum	Restricted
Export Project	Restricted
Indigenous Measurement Group	Restricted

SharePoint Features

- **SharePoint Discussion Groups**
The SharePoint site offers links to groups, such as the Executive Director's Forum, the Diabetes Workgroup, and many more. Each group link allows general discussion amongst the group members. You can respond to a message or post your own.
- **SharePoint Documents**
Using a pre-existing group space or a new discussion topic, you can open files from, save files to, and upload files to SharePoint.
- **SharePoint Events & Contacts**
Events and contact information can be shared between SharePoint and compatible calendar and contacts programs, such as Office 2003.



Connect to **www.uihi.net**

Connecting to **www.uihi.net**

User name:

Password:

Remember my password

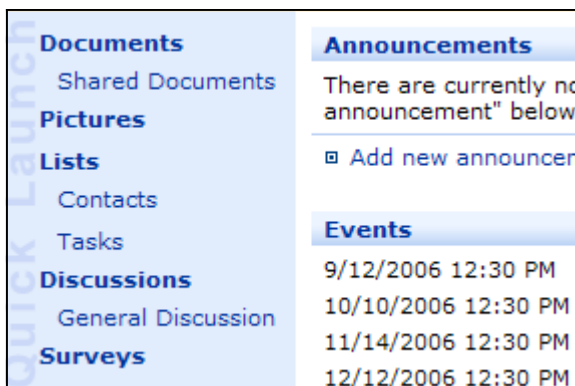
OK Cancel

First Step: Link to SharePoint

- **Connect to www.uihi.org and select the SharePoint icon.**

Second Step: User Name and Password

- **PLEASE NOTE: Format is: uihi\username**
- **On trusted computers, check "Remember my Password"**
- **For login support, please contact the UIHI support staff.**



Documents
Shared Documents

Pictures

Lists
Contacts
Tasks

Discussions
General Discussion

Surveys

Announcements
There are currently no announcements below.

Add new announcement

Events
9/12/2006 12:30 PM
10/10/2006 12:30 PM
11/14/2006 12:30 PM
12/12/2006 12:30 PM

Third Step: Connect with SharePoint

- **Add a new document or picture**
- **Access or update contact or task lists**
- **Add, read, or edit a discussion**
- **Add or visit a new link**
- **Add, read or edit a Power Point presentation**
- **Upload or download a survey**

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For help, contact the UIHI support staff at 206-812-3030 or sharepoint@uihi.org.