

Introduction to SharePoint sites, workspaces, and pages

Microsoft SharePoint is a powerful tool that can help a group or department organize, collaborate, and share information. It is a web-based application, which means it can be accessed using a web browser, such as **Internet Explorer**. To access a UVic SharePoint site, workspace, or page, you will need to know the **website address** (i.e. <http://share.uvic.ca/DEPT/>) and have the proper permissions associated with your **NetLink ID**.

What is a site?

A SharePoint site is a collection of pages, lists, and libraries that can be organized to suit your goals. A site may contain sub-sites, and those sites may contain further sub-sites. Typically, sites need to be created from scratch, but they can also be created according to pre-defined templates that provide packaged functionality (template descriptions are provided below).

Sites have navigation, themes, custom permissions, and workflows, and they have the ability to be configured or customized. In order to achieve a greater degree of maintainability, sites typically inherit site-level settings from their parent sites. This hierarchy enables users to have a main working site for the entire team, plus individual working sites or shared sites for side projects. Top-level websites and sub-sites allow different levels of control over the features and settings for sites.

What is a workspace?

A workspace is a unique website that you create that provides team members with collaboration tools and services for either collaboration on documents or for resources relevant to meetings. A workspace can contain lists of information, such as related documents, team members, and links. To create a workspace site, you must have the **Create Subsites** permission level for that SharePoint site. Windows SharePoint Services allows you to create the following workspace sites:

Workspace site	Description
Document Workspace	This template creates a site for team members to use to work together on documents. It provides a document library for storing the primary document and supporting files, a Task list for assigning to-do items, and a Links list for resources related to the document.
Basic Meeting Workspace	This template creates a site that provides all the basics to plan, organize, and track your meeting. It contains the following lists: Objects, Attendees, Agenda, and Document Library.
Blank Meeting Workspace	This template creates a blank Meeting Workspace site that you can customize based on your requirements.
Decision Meeting Workspace	This template provides a Meeting Workspace that team members can use to review relevant documents and to record decisions. It contains the following lists: Objectives, Attendees, Agenda, Document Library, Tasks, and Decisions.
Social Meeting Workspace	This template creates a site that provides a planning tool for social occasions, featuring a discussion board and a picture library to post pictures of the event. It contains the following lists and Web Parts: Attendees, Directions, Image/Logo, Things To Bring, Discussions, and Picture Library.
Multipage Meeting Workspace	This template creates a site that provides all the basics that team members can use to plan, organize, and track their meetings with multiple pages. It contains the following lists: Objectives, Attendees, and Agenda, in addition to two blank pages that you can customize based on your requirements.

Other site templates

In addition to workspaces, SharePoint offers these collaboration templates that you can use when creating a new site:

Site template	Description
Team Site	This template creates a site that teams can use to create, organize, and share information. It includes

	a Document Library, and basic lists, such as Announcements, Calendar, Contacts, and Quick Links.
Blank Site	This template creates a Web site with a blank home page that you can customize with a browser or a Windows SharePoint services-compatible Web design program by adding interactive lists and other features.
Wiki Site	This template creates a site where you can quickly and easily add, edit, and link Web pages.
Blog	This template creates a site that you can use to post information and to allow others to comment on it.

What is a page?

A web page is located within a site and can display lists of information. This allows team members to organize the information any way they want, such as by subject, due date, or author. Through utilizing pages, you can do the following:

- Filter the content to see only the set of information that applies to you.
- Hide information that doesn't interest you.
- Change the order in which the information is listed.
- Set up customized views to make it easy for you or your team members to focus quickly on important information.

Browse our other tutorials for additional information on creating and customizing sites and pages.

What is a document library?

Document libraries are collections of files that can be shared with other members of your department or project. For example, you can create a library of common documents for a project, and team members can use their web browsers to find the files, read them, and make comments. Users with Microsoft Office can check out and edit the files as if they resided on a local or network drive. By default, your **Team Site** comes with a built-in document library named **Shared Documents**, which is listed on the Quick Launch bar as well as on the Documents and Lists page.

