

SharePoint Information for MSAB Members

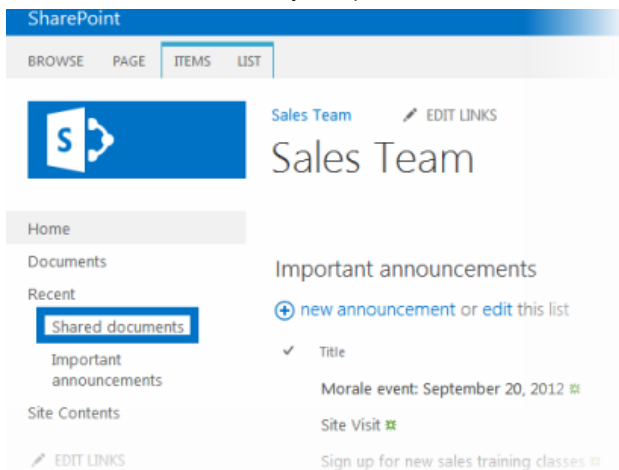
1. The MSAB uses the Microsoft Office 365 SharePoint suite ("SharePoint") to support its work. SharePoint provides an on-line workspace for members to post information and collaborate on documents. By working from the same on-line resources, duplication and version problems are minimized. It also lessens the need to send emails with bulky attachments.
2. The most frequently used features of SharePoint are the library and the email system. The library has folders for each year and MSAB meeting, with sub-folders as necessary. All MSAB meeting documents are posted in the library, and it can also be used to post draft documents for members to collaborate on.
3. Documents posted as pdfs download and open on your computer. When you go to open documents posted in Office formats (such as Word or Excel), SharePoint will give you the option of working on your computer (if you have Office) or in the on-line version of the particular Office program. This feature is handy if you do not have Office on your computer.
4. Starting on [Page 2](#) is a copy of the SharePoint Quick Reference Card "Introduction to Libraries," with some pointers on how to use the library features.
5. Starting on [Page 5](#) is information on email in SharePoint – your *iphc.info* email accounts – prepared by Jay Walker of the IPHC staff. All of you have *iphc.info* email accounts, which for most members are set up to forward to another email account of their choosing. If you want to change how your *iphc.info* email is delivered, please contact the IPHC staff.
6. Other resources can be found in [SharePoint Online training](#).
7. The IPHC staff will be happy to assist you in navigating SharePoint. Please direct your questions to either Steve Keith or Jay Walker.

INTRODUCTION TO LIBRARIES

A document library is a place on a SharePoint site where you can share files, such as Word documents and Excel spreadsheets, with other people.

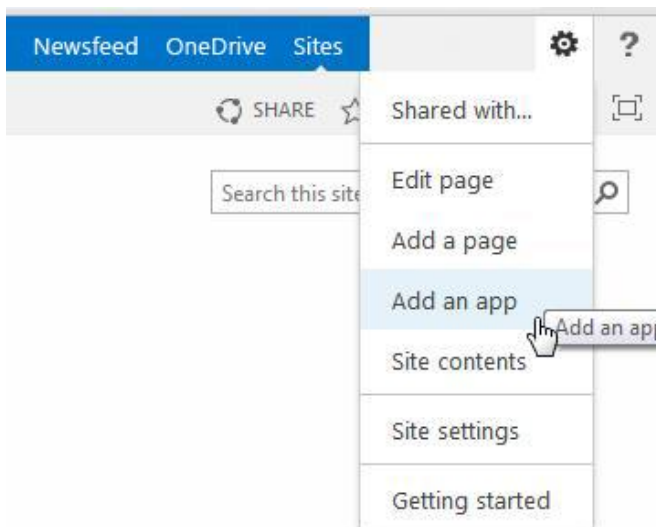
HOW DO I FIND A DOCUMENT LIBRARY?

1. If your department has a team site, look for Shared documents or a similar name, typically on the left side.
2. Click the name of the library to open it.

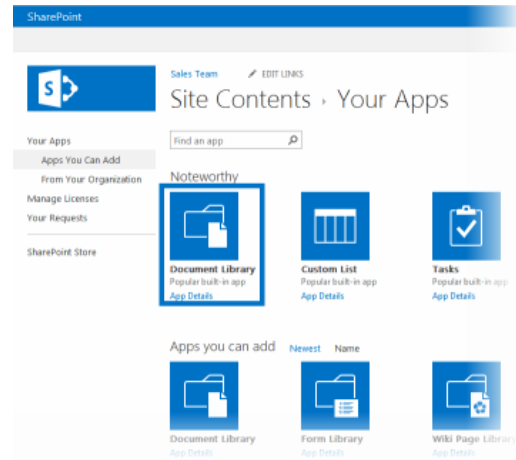


HOW DO I CREATE A LIBRARY?

1. On the **Settings** menu, click **Add an app**.



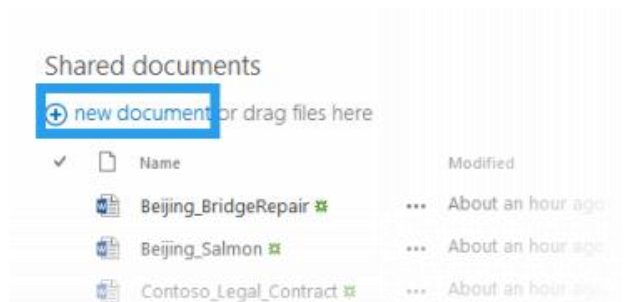
2. Click the library you want to add, in this case **Document Library**.



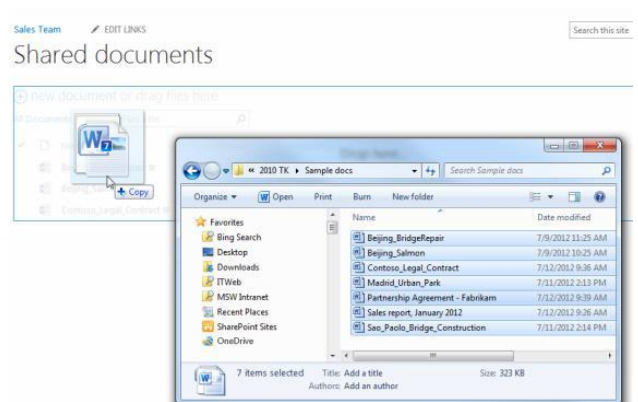
3. Name the library, and then click **Create**.

ADD FILES TO A LIBRARY

1. There are different ways to add files to a library, but the quickest way is to click the **new document** link.

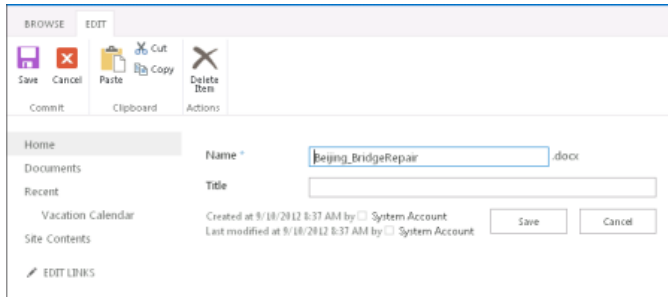


2. You can also add more than one document at a time, and even drag files from Windows Explorer.



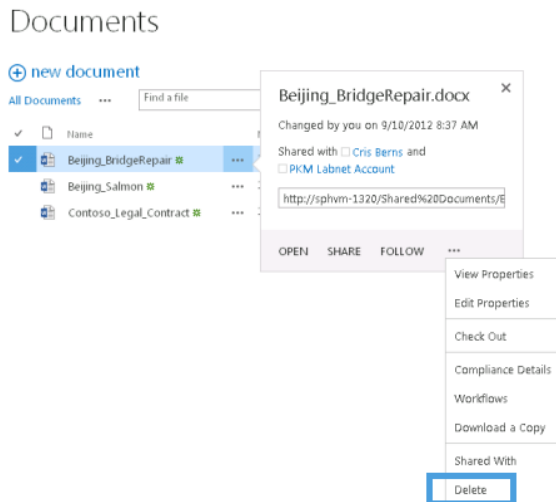
RENAME FILES IN A LIBRARY

1. Click on the ellipses next to a file you want to rename, and then click the ellipses on the callout.
2. Click **Edit Properties**.
3. Rename the file in the **Name** field and click **Save**.



DELETE FILES IN A LIBRARY

1. Click on the ellipses next to a file you want to delete, and then click the ellipses on the callout.
2. Click **Delete**.
3. Click **OK** to confirm sending the file to the Recycle Bin.



VERSIONING, ALERTS, OR CO-AUTHORING

Libraries have other features to help you be more productive, such as:

- **Versioning** enables you to track versions of files, so you can see a history of changes, and restore a version if you make a mistake.
- **Alerts** let you know by mail or text if a file has been changed. You can set an alert for one file or a whole library, and control how often you get alerted.
- **Co-authoring** enables you and other co-workers to edit files at the same time in certain Office programs, such as Word, PowerPoint, and Excel.

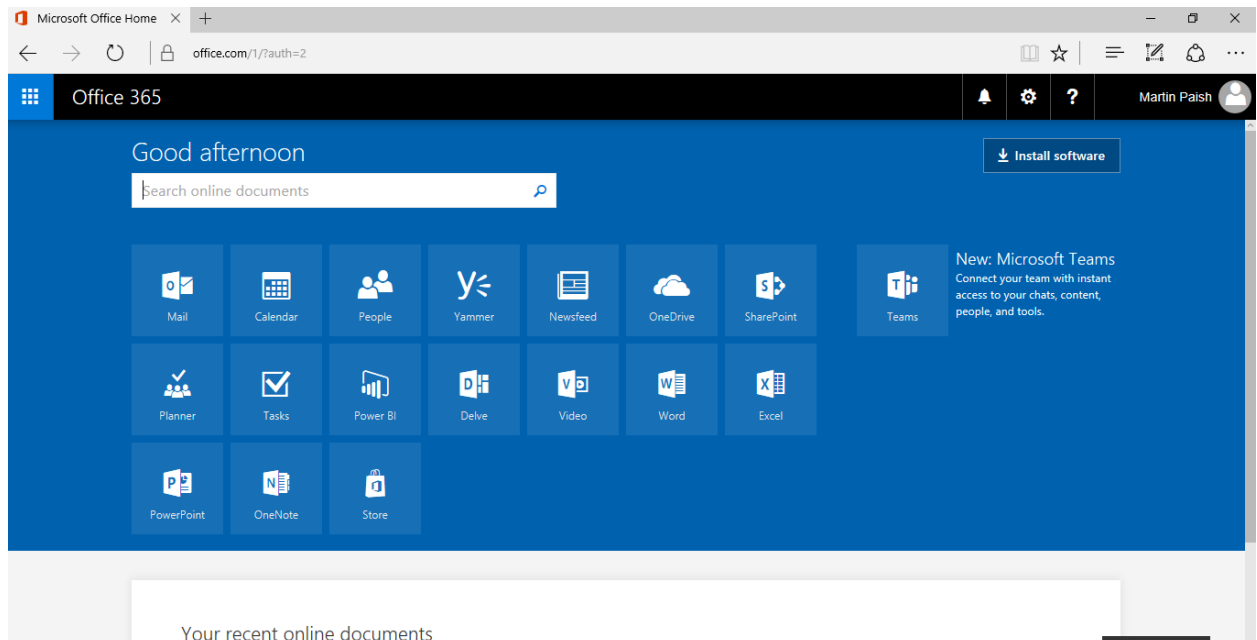
SEE ALSO

- **Introduction to libraries**
<http://office.microsoft.com/en-us/sharepoint-server-help/introduction-to-libraries-HA102771924.aspx?CTT=1>
- **Add or delete files in a library**
<http://office.microsoft.com/en-us/sharepoint-server-help/add-or-delete-files-in-a-library-HA102803549.aspx?CTT=3>
- **Enable and configure versioning for a list or library**
<http://office.microsoft.com/en-us/sharepoint-server-help/enable-and-configure-versioning-for-a-list-or-library-HA102772148.aspx?CTT=3>
- **Create an alert**
<http://office.microsoft.com/en-us/sharepoint-server-help/create-an-alert-or-subscribe-to-an-rss-feed-HA102771918.aspx?CTT=1>



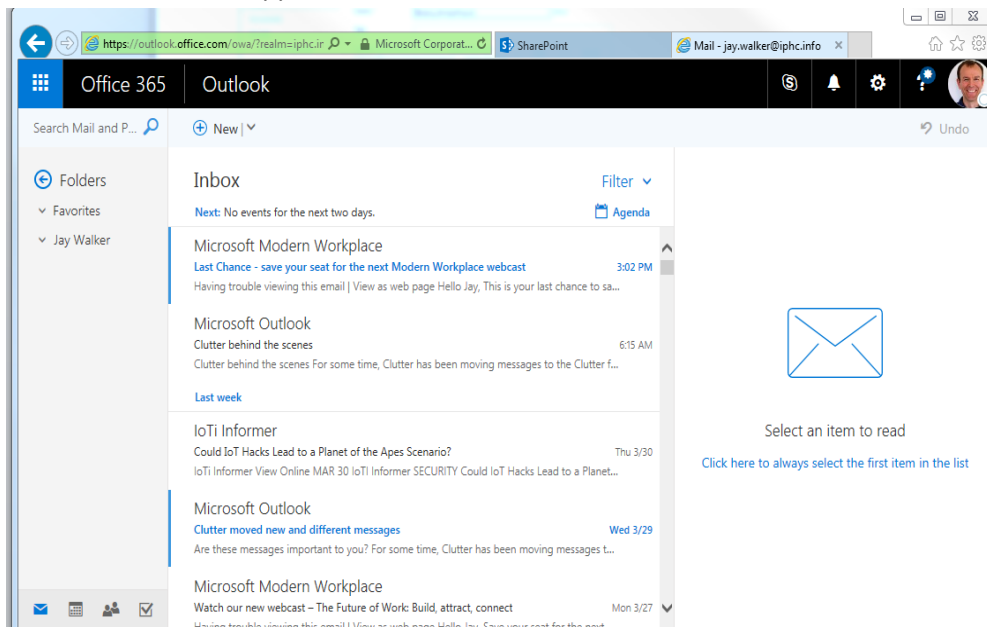
IPHC.INFO Mail

1. Currently all email messages sent to your firstname.lastname@iphc.info address will be delivered to your Office365 mailbox and also forwarded to your personal address provided to the IPHC.
2. It is possible to response to a message pertaining to MSAB matters using your @iphc.info account rather than your personal account if desired.
3. Login into your account at <https://portal.microsoftonline.com> with firstname.lastname@iphc.info and your password.
4. Use the 'Mail' tile to access Outlook Online to view all messages received for your @iphc.info account.





5. Outlook Online will appear.



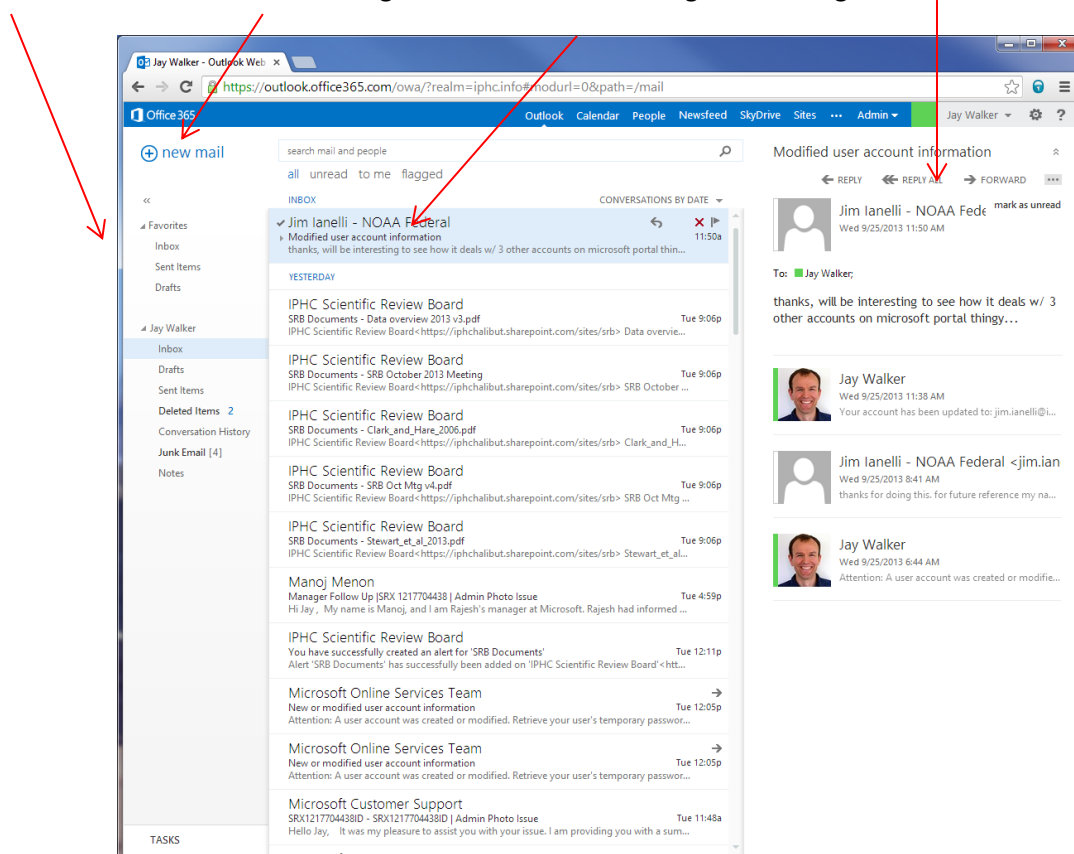
6. If you have used Microsoft Office Outlook the layout will look familiar.

Folder Links

New Mail Message

Received Messages

Message Conversation View





7. To reply select a message then click 'Reply' on the right side above the message subject.

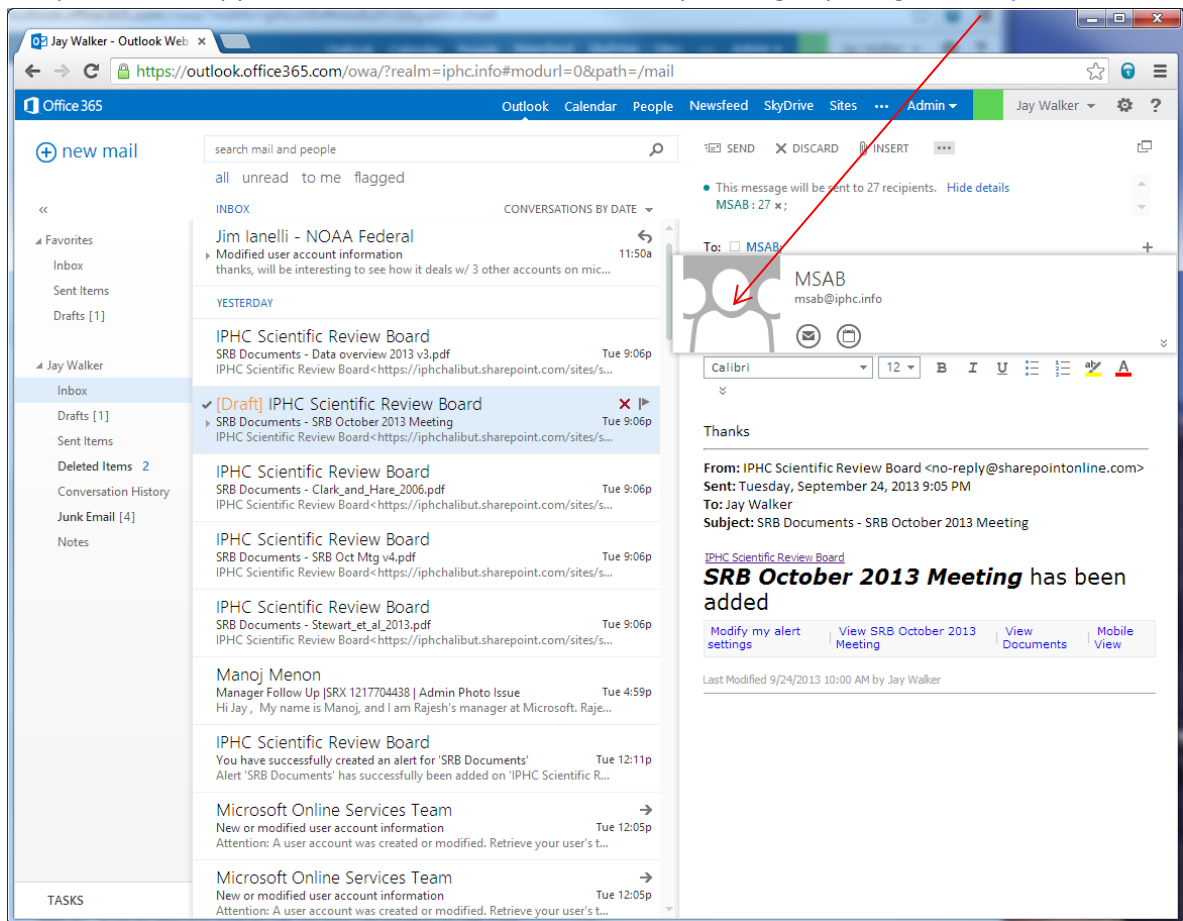
The screenshot shows the Outlook Web App interface. On the left is the navigation pane with 'new mail' and a search bar. The main pane shows an inbox with several messages. One message from 'IPHC Scientific Review Board' is selected. On the right, the selected message is displayed, showing the subject 'SRB Documents - SRB October 2013 Meeting' and the body text 'IPHC Scientific Review Board SRB October 2013 Meeting has been added'. A red arrow points from the 'Reply' button in the message header to the 'Reply' button in the top right corner of the interface.

8. Start typing your reply in the message and then click 'SEND' when ready.

The screenshot shows the Outlook Web App interface with the 'Reply' dialog box open. The dialog box contains fields for 'To:', 'Cc:', and 'Subject:'. The 'To:' field is populated with 'no-reply@sharepointonline.com'. The 'Subject:' field is populated with 'RE: SRB Documents - SRB October 2013 Meeting'. The body of the reply is 'Thanks'. A red arrow points from the 'SEND' button in the dialog box to the 'SEND' button in the top right corner of the interface.



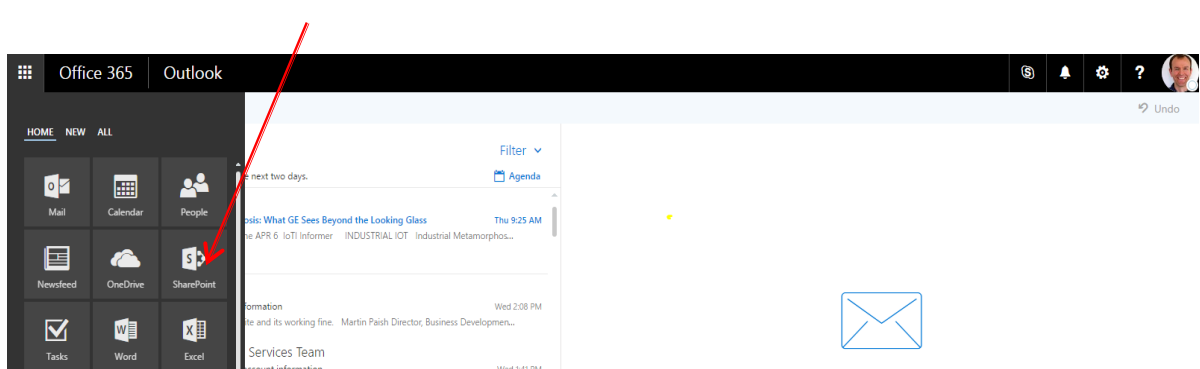
9. It is possible to copy all the members of the MSAB on any message by using msab@iphc.info



10. Use the Tiles icon in the top left corner to navigate to the MSAB Site. Click the area with the icon to expand the menu.



11. Then select the 'SharePoint' Tile.





12. Select the link to the MSAB site under 'Following' or under 'Frequent sites'

Office 365 | SharePoint

Search

Create site

Following

- Research Advisory Board
- IPHC Commissioners Site
- Blog
- IPHC Scientific Review Board
- IPHC
- See all

Recent

- IPHC Advisory Bodies
- IPHC Commissioners Site
- MSAB

Frequent sites

- IPHC Advisory Bodies
- MSAB
- IPHC Commissioners Site

13. Once on the MSAB the Tile Icon in the corner can be used to return to Outlook.

Office 365 | SharePoint

BROWSE PAGE

MSAB

Management Strategy Advisory Board

At the 2013 Annual Meeting, the International Pacific Halibut Commission (IPHC, or Commission) advanced the development of a Management Strategy Evaluation (MSE) program for the halibut resource. The Commission approved the formation of a Management Strategy Advisory Board (MSAB) to advise the Commission on the development and evaluation of candidate objectives and strategies for managing the fishery.

Documents

- New
- Upload
- Sync
- Share
- More

MSAB Calendar

April 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22