

7/1/2013



**RADIO
ONE, INC.**

**SHAREPOINT 2010 QUICK USER GUIDE-ADDING
A NEW LIST ITEM AND UPLOADING A DOCUMENT**

To Access the 2010 SharePoint Home Page

Type the following URL into your Browser:

<http://portal2010.radio-one.com/SitePages/Home.aspx>

§ Use the same User ID and Password you use to log-on to your PC

All Department sites appear horizontally across the top page

Market Sites and Regional sites are located vertically on the left pane.

Adding a New Item to a SharePoint List

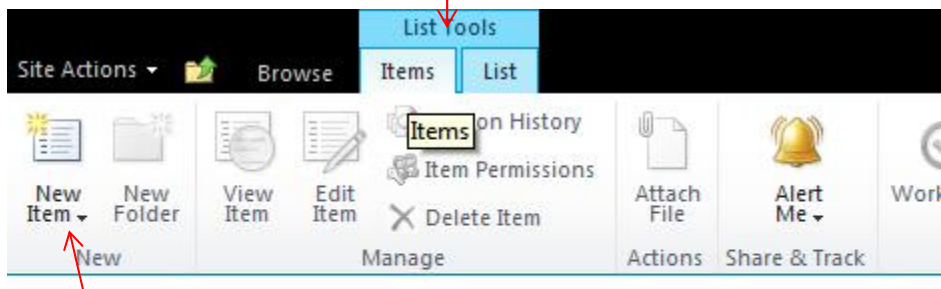
1. Navigate to the site that you want to add your list item to.
2. On the left side of the screen, under List, select the applicable list name.

→

ID	Created	Market(s)	Client/Cam
802	11/19/2012 3:30 PM	Corporate Sales	Radio One design and templates
1101	2/5/2013 10:32 AM	Corporate Sales	TVOne Ster
1102	2/5/2013 10:35 AM	Corporate Sales	TVOne Ster
1192	2/28/2013 10:19 AM	iOne Local Sales	iOne Sizzle

3. From the Top menu bar, under List tools, select Items.

- From the top menu bar, select the drop down arrow on the New Item Icon; your list will appear.



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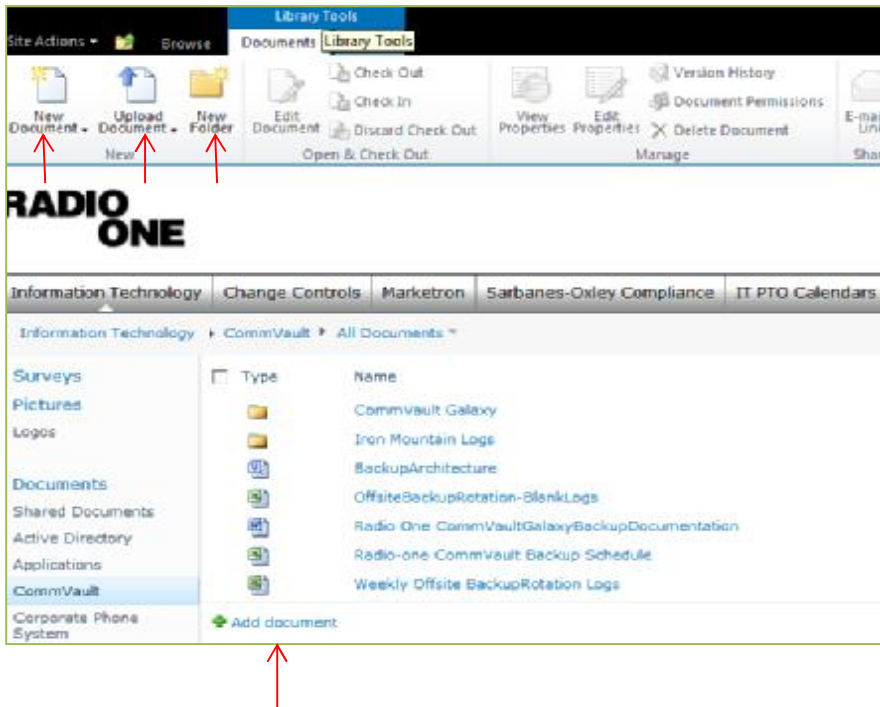
- Complete the list fields and hit Save to submit your list.

Uploading a document and creating a document folder

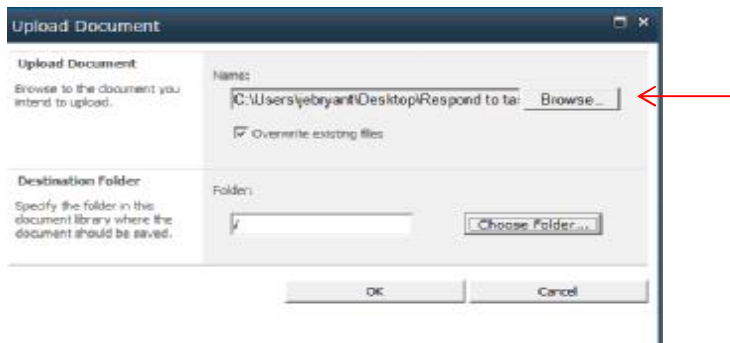
There are multiple ways to add a document to SharePoint.

- Click on the site that you want to upload or create your document folder in.
- On the left side of the screen, under **Documents**, select the applicable folder you want to add your document to.
- To add a document or create a folder, you can use any of the options below:
 - § From the bottom of the document library, click on **Add document**
 - § From the Top menu bar, click on **Document**, then Click on **Upload Document**

- § From the Top menu bar, Click on New Document (this will open up a document in Microsoft word)
- § From the Top menu bar, click on Document, Click on New Folder to create a folder



4. Browse to upload your file and click OK. You can leave the destination folder field blank, the location will default to the library you are in.



The file is now available in the library. To delete, edit or check out the item, click the drop down arrow to the right of the file name.

