

<p>Upgrade to Internet Explorer 7.0</p> <p>SharePoint works best with Internet Explorer 7.0. Internet Explorer 7.0 is a free download from Microsoft</p>	<p>Add SharePoint site to Trusted Sites</p> <ol style="list-style-type: none"> 1. Click on "Tools" in the Internet Explorer window 2. Click On "Internet Options" 3. Click on the "Security Tab" 4. Select the "Trusted Sites" icon and click on "Sites" 5. Click "Add" <p>You have now added your SharePoint site to your IE trusted Sites</p>	<p>Add SharePoint site to your Favorites</p> <ol style="list-style-type: none"> 1. Click on "Home" 2. Click "Favorites" 3. Click "Add to Favorites" 4. Enter desired name in the "Add a Favorite" window and click "Add"
<p>Upload Photo on Home Page</p> <ol style="list-style-type: none"> 1. On the right-hand side of the page, click "Change" under the stock photo 2. Click "Browse" 3. Navigate to the location of your desired picture 4. Click "Open" 5. Click "Upload" 	<p>Select Site Theme</p> <ol style="list-style-type: none"> 1. Click "Portal Administration" 2. Click "Manage Portal Theme" 3. Select a theme 4. Click "Apply" 	<p>Build a Department Site</p> <ol style="list-style-type: none"> 1. Click "Departments" from the top menu 2. Click "Create" from the left-hand side 3. In the "Create a Department" page, enter a department name, owner and select a template 4. Click "Create"
<p>Create a Worksite</p> <ol style="list-style-type: none"> 1. Click "Worksites" from the top menu 2. Click "Create" from the left-hand side 3. In the "Create a Worksite" page, enter worksite name, owner and select a template 4. Click "Create" 	<p>Delete this list</p> <ol style="list-style-type: none"> 1. Browse to the home page, click "Getting Started" 2. Click "Settings" 3. Click "List Settings" 4. Under Permissions and Management, choose "Delete this list" 5. Click "OK" to send the list to the Recycle Bin 	<p>Visit the Tech Center!</p> <p>Click the "Help" link at the top of the page.</p>