


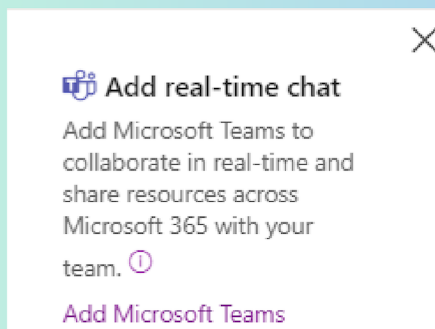


MINISTRY OF FINANCE

# SharePoint



- Go to Microsoft365.com
- Login, click on  home and select SharePoint
- Create Site, select Team Site
  - Select Standard Team, click use template
    - Enter name for your site
    - Set privacy setting (public or private)
    - Add members then click on Finish
  - Add Microsoft Teams to the site.



- Click on Documents
  - Add shortcut to OneDrive