



## SharePoint FAQs

## Table of Contents

---

<b>SharePoint FAQs</b> .....	<b>3</b>
<b>General Information</b> .....	<b>3</b>
Who is eligible for a SharePoint site? .....	3
How do I login to SharePoint? .....	3
Who can see my SharePoint site? .....	3
How can I access my SharePoint site off campus? .....	3
Who is my local SharePoint site administrator? .....	3
Why does my SharePoint site look different from someone else's? .....	3
How do I delete my departmental SharePoint site? .....	3
<b>SharePoint Web Storage</b> .....	<b>4</b>
What is the upload size limit for document storage? .....	4
What is the web storage size limit on SharePoint site? .....	4
What types of files cannot be saved in my SharePoint site? .....	4
How secure are my documents in SharePoint site? .....	4
<b>Using SharePoint</b> .....	<b>5</b>
How do I use SharePoint? .....	5

## SharePoint FAQs

### General Information

---

#### **Who is eligible for a SharePoint site?**

UM Employees with manager level or higher title can request a project or team SharePoint Site. To request a new SPO site visit <https://miamiedu.sharepoint.com/sites/sps>. Every site must have a primary site owner who will be responsible for site content, design, permissions, support and user communication., most faculty, admin, and staff are eligible to request a departmental SharePoint site.

#### **How do I login to SharePoint?**

Navigate to the assigned URL for your department/group's SharePoint site. If you are unsure of your URL, please send an email to [sps@miami.edu](mailto:sps@miami.edu). Provide your CaneID and password if prompted.

#### **Who can see my SharePoint site?**

SharePoint site access is based on permissions given by your local (or global) SharePoint administrator with in the SharePoint site.

#### **How can I access my SharePoint site off campus?**

Navigate to your SharePoint URL. SharePoint is accessible from anywhere with internet access. If you are unsure of your URL, please send an email to [sps@miami.edu](mailto:sps@miami.edu).

#### **Who is my local SharePoint site administrator?**

SharePoint site administrators vary from site to site. For contact information for your local SharePoint site administrator, please email [sps@miami.edu](mailto:sps@miami.edu).

#### **Why does my SharePoint site look different from someone else's?**

SharePoint allows customizations by the user. You may change the theme or move web parts around on your SharePoint site to customize the page.

In addition, SharePoint may look and function differently depending on the internet browser you use to access it. Internet Explorer 11.0 and above is recommended for best compatibility.

#### **How do I delete my departmental SharePoint site?**

Please email [sps@miami.edu](mailto:sps@miami.edu) with your site URL. Please note, approval by the departmental SharePoint site administrator is required for site deletion.

## SharePoint Web Storage

---

### **What is the upload size limit for document storage?**

The maximum file size per upload to web storage is 2 GB.

### **What is the web storage size limit on SharePoint site?**

The web storage size limit is 5 GB.

### **What types of files cannot be saved in my SharePoint site?**

Typical document, picture, and sound files can be saved in storage. However, you may not upload .app, .class, .dll, .exe, .mat, .msi, or .vb files. If you have questions about a particular type of file not included here, please contact us at [sps@miami.edu](mailto:sps@miami.edu).

### **How secure are my documents in SharePoint site?**

As secure as you want it to be. As a site owner you set permissions for your site. You decide who to share with and trust. We strongly suggest permissions on your site be reviewed and tested regularly. Wide open and incorrect secure is a security risk that site owners need to manage.

We strongly recommend site owners routinely audit and test site permissions. From a data center, server and data transmission point of view your data is extremely secure with both in transit and at rest encryption.

## Using SharePoint

---

### How do I use SharePoint?

Please refer to Microsoft's [Getting started with SharePoint](#).