

Harris County Domestic Relations Office Website

Content Management Quick Reference Guide – DRAFT – TEST
Environment – Replace URL <https://dro.harriscountytexas.gov> with
<https://dro.testint.hctx.net> During the Testing Process

Overview

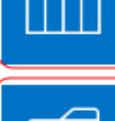
This Quick Reference Guide is a visual how-to guide for Domestic Rights Office site owners, content authors and approvers, as a supplement to hands-on training. It includes step by step instructions and tips for editing and managing site content, and recommended resources for further reading.

Tips on using this Guide

- View this presentation in slideshow mode to take advantage of active content like hyperlinks and videos.
- Hyperlinks to the related site contents are included throughout this document; view the presentation as a slideshow to activate hyperlinked content.
- See the [Resources](#) page for a list of recommended training content available on the Harris County intranet and on external websites.



Location: <https://dro.harriscountytexas.gov/layouts/15/viewlists.aspx>

 add an app	 Content and Structure Reports 7 items Modified 3 months ago	 Documents 39 items Modified 5 days ago
 FAQs 49 items Modified 8 days ago	 FAQsPageName 5 items Modified 2 weeks ago	 Form Templates 0 items Modified 3 months ago
 FormsPageNames 5 items Modified 2 weeks ago	 Global Header 10 items Modified 2 months ago	 Images 40 items Modified 4 days ago
 InfoTester 0 items Modified 4 weeks ago	 Links 72 items Modified 11 days ago	 LinksPageNames 5 items Modified 2 weeks ago
 MediationRequest 0 items Modified 2 days ago	 Navigation 43 items Modified 2 weeks ago	 Pages 29 items Modified 4 days ago
 Reusable Content 3 items Modified 3 months ago	 Site Assets 4 items Modified 2 weeks ago	 Site Collection Documents 0 items Modified 3 months ago
 Site Collection Images 0 items Modified 3 months ago	 Site Config 5 items Modified 5 days ago	 Site Image Links 4 items Modified 2 months ago
 Style Library 28 items Modified 3 months ago	 Workflow Tasks 13 items Modified 4 days ago	

The Site Contents Page includes all lists and libraries in the site. Lists and libraries in SharePoint are also collectively referred to as **Apps**.

Some of the lists and libraries shown on the Site Contents page are automatically included when a site is created. Don't rename or remove these libraries, as this could cause problems with the site's configuration.

The lists and libraries you'll use most to manage content on this site are shown outlined in **red**.

More information about each of these lists is provided on the following page.



The following lists and libraries contain the links, documents and images that appear on pages throughout the Domestic Rights Office site.

List/Library	List/Library Type	Description
Navigation	Custom List	Links in this library appear at the top of each page in the site navigation.
Pages	Pages Library	This library contains all the pages in the site, including those not featured in the site navigation.
Links	Custom List	Provides links found on Home Page and throughout the site.
FAQs	Custom List	List of FAQs found on FAQ pages and other pages.
Documents	Document Library	Documents(including Forms) stored in this site for display on one or more pages.
Images	Image Library	All images used on the site are included in this image library.
MediationRequest	Mediation Request Entry List	This is where the mediation requests are initially submitted. You should not need to go into this list. The results from the form will be transferred to your local intranet list here: https://dro.webhc.hctx.net/dept/Lists/Mediation%20Request/AllItems.aspx
FormsPageNames	List of Forms Page Names	List used for pages with Forms. If you were add a new section with Forms that required its own page, you would also need to add an entry here for the page.
FAQsPageNames	Lists of FAQs Page Names	List used for pages with FAQs. If you were add a new section with Forms that required its own page, you would also need to add an entry here for the page.
LinksPageNames	List of Links Page Names	List used for pages with Links. If you were add a new section with Forms that required its own page, you would also need to add an entry here for the page.



The following list is a reference for all the web parts in use on the Domestic Rights Office website, and the corresponding list/library for each.

Domestic Rights Office Site

<https://dro.harriscountytexas.gov/Pages/default.aspx>

Page	Web Part Title	Web Part Type	Related List/Library
Home	Header Image	Content Editor Web Part	None
Home	Page Title	Content Editor Web Part	None
Home	MediationRequestButton	Content Editor Web Part	None
Home	Content	Content Editor Web Part	None
Home	Content Editor (Location)	Content Editor Web Part	None
Home	CSS Style for page(style parts of the page)	Content Editor Web Part	None
Mission	Page Title	Content Editor Web Part	None
Mission	Content	Content Editor Web Part	None
News/Events	Content Editor (Page Title)	Content Editor Web Part	None
News/Events	Content	Content Editor Web Part	None
Directions & Parking	Page Title	Content Editor Web Part	None
Directions & Parking	Content	Content Editor Web Part	None
Directions & Parking	Google Street View	Content Editor Web Part	None
Contact Us	Page Title	Content Editor Web Part	None
Contact Us	Content	Content Editor Web Part	None
Contact Us	Content Editor	Content Editor Web Part	None
The Process	Content	Content Editor Web Part	None
The Process	Page Title	Content Editor Web Part	None
Request a Mediation	Page Title	Content Editor Web Part	None
Request a Mediation	Content	Content Editor Web Part	None
Request a Mediation	InfoPath Form Web Part	InfoPath Form Web Part	MediationRequest
Parent Conferences	Page Title	Content Editor Web Part	None
Parent Conferences	Content	Content Editor Web Part	None
FAQ (Same page for all sections)	FAQsPageName	List View Web Part	FAQsPageName
FAQ (Same page for all sections)	FAQs	List View Web Part	FAQs
FAQ (Same page for all sections)	Content Editor (images on right)	Content Editor Web Part	None
FAQ (Same page for all sections)	CSS – Sets width of FAQs on page so it is reactive	Content Editor Web Part	None
FAQ (Same page for all sections)	Query String (URL) Filter	Query String (URL) Filter	None



Domestic Rights Office Site

<https://dro.harriscountytexas.gov/Pages/default.aspx>

Page	Web Part Title	Web Part Type	Related List/Library
Forms (Same page for all sections)	FormsPageNames	List View Web Part	FormsPageNames
Forms (Same page for all sections)	Documents	List View Web Part	Documents
Forms (Same page for all sections)	Content Editor (Images)	Content Editor	None
Forms (Same page for all sections)	Script – Hide Column Header	Script Editor	None
Forms (Same page for all sections)	Query String (URL) Filter	Query String (URL) Filter	None
Forms (Same page for all sections)	Script –Open Links in New Window	Content Editor	None
Links (Same page for all sections)	LinksPageNames	List View Web Part	LinksPageNames
Links (Same page for all sections)	Links	List View Web Part	Links
Links (Same page for all sections)	Content Editor (Images)	Content Editor	None
Links (Same page for all sections)	CSS –Please Don't delete	Content Editor	None
Links (Same page for all sections)	Query String (URL) Filter	Query String (URL) Filter	None
Child Custody Evaluations	Page Title	Content Editor Web Part	None
Child Custody Evaluations	Content	Content Editor Web Part	None
Adoption Evaluations	Page Title	Content Editor Web Part	None
Adoption Evaluations	Content	Content Editor Web Part	None
Issue Based Investigations	Content Editor	Content Editor Web Part	None
Issue Based Investigations	Content	Content Editor Web Part	None
Parenting Coordination	Page Title	Content Editor Web Part	None
Parenting Coordination	Content	Content Editor Web Part	None
Child Support Establishment	Page Title	Content Editor Web Part	None
Child Support Establishment	Content	Content Editor Web Part	None
Child Support Enforcement	Page Title	Content Editor Web Part	None
Child Support Enforcement	Content	Content Editor Web Part	None
Child Support Termination	Page Title	Content Editor Web Part	None
Child Support Termination	Content	Content Editor Web Part	None
FOCAS	Page Title	Content Editor Web Part	None
FOCAS	Main Content	Content Editor Web Part	None
FOCAS	FAQ Title	Content Editor Web Part	None
FOCAS	FAQ List Content Query	Content Query Web Part	FAQs
FOCAS	Content Editor (Images)	Content Editor Web Part	None



Domestic Rights Office Site

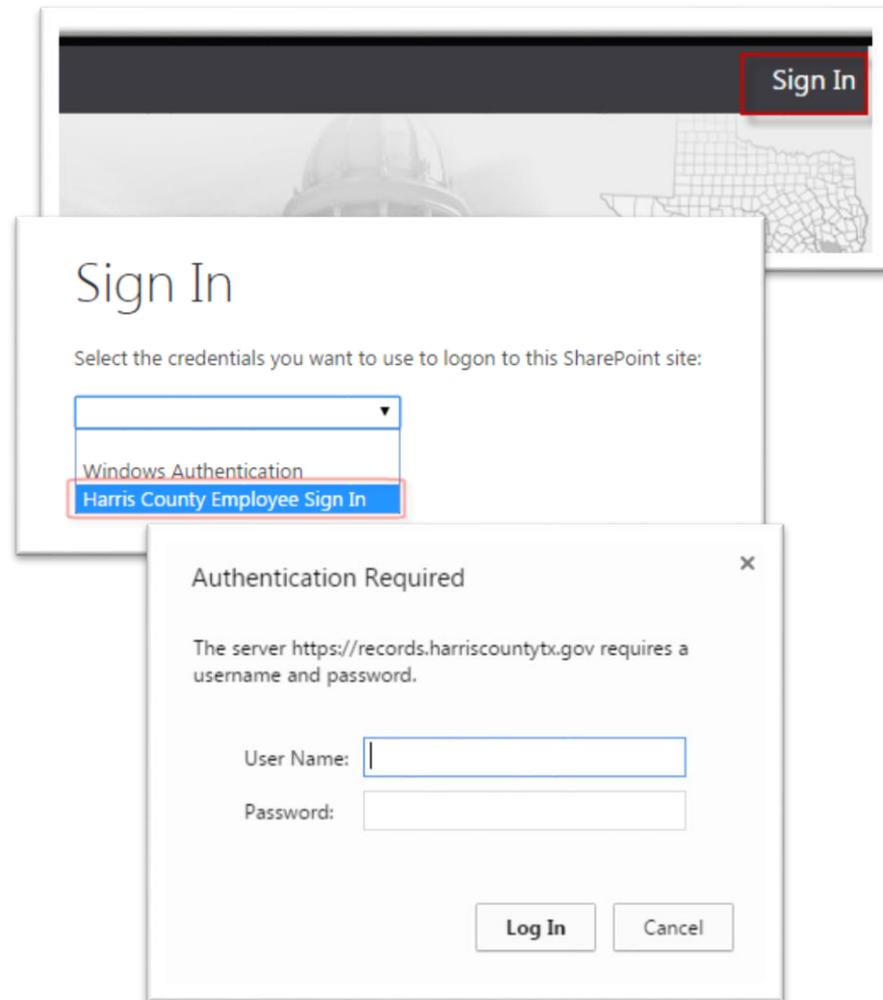
<https://dro.harriscountytexas.gov/Pages/default.aspx>

Page	Web Part Title	Web Part Type	Related List/Library
FOCAS	FOCAS Documents Title	Content Editor Web Part	None
FOCAS	Documents	List View Web Part	Documents
FOCAS	Script Editor – Make List title non-clickable	Script Editor	None
FOCAS	CSS – FAQ List Format	Content Editor	None
FOCAS	CSS – Hide List Column Header	Content Editor	None
Possession/Access Establishment	Page Title	Content Editor Web Part	None
Possession/Access Establishment	Content	Content Editor Web Part	None
Possession/Access Enforcement	Page Title	Content Editor Web Part	None
Possession/Access Enforcement	Content	Content Editor Web Part	None
The Program	Content Editor	Content Editor Web Part	None
The Program	Content	Content Editor Web Part	None
Monthly Monitoring	Page Title	Content Editor Web Part	None
Monthly Monitoring	Content	Content Editor Web Part	None
Parenting Class	Page Title	Content Editor Web Part	None
Parenting Class	Content	Content Editor Web Part	None
Employment Assistance	Page Title	Content Editor Web Part	None
Employment Assistance	Content	Content Editor Web Part	None
Employment Assistance	HTML Form Web Part	HTML Form Web Part	Links
Employment Assistance	Links	List View Web Part	Links
Employment Assistance	CSS Code – Please Don't Delete	Content Editor	None



- Follow the steps below to sign in, whether you are accessing the site while at work or at some other location.
- Signing in is only necessary if you intend to edit content or settings.

1. Click the **Sign In** link in the upper-right corner of the page.
2. Choose the **Harris County Employee Sign In** method. SharePoint will automatically sign you in using your Windows network login credentials.
3. If you are accessing the site from outside of the Harris County network, you'll be prompted to enter your network credentials. Use the same User Name and Password that you use to log into your work computer.



Some of the web parts in use on the Domestic Relations Office site are the **Content Editor**, **List View Web Parts**, and **Content Query** web parts.

The screenshot shows the Domestic Relations Office website in edit mode. At the top, there is a navigation bar with links for Home, About, Child Support, Possession/Access, Mediation, Court Services, and Community Supervision. Below this is a search bar. The main content area is divided into several zones:

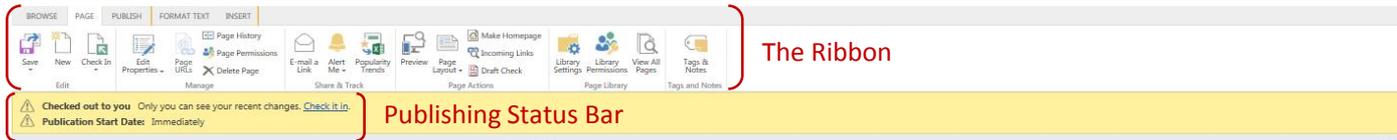
- Header Image:** A large image of a diverse family sitting at a table, labeled as a **Content Editor Web Part**.
- Page Title:** A blue bar with the text "Committed to serving the needs of families", labeled as a **Content Editor Web Part**.
- MiddleLeftZone:** A content editor web part containing text about the office's commitment to serving families in Houston, Texas, and its various divisions.
- MiddleRightZone:** A content editor web part containing contact information for the office, including the address (1310 Prairie, Suite 700, Houston, Texas 77002) and phone numbers.

On the right side, the **Site Actions Menu** is open, showing options like "Edit page", "Add a page", "Add an app", "Site contents", "Design Manager", and "Site settings". Red callouts point to the "Edit" button and the "Edit page" option in the menu.

Now that you're logged in as an editor, click  to view the **Site Actions** menu and select **Edit page**. You can now access the editing tools and other controls on the page (called **the Ribbon**).



Once you have clicked **Edit Page**, you're in **Edit mode**. Pages use a publishing workflow that allows team members to collaborate on content changes without affecting the public view of the page. When you edit a page, it is automatically checked out and a yellow bar is shown until you publish your changes or the page is no longer checked out.



Page Title
Committed to serving the needs of families

MiddleLeftZone

[Add a Web Part](#) **Link to Insert a Web Part** | a Web Part

MiddleRightZone

Content

The Harris County Domestic Relations Office is committed to serving families in Houston, Texas and the surrounding region by focusing on the needs of children involved in family litigation. This office provides services for Houston and Harris County residents as well as the Harris County Family District Courts.

The Office is divided into four Divisions. The Legal Enforcement Division provides assistance to establish, enforce or terminate a child support order, assistance to enforce possession, access or visitation with their child and administration of the Harris County FOCAS Program. The Family Court Services Division provides child custody evaluations regarding the custody, parenting and access to a child, issue based investigations and adoption social studies. The Family Dispute Resolution Division provides mediations and parent conference for families with cases pending in the Harris County Family District Courts. The Community Supervision Unit provides probation services in the Family District Courts for parents who have been found in contempt for violating a court order pertaining to children.

Content Editor

Location:
1310 Prairie, Suite 700
Houston, Texas 77002
713-274-7300 (Main)
713-437-5800 (Fax)

When you're finished editing a page:

- To save your changes and make them visible only to you and other site members, click [Check it in](#).
- To make your changes visible to everyone, click [Publish this draft](#).
- To leave a page without saving, click the drop-down arrow on the **Save** submenu and choose **Stop editing**.

Tip

If you don't have "Approve" permissions, saving will start an approval workflow, and one or more approvers will be notified by email. For more about permissions, see [Permissions Overview](#).

The **Navigation** list allows you to manually manage the Site Navigation links at the top of the page. The navigation was configured when the site was built. However, if you add, change or delete a page in the future, you'll also need to change the navigation.



[+ new item](#) or [edit](#) this list

All Items ...

Title	Link URL	Parent	Sort Order
Home	Domestic Relations Office - Home		0
Child Support			2
Possession/Access			3
Mediation			4
Court Services			5
Community Supervision			6
Mission	Mission	About	1

Title *

Link URL
Type the Web address: (Click here to test)

Type the description:

Parent

Sort Order *

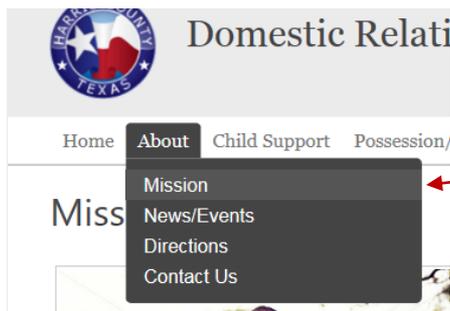
1. Access the **Navigation** list from the Site Contents page.
2. Click **+ new item**.
3. Enter the **Title** as you want it to appear in the navigation.
4. In the **Link URL** field, type (or copy and paste from the address bar) the page's relative URL in the following format:

Pages/[PageName].aspx

5. To add this link as a nested link under one of the existing horizontal navigation links, type the exact name of the **Parent** link.
6. If this is a nested link, the **Sort Order** field determines the link order from top to bottom, under the parent link.

If this is a link in the primary (horizontal) navigation, the number in the **Sort Order** field will determine the link order from left to right.

7. Click **Save**.

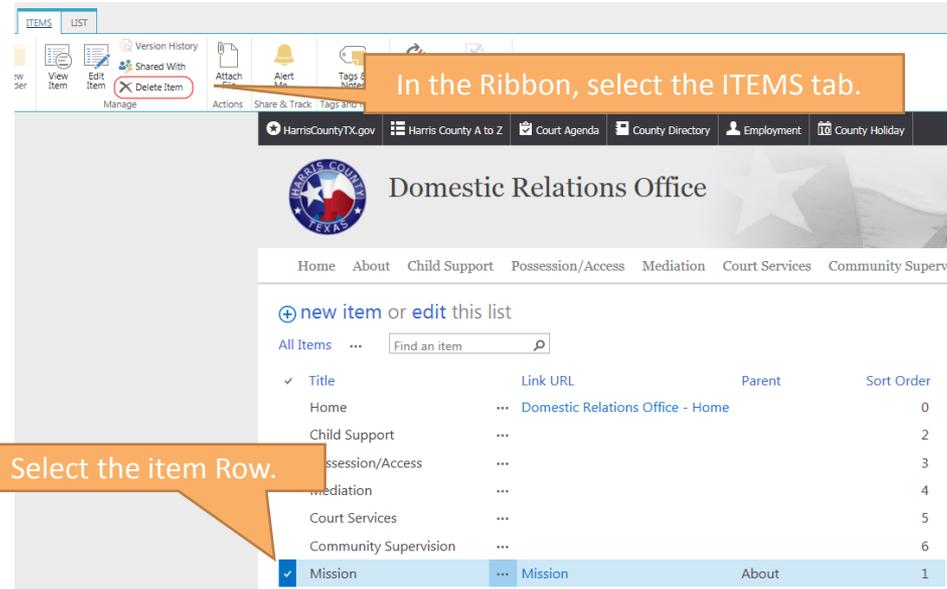


The new link is added as a nested item under the parent link.



Delete a Navigation Link

1. On the Site Contents page, select the Navigation list. **Site Actions** menu (⚙) > **Site Contents**> **Navigation**
2. Select the item's row in the displayed list.
3. In the Ribbon at the top of the page, click **Delete Item**.



Change a Link's URL

⊕ new item or **edit this list**

All Items ... Find an item

✓ Title	Link URL	Parent	Sort Order
Home	Domestic Relations Office - Home		0
Child Support	...		2
Possession/Access	...		3
Mediation	...		4
Court Services	...		5
Community Supervision	...		6
✓ Mission	Mission	About	1

Stop editing this list

All Items ... Find an item

✓ Title	Link URL	Parent
Home	Domestic Relations Office - Home	
Child Support	...	
Possession/Access	...	
Mediation	...	
Court Services	...	
Community Supervision	...	
Mission	Mission	About
News/Events	...	About
Directions	...	About
Contact Us	...	About
Establishment	...	Child Support
Enforcement	...	Child Support
Modification	...	Child Support
Termination	...	Child Support

Address:

Display text:

OK

1. Above the displayed list in the Navigation list, click **edit this list**.
2. Click in the cell of the Link URL and then click edit the URL.
3. Type or copy and paste the URL into both address fields, using the **/Pages/[pagename].aspx** format for internal site pages, then click **OK**.



Any user can view all published content on your site. (See Anonymous Users, below.) But if you want to enable a user to edit content, or approve content for publishing, you'll need to assign them the appropriate permissions *group*.

To do this, go to the Site Permissions page. **Site Actions menu (⚙) > Site Settings > Site Permissions**

Name	SharePoint Group	Permissions
<input type="checkbox"/> <input type="checkbox"/> Anonymous Users		
<input type="checkbox"/> <input type="checkbox"/> Approvers	SharePoint Group	Approve
<input type="checkbox"/> <input type="checkbox"/> Designers		
<input type="checkbox"/> <input type="checkbox"/> Domestic Relations Office Members	SharePoint Group	Edit, Contribute, Contribute with Add
<input type="checkbox"/> <input type="checkbox"/> Domestic Relations Office Owners	SharePoint Group	Full Control
<input type="checkbox"/> <input type="checkbox"/> Domestic Relations Office Visitors	SharePoint Group	Read

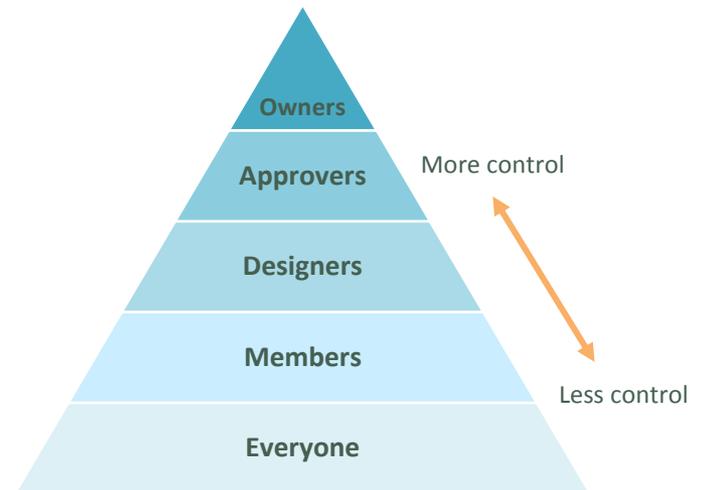
The Anonymous Users group is how SharePoint enables public access to published content on your site. There's no need to ever add anyone to this group.

Users in the Approvers group can be added to the approval workflow for a page.

Tip
Some of the groups listed on the Permissions page are created by the system by default when a new site is created and are necessary for other uses on the site. Don't change or delete these groups.

Permission Levels and Groups

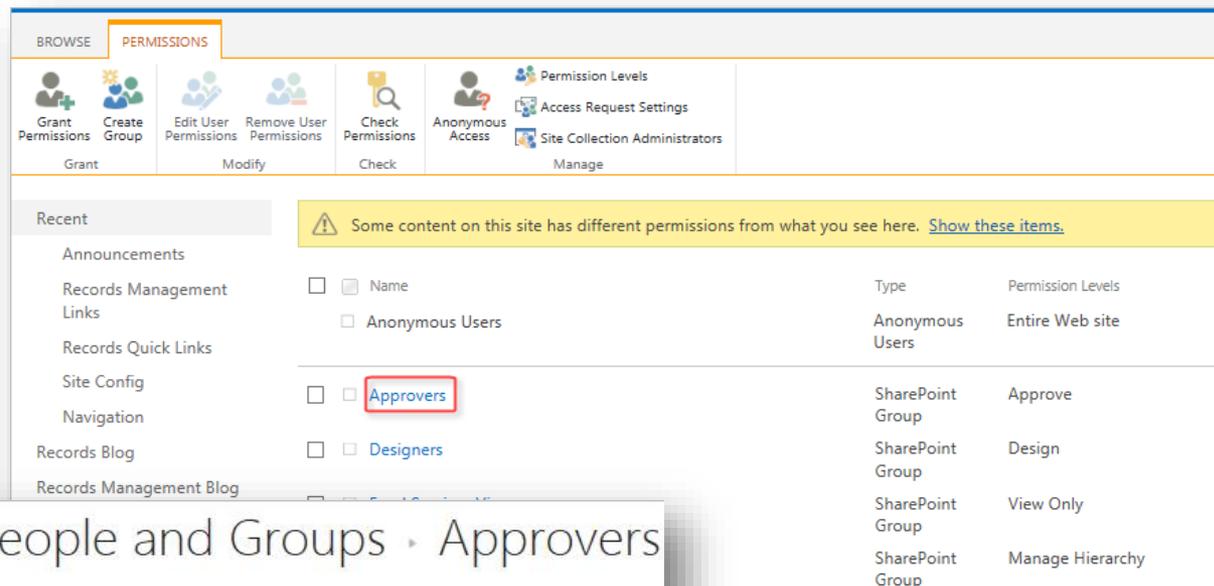
Group	Permission Level	Description
Domestic Relations Office Site Members	Contribute	Can add, edit and delete items in lists and libraries.
Domestic Relations Office Site Owners	Full control	Has full control over the site structure, content, and settings.
Domestic Relations Office Site Visitors	Read only	Can view all published site content.
Approvers	Approve	Can edit and approve pages, list items, and documents.
Designers	Design	Can view, add, update, delete, approve, and customize .



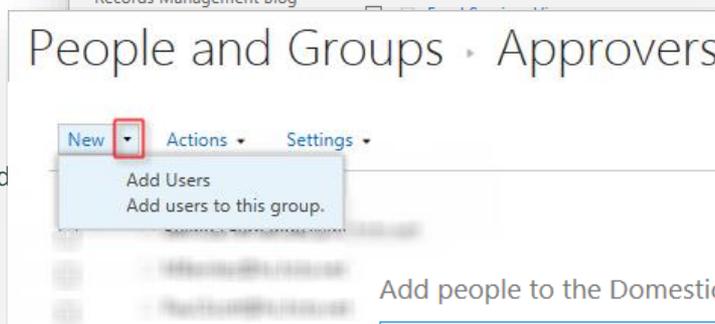
1. Go to the Site Permissions page.

Site Actions menu (⚙) > [Site Settings](#) > [Site Permissions](#).

2. Click on the hyperlinked Group Name, in this case [Approvers](#).

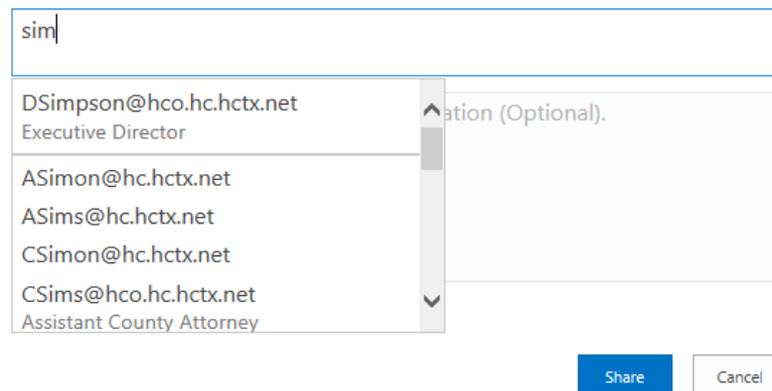


3. Click the drop-down arrow on the right side of the New button and click **Add Users** (Add users to this group).



4. In the **Add People to the [Group Name] Group** field, start typing the person's name in First, Last or Last, First format, then select from the results shown. Or copy and paste the person's Harris County email address into the field.
5. You can also choose to send an invitation email and personal message.
6. When you're finished, click **Share**.

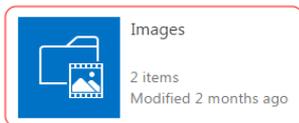
Add people to the Domestic Relations Office Owners group



Tip Script Editor or Content Editor web parts whose titles begin with “Script” are added by web developers to customize page properties. Don’t change or remove these web parts.



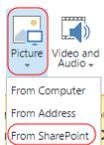
1) If you have not already upload your picture to the Images library:



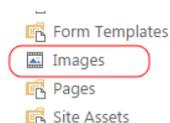
- 2) Check the image into library
- 4) Go to page and Content Editor Web Part where you would like to add image.
- 3) Click on the Insert Menu item at top of Ribbon:



4) Click on Picture icon in Ribbon and select: *From SharePoint*



5) Select the Images Folder:



6) Select the picture you would like and click the Insert button at the bottom right of screen



7) Your picture will now be in the content editor. Click on the picture, then click on the Image menu item at the top of the Ribbon:



8) Click on the Image Style and select a border (please use the same border type for all your images on your site)



9) Click on the Position button, and select the float (if you want image to always be to the right or left of the Content Editor Web Part). For Inline, this determines how text will flow around the image.



10) For the image to automatically resize, you will need to set the width of the image to 100% in the source code. First select the Format Text menu item on top of the Ribbon.



11) Click on the Edit Source button.



12) Add the following after where it says style="width: 100%; (example it should now look something like: `<p></p>
```

13) Click on the Ok button at bottom right of the screen.



- Many of the pages on the Domestic Relations Office web site have Call Out Texts. This text is used as a visual aid to attract attention and interest in the page content. These Call Outs are editable.

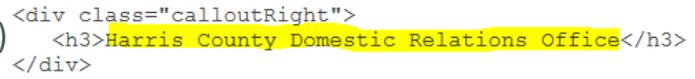
- To Edit Call Outs:

1. If you have not already, you will need to be [logged into the site](#)
2. Go to the page you would like to edit/change the Call Out Text and click the Edit menu item found at the top right of the screen: 

3. Click on the Call Out that you would like to edit: 

4. Click on the Edit Source Button found on the top Ribbon: 

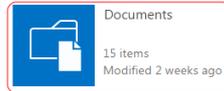
5. The cursor will be placed near the Call Out code. You will be able to recognize the Call Out area in the code by the following:

1. The Call Out Text will have similar to this around it: `<div class="calloutRight"> <h3>Harris County Domestic Relations Office</h3> </div>`
2. The Area to edit is the text between the h3 tags (`<h3>TEXT</h3>`) 

6. Change the text as desired
7. Click on the OK button at the bottom of the screen 
8. Check the page in and publish it.



Documents stored in the Documents library can be linked to from any page:

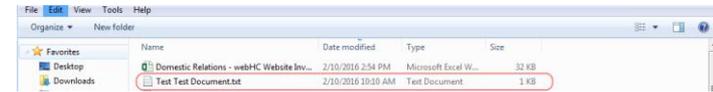


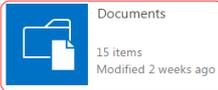
Add Document:

1. Open the Documents Library: 
2. Click on
  1. Alternately, you can add a document to the library by finding it in windows Explorer and dragging the document into the library.
  3. Click on Choose File button and find the file you would like to upload. Click on the file, then click on the Open button.
  4. Click on the Ok button.
  5. Enter in Document Properties:
    1. Name: This field is automatically filled in with document name
    2. Title: If you would like a different title for the file you can enter it here
    3. Scheduling Start Date: If you want to have this document published on a specific date, select date.
    4. Scheduling end Date: If you want to have this document to not be published after a specific date, please enter a specific date.
    5. Area: If this is a form, please select the area(s) this form applies to. This will allow this form to automatically show up on the appropriate page(s).
    6. Click Save

Upload new version of a Document:

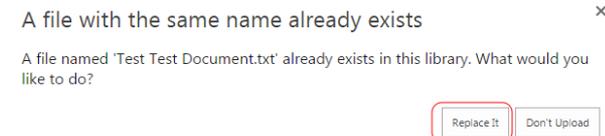
1. Find the document in Windows Explorer.



2. Open the Documents Library: 
3. Left click and hold down on the document in Windows Explorer and drag the file into the Documents library.



4. When dialog box appears, click on the Replace It button:



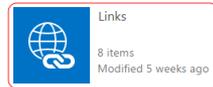
5. If you would like to edit the Document Properties, Find the document you would like to change the properties for and right click on the ellipses (...) next to the documents name, then select Edit Properties.
6. Edit the properties then hit Save.



Links will show up on the Home page links list.

Add a Link:

1. Open the Links list



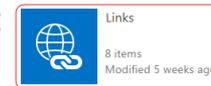
2. Click on **+ new link**

3. Fill in all fields and hit the Save button:

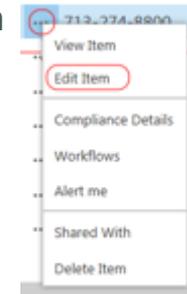
1. URL:
  1. Type the Web Address (example: <http://constable6.harriscountytexas.gov>)
  2. Type the description – This is text that will show up on the home page
2. Category: If the link is associated with a specific area, please select the appropriate category.
4. You now will be able to add a link to this document on the site..

To Edit a Link:

1. Open the Links List:



2. Find the Link you want to edit and right click on the ellipses (...) next to the link, then select Edit Item



3. Edit the link then hit save.



Images: The Images library are used for most images for your site.

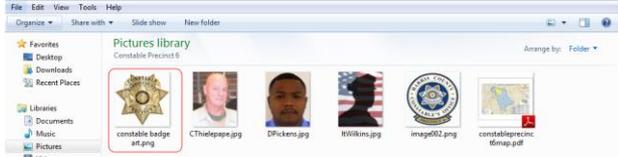
Add an Image:

1. Open the Image list: 
2. Click on **+ new document**
3. Fill in all fields and hit the Save button:
  1. Content Type: Please leave as Image
  2. Name: Name of document. This will default to the current name of document.
  3. Title: For information purposes only, enter Title if it will help future users.
  4. Keywords: For search purposes, enter keywords that will show this document when entered in search box.
  5. Comments: For information purposes only, enter Comments if it will help future users.
  6. Author: For information purposes only, enter Author if it will help future users.
  7. Date Picture Taken: For information purposes only, enter Date Picture Taken if it will help future users.
  8. Copyright: For information purposes only, enter Copyright if it will help future users.
  9. Scheduling Start Date: If you want the image to start showing after a specific date, please enter the date here.
  10. Scheduling End Date: If you want the image to end showing after a specific date, please enter the date here.
4. You will now need to check in the image. To check in, right click the ellipses (...) on the bottom right of image, select the ellipses at the far right of pop-out. Select Check-In:



5. Select Major Version (publish), then hit OK button. This will start the approval process.

Upload a new version of an Image:

1. Find the image in Windows Explorer. 
2. Open the Image library: 
3. Left click and hold down on the document in Windows Explorer and drag the file into the Documents library. 
4. When dialog box appears, click on the Replace It button:
 

A file with the same name already exists

A file named 'Test Test Document.txt' already exists in this library. What would you like to do?

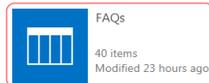
**Replace It** Don't Upload
5. If you would like to edit the Image Properties, click on the All Assets link ([All Assets](#)). Find the image you would like to change the properties for and right click on the ellipses (...) next to the image name, then select Edit Properties.
6. Edit the properties then hit Save.



Entries from the FAQs list will show up on the appropriate FAQ page based on the category selected.

Add a new FAQ:

1. Open the FAQ list:



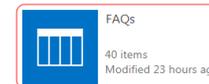
1. Click on [+ new item](#)

2. Fill in all fields and hit the Save button:

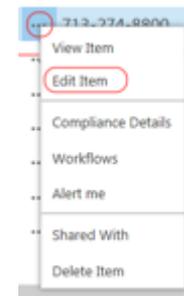
1. Question: Enter Question
2. Answer: Enter Answer
3. Category: Select the category(s) that apply to this question. The FAQ will appear on the appropriate page based on which category(s) selected.
4. The new FAQ will now show up on the appropriate page.

To Edit a Link:

1. Open FAQ list:



2. Find the FAQ you want to edit and right click on the ellipses (...) next to the name of announcement, then select Edit Item



3. Edit the FAQ then hit save.
4. Your edits will automatically show on the appropriate page.



There are lots of available resources for learning more about SharePoint, on the Harris County employee intranet as and on external websites.

### Harris County Intranet Resources

| Resource Name                              | Location                                                                                                                                                                                                                        |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>webHC</b> Help Center (SharePoint Wiki) | <a href="https://help.webhc.hctx.net/UserGuide/Home.aspx">https://help.webhc.hctx.net/UserGuide/Home.aspx</a>                                                                                                                   |
| <b>webHC</b> List and Library Training     | <a href="https://help.webhc.hctx.net/SiteCollectionDocuments/webHC%20List%20and%20Library%20Management.pptx?Web=1">https://help.webhc.hctx.net/SiteCollectionDocuments/webHC%20List%20and%20Library%20Management.pptx?Web=1</a> |
| <b>webHC</b> Content Management Training   | (Update with link)                                                                                                                                                                                                              |
| Microsoft E-Learning Setup Instructions    | <a href="https://itc.webhc.hctx.net/EA/SitePages/E-Learning%20from%20Microsoft.aspx">https://itc.webhc.hctx.net/EA/SitePages/E-Learning%20from%20Microsoft.aspx</a>                                                             |

### External Web Resources

| Resource Name                            | Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Video: Get Started with SharePoint       | <a href="https://support.office.com/en-us/article/Get-started-with-SharePoint-909ec2f0-05c8-4e92-8ad3-3f8b0b6cf261?ui=en-US&amp;rs=en-US&amp;ad=US">https://support.office.com/en-us/article/Get-started-with-SharePoint-909ec2f0-05c8-4e92-8ad3-3f8b0b6cf261?ui=en-US&amp;rs=en-US&amp;ad=US</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SharePoint Online videos and tutorials   | Video: Get Started with SharePoint: <a href="https://support.office.com/en-us/article/Watch-online-0621ff00-a866-4468-9c33-edc97b42e2e7">https://support.office.com/en-us/article/Watch-online-0621ff00-a866-4468-9c33-edc97b42e2e7</a><br>Video: Start Using a List: <a href="https://support.office.com/en-us/article/Watch-online-a27e4749-227a-4591-b5a5-201e59ba3880">https://support.office.com/en-us/article/Watch-online-a27e4749-227a-4591-b5a5-201e59ba3880</a><br>All videos and tutorials: <a href="https://support.office.com/en-us/article/SharePoint-Online-videos-and-tutorials-2eb5e190-1c90-4987-908d-7c2263f40c5e?ui=en-US&amp;rs=en-US&amp;ad=US">https://support.office.com/en-us/article/SharePoint-Online-videos-and-tutorials-2eb5e190-1c90-4987-908d-7c2263f40c5e?ui=en-US&amp;rs=en-US&amp;ad=US</a> |
| Microsoft Product Training (E-Learning)  | <a href="https://onlinelearning.microsoft.com/">https://onlinelearning.microsoft.com/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Understanding Permissions in SharePoint  | <a href="https://support.office.com/en-us/article/Video-Understanding-permissions-in-SharePoint-c13a4f37-eea1-48f6-8dac-14ac37d73903">https://support.office.com/en-us/article/Video-Understanding-permissions-in-SharePoint-c13a4f37-eea1-48f6-8dac-14ac37d73903</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Article: Troubleshoot common site issues | <a href="https://support.office.com/en-us/article/Troubleshoot-common-site-issues-3FC1923E-95C0-4A54-B8AC-E8B8233BBF33">https://support.office.com/en-us/article/Troubleshoot-common-site-issues-3FC1923E-95C0-4A54-B8AC-E8B8233BBF33</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

