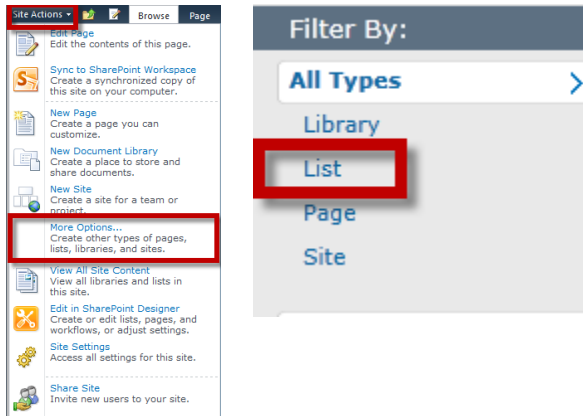


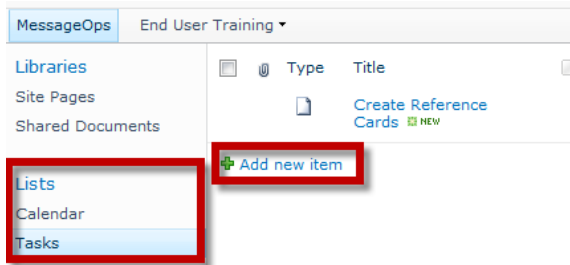
## Creating a List

1. From your SharePoint site, select Site Actions -> More Options
2. On the next window, select Lists from the panel on the left. You can further modify the settings by selecting More Options on the right.



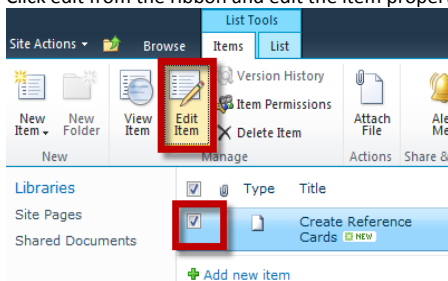
## Adding to a List

1. Navigate to your list through the Quick Launch panel on the left side.
2. Click the link to add new item.
3. Fill out the fields in the next screen as needed then click save.



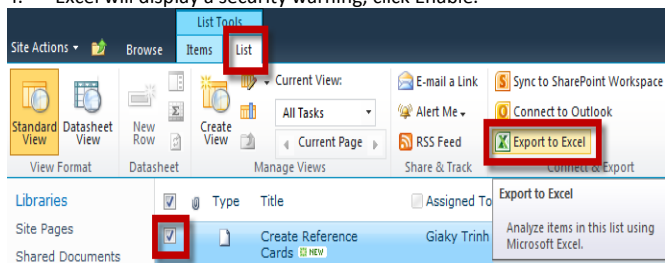
## Editing a List Item

1. Navigate to your list through the Quick Launch panel on the left side.
2. Select the list item by clicking the checkbox next to it.
3. Click edit from the ribbon and edit the item properties as needed.



## Export List to Excel

1. From the Quick Launch, click the list you wish to export.
2. Once you have selected the list, click the List Tab from the ribbon.
3. Click Export to Excel; You will see a new window appear asking if you wish to Open, Save, or Cancel.
4. Excel will display a security warning, click Enable.



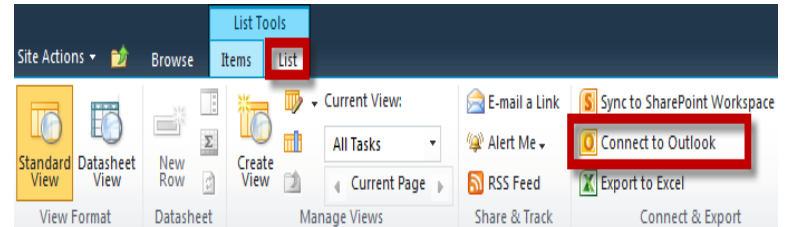
## Working with Lists

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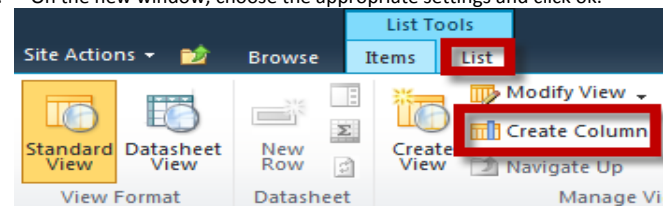
## Connect List to Outlook

1. From the Quick Launch, click the list you wish to be connected.
2. Once you have selected the list, click the List Tab from the ribbon.
3. Click Connect to Outlook; Click Allow for the security prompt that appears.
4. You will receive another prompt when Outlook opens, click yes.
5. Outlook will now connect to the specified list.



## Adding Columns to a List

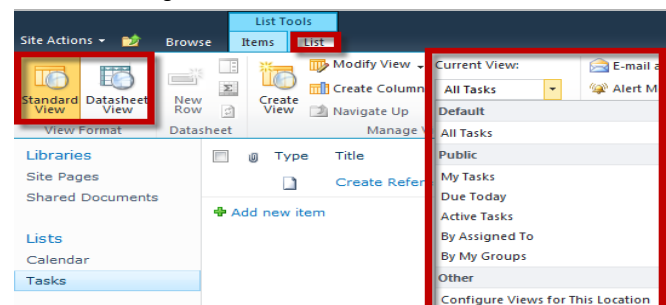
1. From the Quick Launch, click the list you wish to modify.
2. Once you have selected the list, click the List Tab from the ribbon.
3. From here, you will click Create Column.
4. On the new window, choose the appropriate settings and click ok.



## Changing Views for a List

Rather than having to look at everything in a list, you can easily modify the view and refine items based on their columns.

1. Navigate to your list through the Quick Launch panel on the left.
2. Select the List Tab from the ribbon
3. Here, you will see your current view. From the drop-down, you can change the current view based on the item properties.
4. You can also change from the Standard View to a Datasheet View.



## Modifying Views for a List

1. Navigate to your list through the Quick Launch panel on the left.
2. Select the List Tab from the ribbon
3. From the Ribbon, click Modify View.
4. On the new screen that appears, you can create a custom view by changing the View Name, as well as the columns to display, and their order.

