

# How to Request a New Team:

<p><b>Accessing the SharePoint Owner Training</b></p> <p>Upon Requesting a SharePoint Team Site or Microsoft Teams you will be requested to complete the SharePoint Owner Training within <b>30 days of receiving your Team</b></p>	
<p>You can access the Training via Learn Upon:</p> <p><a href="https://exeter.learnupon.com/dashboard">https://exeter.learnupon.com/dashboard</a></p> <p>In the Search bar select the "Catalog" Icon</p> <p>Search for "SharePoint Site Owners"</p> <p>Select Enrol / Go to Course.</p>	

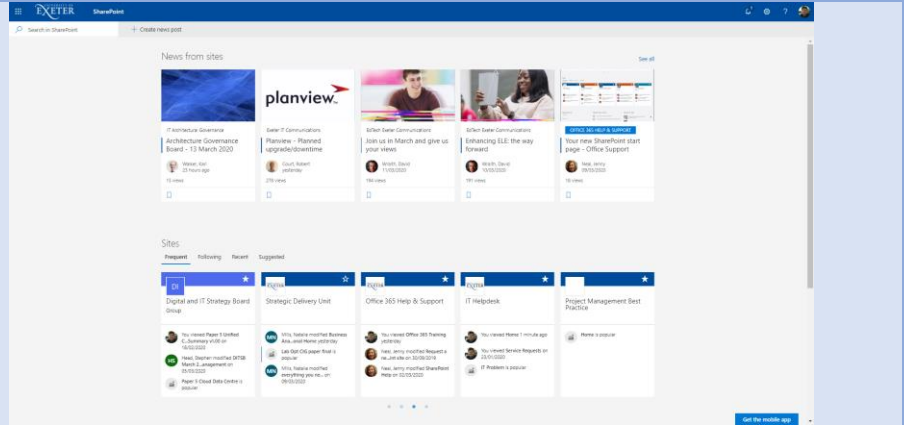
**Requesting a New Team via the IT Help Desk:**



**To Access the Office 365 Help & Support site you can locate it via the following:**

Access Directly using the below URL:

<https://universityofexeteruk.sharepoint.com/sites/SharePoint/SitePages/Request-new-site.aspx>

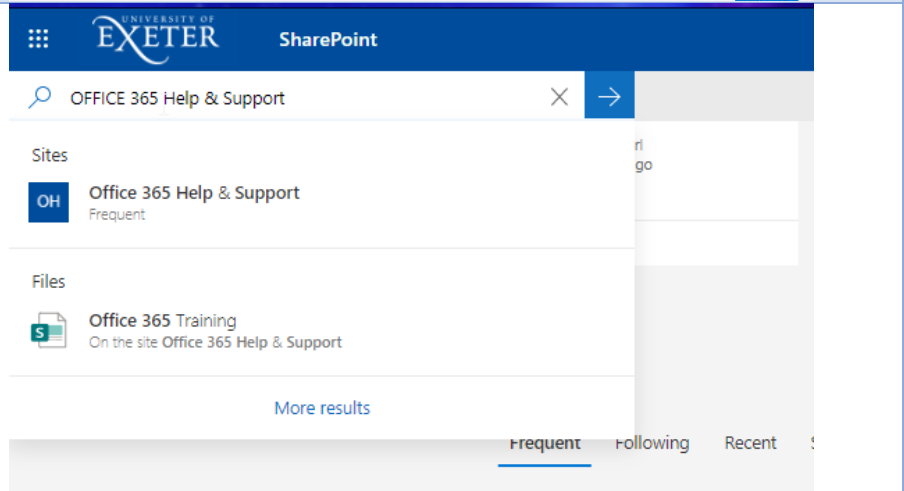


**OR**

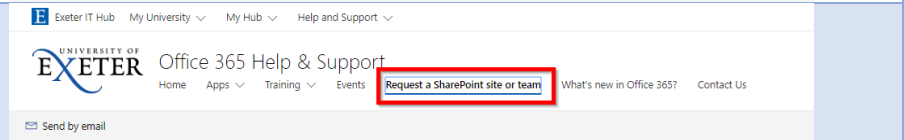
**Search within Office 365 for:**

**Office 356 Help & Support**

**Select the Site as per the image.**

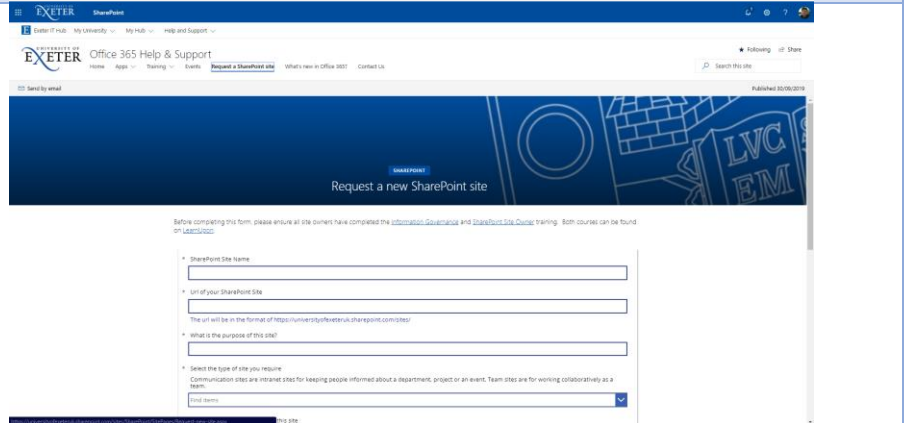


**Select “Request a SharePoint site or Team” in the top row of tabs**



You will be presented with the SharePoint site request form.

This requires you to provide the following information to request a Team.



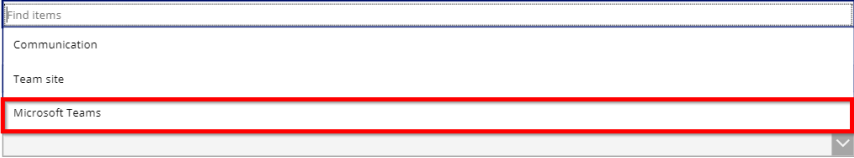




- Site Name: This will be the name of your new Team
- Note: Try to keep this short as Cloud storage has a character limit.
- Site URL: IF you wish the URL to be different from the Site Name.
- What is the purpose of this site?:

SharePoint Site Name

Url of your SharePoint Site   
The url will be in the format of https://universityofexeteruk.sharepoint.com/sites/

What is the purpose of this site?



<p>Select the type of site you require:</p> <ul style="list-style-type: none"> <li>• <b>“Microsoft Teams”</b> <ul style="list-style-type: none"> <li>○ This will provide you with a Team (Group) within the client.</li> </ul> </li> <li>• <b>“Team site”</b> <ul style="list-style-type: none"> <li>○ This is a SharePoint group/site that can have teams added at a later date.</li> </ul> </li> <li>• <b>Communication</b> <ul style="list-style-type: none"> <li>○ This is a SharePoint Site only that <b>CANNOT</b> be used in Teams.</li> </ul> </li> </ul>	<p>* Select the type of site or team you require</p> <p>Communication sites are intranet sites for keeping people informed about a department, project or an event. Teams sites are SharePoint Groups/Sites for working collaboratively as a team (Microsoft Teams can be added to these sites at the Owners discretion). Microsoft Teams is a SharePoint team site enabled for Microsoft Teams, giving you additional collaboration and chat functionality.</p> 
<p>Select the main department for this Team is for:</p> <p>Locate your Team / Department Name</p>	<p>* Select the main department for this site</p> 
<p>Enter the email addresses for the site Owners/Administrators:</p> <p><b>Anyone set as an owner will be required to undertake the SharePoint Owner Training within 30 Days.</b></p> <p>Tick the confirmation box highlighted and Click Submit at the bottom of the screen.</p>	<p>* Enter the email addresses for the site Owners/Administrators</p>  <p>Site owner responsibilities:-</p> <ol style="list-style-type: none"> <li>1. Site Owners will have full control of their SharePoint sites, and are responsible for granting access to information assets for new users and also for removing those that no longer have a need to view.</li> <li>2. Site owners are also responsible for undertaking regular access reviews of their sites.</li> <li>3. It is strongly recommended that you have assign a deputy site owner but not too many because it can be too difficult to manage.</li> <li>4. The site owner must ensure that confidential data is only accessed by those individuals with appropriate permissions to access the SharePoint site.</li> <li>5. To be a site owner you need to have completed the Information Governance Training, which can be found at <a href="http://www.exeter.ac.uk/ig/informationsecuritytraining/">http://www.exeter.ac.uk/ig/informationsecuritytraining/</a>.</li> <li>6. Site owners have completed and passed the SharePoint Site Owner course, information on how to complete the course can be found at <a href="https://universityofexeteruk.sharepoint.com/sites/SharePoint/SitePages/SharePoint-Site-Owner-Online-Training.aspx">https://universityofexeteruk.sharepoint.com/sites/SharePoint/SitePages/SharePoint-Site-Owner-Online-Training.aspx</a></li> </ol>  <p>Select any apps required - a document library is added as default</p> 
<p><b>You will not receive your group immediately due to the current number of requests but it will be processed in due course.</b></p>	

