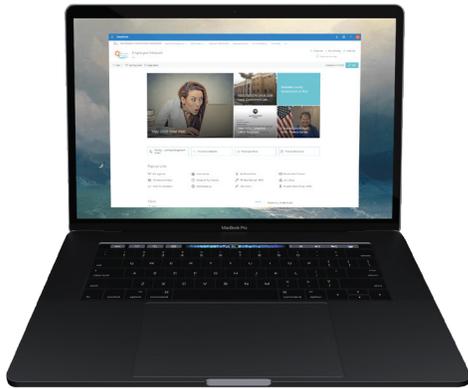


Employee Intranet

Cheat Sheet V1.0



Information
Technology
Services



Start here

You can find the new intranet website at:
mymanatee.sharepoint.com

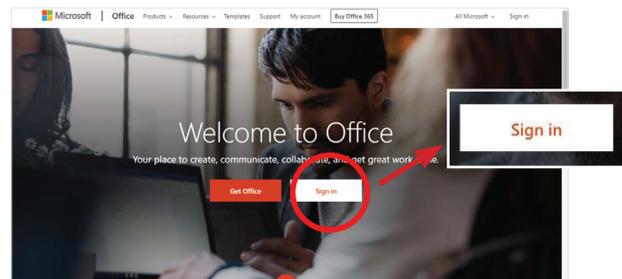
Log in with your email address and password if prompted. You can save credentials if you are working with your private computer or device.

⚠ If you are working on a public or shared computer, remember to log-out after you're finished.

Don't have the link?

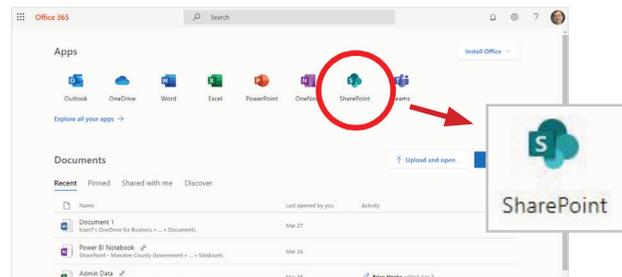
1) Sign In to Office.com

You can always get to SharePoint by signing in to Office.com using your mymanatee.org email address and password.



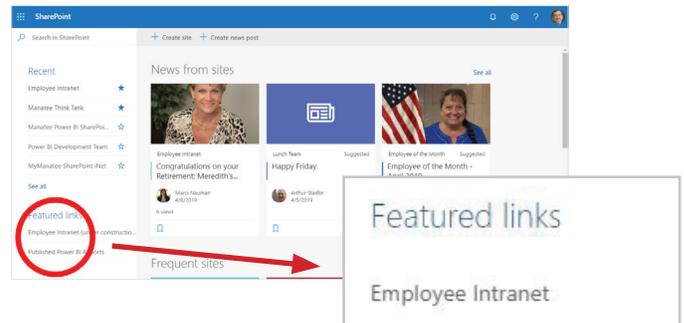
2) Click SharePoint

Once you are signed in, click the teal colored SharePoint icon.



3) Featured Links

Select the Employee Intranet listed under "Featured Links" in the left sidebar.



Homepage Overview

📍 Main Navigation

Departments, Documents, Health Benefits, Phonebook, Polices & Procedures

📣 Announcements

Featured content managed by Human Resources and County Admin

👉 Big Buttons

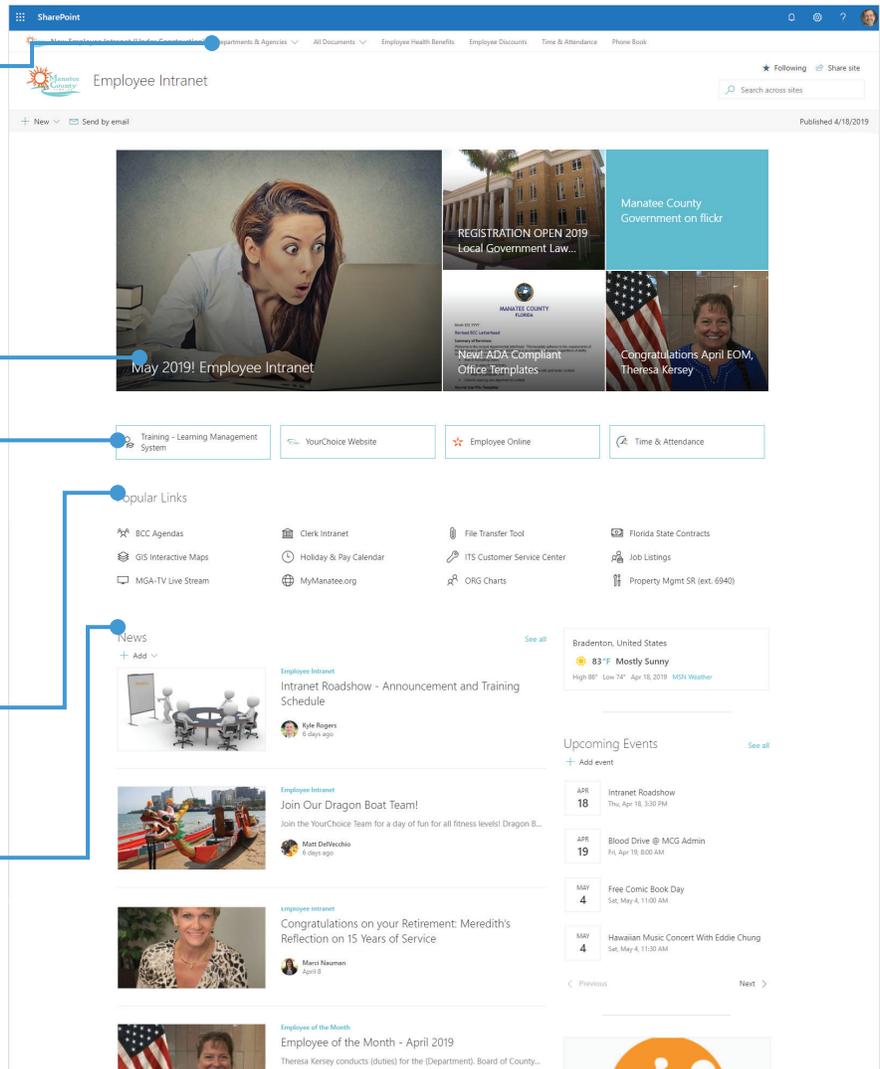
Easy quick-links to essential employee applications

🔗 Popular Links

The most visited links

📰 News and Events

Department news and shared calendar -- Contact your department liasion to post news



📱 Mobile Devices

You can now visit the Employee Intranet from any browser including all mobile and tablet devices. SharePoint also offers a new app for smartphones available in app stores.

🔧 Tip and Tricks

Review our hub of instructional information to learn how to navigate, create, and manage content using Microsoft Office O365 and SharePoint Online. mymanatee.sharepoint.com/sites/sp_tips_tricks

🔍 Search

Can't find something? Sharepoint now offers vastly improved search capabilities. Try it out by locating the search bar at the top right of each web page.

❓ Need help?

If you need assistance logging in or navigating the Employee Intranet, please contact the ITS Customer Service Center (**ext. 5807**)

