



Pathways to Potential SharePoint

Pathways to Potential SharePoint:

Below is the website for the SharePoint site. I would highly recommend book marking this page to be able to quickly access it.

<https://stateofmichigan.sharepoint.com/sites/dhhs/COTS/PTP/default.aspx>.

We will be posting a lot of helpful tools and reminders on this site so we hope that you all take the time to check out the site and be a part of it!

Using the site:

The site is designed similarly to the DHHS net in that it contains links on the side to click in order to access different parts of our pathways site.

A screenshot of the Microsoft SharePoint interface for the 'Pathways to Potential' site. The top navigation bar shows 'Office 365' and 'SharePoint' with a user profile for 'Carter, Tanisha (D...)'. Below the navigation bar, the breadcrumb trail reads 'DHHS Team Rooms > Collaboration Team Sites > Pathways to Potential'. The main content area is divided into three columns. The left column contains a navigation menu with categories like 'FAQs', 'Home', 'Libraries', 'Shared Documents', 'Pictures', 'Image Library', 'Lists', 'Calendar', 'Tasks', 'Contacts', 'Announcements', 'Discussions', and 'Team Discussion'. The middle column displays a document titled 'Bulk Add Feature' by 'Carter, Tanisha (DHHS)' dated '3/1/2018 7:26 PM'. Below it is a 'Helpful Hint - Referral Form' by 'Kleis, Sarah (DHHS)' dated '2/20/2018 9:14 AM'. The right column contains a 'Links' section with a list of resources such as 'Search', 'Pathways to Potential Informational Video', 'Pathways to Potential Public Website', 'P2P Client Log', 'Attendance Works', 'Safe Sleep', 'Success Stories', 'MDHHS Hotlines', 'Parent Toolkit', 'Homeless Shelters', and 'Michigan Rental Housing Locator'. There is also an 'Add new link' button.

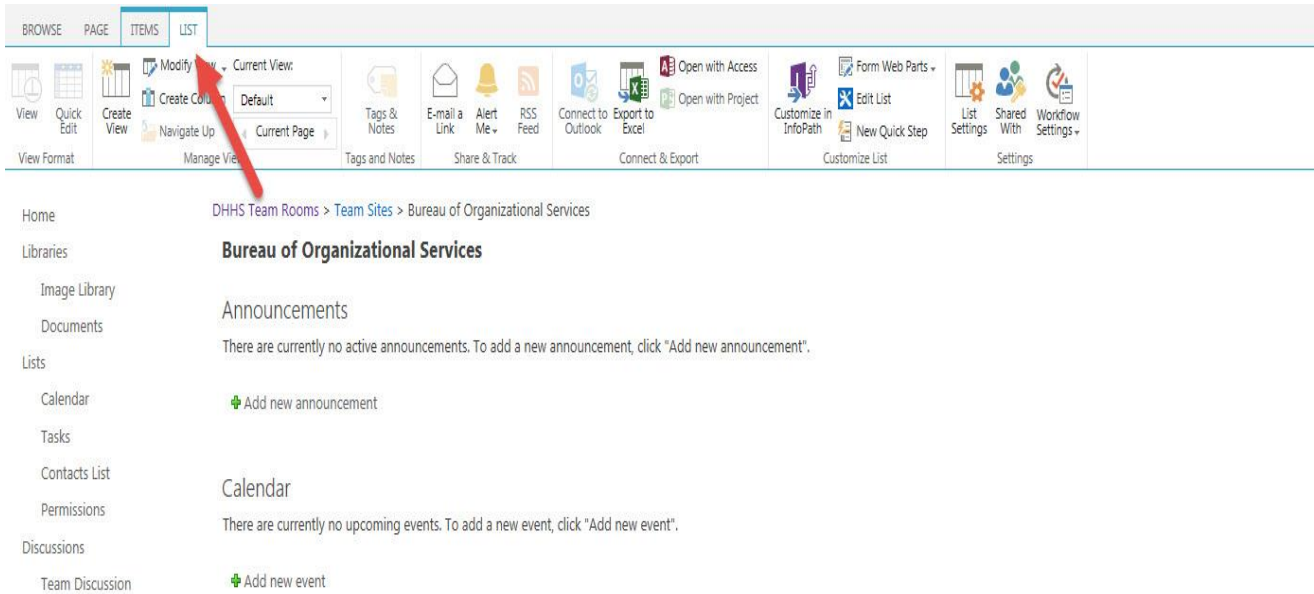
Setting up Notifications:

Listed on the site under 'shared documents' is the steps to take for setting up your notifications. You can access the How to add an alert at

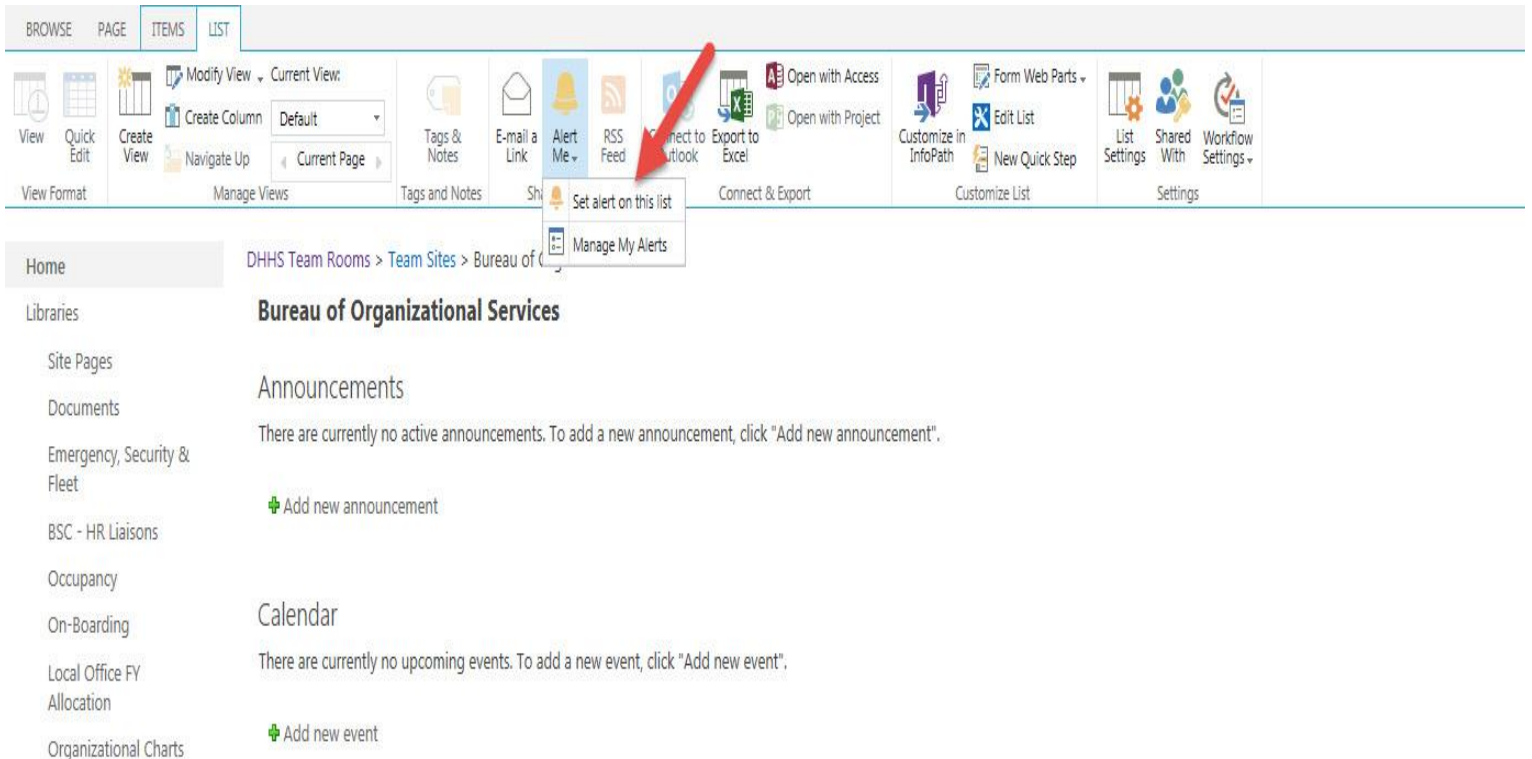
<https://stateofmichigan.sharepoint.com/sites/dhhs/COTS/Lists/TeamSiteHelpFAQ/FAQ.aspx?useFiltersInViewXml=1>. The instructions are also provided below.

Click in the content space you would like to add an alert on
Note This example is using the Announcements.

2. At the top of the screen, you'll see a "List Tools" option appear, make sure you are under the "List" tab.



3. Find the icon with the bell titled "Alert Me" and click to show the menu. Click "Set alert on this list".



If the "Set alert on this list" is greyed out, click the "Manage my Alerts."

4. Set the appropriate settings for your alert. Click "OK".

Announcements - New Alert X

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.
Users:

Delivery Method
Specify how you want the alerts delivered.
Send me alerts by:
 E-mail
 Text Message (SMS)
 Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.
Only send me alerts when:
 All changes
 New items are added
 Existing items are modified
 Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.
Send me an alert when:
 Anything changes
 Someone else changes an announcement
 Someone else changes an announcement created by me
 Someone else changes an announcement last modified by me
 An announcement with an expiration date is added or changed

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)
Send notification immediately
 Send notification immediately
 Send a daily summary
 Send a weekly summary

Time:

>

Thank you!