


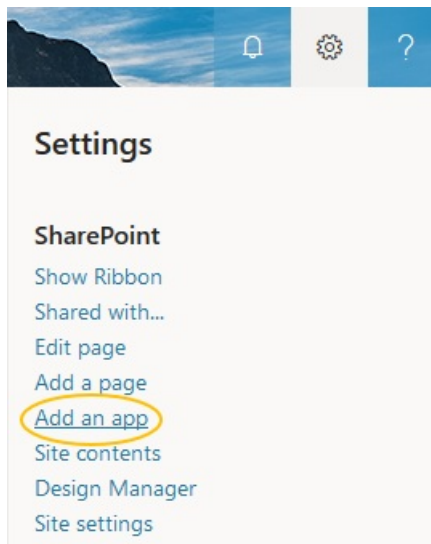
SharePoint (Insider): Creating Apps

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SharePoint is not just a collection of static webpages that serves up text to its users. Instead, it is a collaboration tool that includes features like document repositories, task lists, calendars, discussion boards and a variety of other types of lists. All of these SharePoint components are referred to apps. Site owners are able to create and modify apps to best suit the needs of their departments, units, classes, or groups.

Two of the most commonly used apps at UW-Eau Claire are document libraries and custom lists. For more information about these apps, visit [SharePoint \(Insider\): Lists and Libraries](#).

1. Navigate to the site you wish to create an app.
2. Click the **Settings** icon. 
3. Click **Add an app**.



4. Click the app's logo for the type of app you wish to create.
5. Type a name for the new app.
6. Click **Create**.

Common Apps Descriptions

Document Library

Use a document library to store, organize, sync, and share documents with people. You can use co-authoring, versioning, and check out to work on documents together. With your documents in one place, everybody can get the latest versions whenever they need them. You can also sync your documents to your local computer for offline access.

Custom List

Using a list gives you the power to share information the way you want with your team members. Create your own list from scratch, add any other columns you need, and add items individually, or

bulk edit data with Quick Edit.

Tasks

A place for team or personal tasks.

Calendar

A calendar of upcoming meetings, deadlines or other events. Calendar information can be synchronized with Microsoft Outlook or other compatible programs.
