Research Services SharePoint
Introduction to News Guide

⚠ QUICK START GUIDE

1. JOIN a group to get the emails:

[Funding Opportunities Group](#) | [Prizes and Awards Group](#)

2. VISIT the Research Services SharePoint site in your browser:

https://uofc.sharepoint.com/sites/RSOOutreach

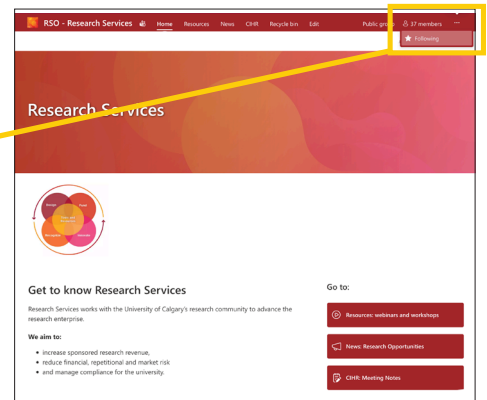**3. FOLLOW** the site to receive notifications in feeds and Teams

Click the "..." and select the **STAR** to follow the site

4. WATCH the walk-through and navigation video:

[Introduction to SharePoint News](#)

QUESTIONS?

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The SharePoint Ecosystem - Microsoft 365

SharePoint is a digital platform primarily used to store files and share content while functioning as an "intranet."

SharePoint connects with **OneDrive** and **Teams** to allow for collaboration and sharing through managed access levels.

OneDrive: manages your **Personal Files** through the cloud.

SharePoint: connects the ecosystem and manages **Shared Documents**, manages **News,** and acts as a rudimentary website to showcase content and team storage repository.

Teams: allows you to share and chat through **Group Channels** where you can share files, chat, and manage meetings. Each Team comes with a SharePoint "site" to store documents, or you can link to an existing SharePoint site.

External Reference Links:

[Get Started with SharePoint](#) | [News and the SharePoint Homepage](#)

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SharePoint News

SharePoint offers a "News" feature where notifications and announcements can be sent to audience groups across the MS 365 ecosystem when they FOLLOW the site.
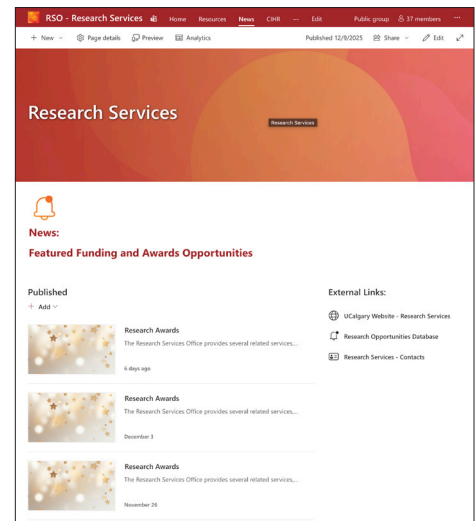
Moving research communications out of email platforms and onto SharePoint News allows for archived analytics, subscriber management / audience segmentation, and additional ways to view notifications across platforms.

Note: *notifications sent from SharePoint can not be sent from a group email address so announcements will come from an individual's email.*

Receiving News:

Research Opportunities will still be sent as email, but as a SharePoint group member, subscribers can FOLLOW the site to view current and archived posts in various ways including:

- the RSO SharePoint **News feed**,
- on your personal **SharePoint dashboard**,
- in your **MS Teams activity** feed if you choose to turn on alerts

Audience Groups

Communications for research opportunities will be distributed to audience segments managed through MS 365 Groups.

Self-Subscribe groups:

Those interested in receiving announcements for research funding and/ or awards, can self-subscribe to the following groups by visiting:

Funding Opportunities Group | Prizes and Awards Group

For communication purposes, **only UCalgary email addresses** can join these groups.

Centrally-managed groups:

VPR Comms also manages groups for specific research roles. Role-related groups are not self-subscribed, and members must be vetted before being added to the following groups:

- Research Facilitators Group
- Associate Deans (Research) Group

Manage your groups:

When added to a group, you will receive an email confirming your membership - no action required.

You can leave or manage your groups through your MS365 account:
myaccount.microsoft.com/groups