



Lists—Basic

A list is a collection of data that you can share with team members and other site users. SharePoint makes several list templates available while also allowing users to customize and modify lists to their specific needs.

Add a list to a team site

1. A list can be added to a team site to share a collection of data with other users.
2. There are several types of lists to choose from, including announcements, contacts, links, calendars, and more!
3. From the site page, click the Settings icon.
4. Select Add An App.
5. Locate and select the appropriate list to add.
6. Adding a custom list will allow you to create a unique list so your information can display and be shared any way you'd like.
7. In the Name field, enter the appropriate name.
8. Click Create.

Add a list

1. Click the Home tab.
2. From the New drop-down, select List.
3. In the Name field, enter a title for the list.
4. In the Description field, enter a description for the list.
5. To display the list in the site navigation, select the Show In Site Navigation checkbox.
6. Click Create.
7. By default, the list will be blank, and will contain only one column, Title.
8. To add a new column, click the Plus icon.
9. Select the type of column to add.
10. In the Name field, enter the title for the column.
11. Click Create.
12. To add more columns, repeat the process.
13. To add a list item, click New.
14. In the Title field, enter a name for the list item.
15. In the column field or fields, enter the information to include in each column.
16. To attach a file to the list item, click Add Attachments.
17. When finished, click Save.

Create a list

1. In the left navigation pane, click Site Contents.

If you need more help, please reach out to your division's FSSA Super User or send an email to SharepointRequests@fssa.in.gov with a description of your issue.



2. In the Site Contents area, select the New dropdown.
3. From the New dropdown, select List.
4. In the Name field, enter the appropriate name.
5. In the Description field, type the appropriate description.
6. To show the list in the site navigation, select the Show In Site Navigation checkbox.
7. Click Create.

Edit the list

1. In the left navigation pane, select Site Contents.
2. Locate and select the appropriate Custom List.
3. Click Edit.
4. The list is now in quick editing mode and changes can be made.
5. To stop editing, click Stop.

Delete a list

1. From the site page, click the Settings icon.
2. Click Site Contents.
3. Next to the appropriate app, select the Click For More Information icon.
4. Click Settings.
5. Under Permissions And Management, click Delete This List.
6. Click OK.

Quick edit a list

1. In the left navigation pane, select the appropriate list.
2. In the list area, click Quick Edit.
3. In the list area, edit the appropriate information.
4. To save the changes, click Done.

Create a column in a list

1. In the left navigation pane, select the appropriate list.
2. In the list area, click the Add icon.
3. Select the appropriate column option.
4. To view additional column options, click More.
5. In the Column Name field, enter the appropriate name.
6. In the Type Of Information In This Column Is area, select the appropriate radio button.
7. In the Description field, enter the appropriate description.
8. In the Additional Column Settings area, select the appropriate options.
9. When finished, click OK.

If you need more help, please reach out to your division's FSSA Super User or send an email to SharepointRequests@fssa.in.gov with a description of your issue.