

Sharepoint Meeting Decisions

Last Modified on 01/15/2016 4:55 pm EST

SharePoint - Meeting Decisions

To Post a new Decision follow the steps below:

1. Navigate to an existing meeting workspace site. If there are no workspaces available. Follow the instructions in the 'How do I create a Meeting Workspace' before proceeding with the instructions below.
2. If the task list is not present on the meeting site home page follow these instructions, if a task list is present, skip this step.
3. Look to the upper right hand corner of the site and Click 'Modify this Workspace'
4. Click 'Add Web Parts'
5. Drag and Drop 'Decisions' into a Web Part Zone
6. Click the 'x' to close the 'Add Web Parts' Window
7. At the top of the list, click New Item.
8. In the Title box, type a decision.
 1. This field is required.
9. Enter information in the remaining boxes as desired.
10. Click Save and Close.



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