

CalShare: Tips, Tricks, and More Information

- Start with existing templates and aim for simple goals until you build familiarity.
- Make use of the extensive online help for SharePoint 2013.
- Consider how you will use your site collection. If you expect to provide sites for multiple projects, or for separate administrative and research groups, create subsites beneath your top-level site, providing access as needed.
- To save on storage costs, manage files in Box or bDrive, and embed those folders into CalShare pages.
- Include a graphic on the home page to add life to the text.

Additional Information

Need help deciding which tool is right for you?

- [Overall Service Comparison Table](#)

Resources

- [Getting started with CalShare](#)
- <https://berkeley.sharepoint.com/SitePages/Home.aspx>