

SharePoint Terms Glossary

These are some common SharePoint terms:

- **Alert** - A notification to users, via e-mail, of changes to lists and libraries. Alerts can be sent immediately when an item changes, in a daily summary, or in a weekly summary.
- **Library** - A folder where a collection of files is stored. Additional user-defined Information (such as title, description, version, and date modified) can be stored with each file and displayed in the library's view.
- **List** - A table of data for storing information. Lists are used to provide contacts, links, tasks, threaded discussions, and other collaboration features. Custom lists can be created to store many other kinds of information.
- **Site Collection** - A group of web sites (with a top-level or main site) that has the same owner. Sites in the collection (other than the top-level site) are subsites.
- **Site Collection Administrator** - The owner of a top-level site and all of its subsites. These users have access to the sites' quota usage information and can manage site-wide and user-specific recycle-bins.
- **Site Member** - A user who has permissions to contribute to existing lists and libraries.
- **Site Owner** - A user who can create lists and libraries, contribute to lists and libraries, and assign user permissions.
- **Site Visitor** - A user who can only read content in existing lists and libraries.
- **SubSite** - A separate site, with individual permissions and content, stored within a main site (top-level site). Best used for teams or other subsets of the membership of the main site.
- **View** - Different ways of displaying information in lists and libraries.
- **Web Part** - A customizable Web page element that is typically used to display data from lists and libraries on web parts pages.
- **Web Parts Page** - A Web page that can host one or more Web parts. A site owner can arrange the web parts for the default view of the page. A site's homepage is an example of a web parts page.