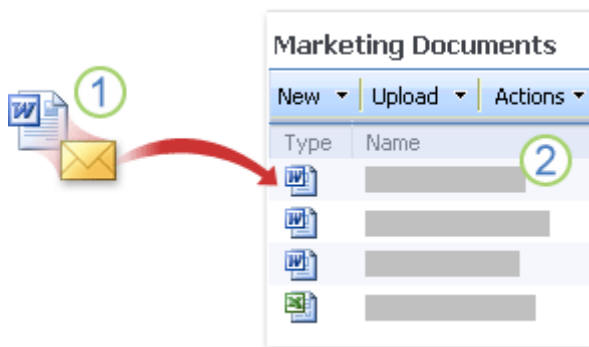


Collaborate effectively

Key enhancements to Windows SharePoint Services can improve the way that you work with documents and tasks and how you share information with others.

Send e-mail to a SharePoint site You can use e-mail to add content to your site, such as discussion items, calendar events, and documents. Just as you send e-mail to your team to discuss tasks and projects, you can also send e-mail to lists and libraries on a SharePoint site that is enabled to receive e-mail. By default, if your administrator enabled incoming e-mail on your site, you can add content to the following lists and libraries: discussion boards, announcements, calendars, document libraries, picture libraries, form libraries, and blog post lists. You can also archive e-mail that is sent to a **SharePoint group (SharePoint group: A group of users that can be created on a SharePoint site to manage permissions to the site and to provide an e-mail distribution list for site users. A group can be used by many sites in one site collection.)**, so that your team members can easily follow a discussion on a SharePoint site instead of having to find messages in their full Inboxes.



1 Documents, discussions, and other content are sent by e-mail.

2 The content is added to lists and libraries.

Get mobile access to a SharePoint list You can view a list on a mobile device, which helps you to stay current on team projects and tasks when you are on the road. Lists appear on phones (or other

telecommunications devices that support international standards) in a simplified text format, with a link that you can use to view the next page of items in a view. You can also receive alerts as lists are updated.

Share ideas with blogs People in your organization can share ideas and information about products, technologies, and processes by publishing that information as posts to a blog. Blogs typically have an author who creates content on a regular basis.

A blog (also known as a weblog) consists of frequent short posts. The posts are displayed in order starting with the most recent post. It only takes a few clicks to create a blog, post to a blog, subscribe to updates, and customize a blog. Authors can interact with readers through comments.

The image shows a screenshot of a blog page. On the left is a sidebar with a blue header 'View All Site Content'. Below it are sections: 'Categories' with three blue bars, 'Other Blogs' with three blue bars, 'Links' with three blue bars, and an 'RSS Feed' icon. The main content area shows three posts. The top post is dated '6/30/2008' and titled 'Vision for 2010 and Beyond', posted by Reshma Patel with 3 comments. The middle post is dated '6/26/2008' and titled 'Learning from Customers', also posted by Reshma Patel with 2 comments. The bottom post is dated '6/22/2008' and titled 'Welcome to my Blog!'. Each post has a small image placeholder and a horizontal line below the title.

Some possible uses include:

- An executive's journal for sharing thoughts and vision

- A community for building customer relationships

- An informal site where teams can share news and tips

Brainstorm easily with wiki sites You can use a wiki site to brainstorm ideas, collaborate on a team design, manage knowledge bases, or just gather routine information in a searchable format that is easy to create. By using a Web browser, your team members can create and annotate pages that link to each other — they don't need a word processor or special technical knowledge. Wiki sites track changes as people add

Receive updates about lists and libraries with RSS Feeds You can keep track of their projects and information with RSS Feeds. Instead of browsing multiple team sites, you can receive periodic updates about the lists and libraries that interest you. You can use RSS Feeds to receive updates from a variety of resources, including news sites and blogs, in a consolidated location, such as an RSS reader or feed aggregator.

Manage documents and lists offline Now you can take your important work with you wherever you go, when you are working with programs that are compatible with Windows SharePoint Services 3.0. You can check out files from some programs, such as Microsoft Office Word 2007, and work with them offline. With some database programs that are compatible with Windows SharePoint Services 3.0, such as Microsoft Office Access 2007, you can update, manage, and analyze list data.

With some e-mail programs that are compatible with Windows SharePoint Services 3.0, such as Microsoft Office Outlook 2007, you can work offline on files in a library and items in the following types of lists: calendars, contacts, tasks, and discussions. When you connect back online, you can update your files on the server. List items are updated automatically.