

Microsoft Office SharePoint Server 2007: Collaboration

By using the following features in Office SharePoint Server 2007, you can work more efficiently and effectively with other people in your organization:

Use site templates to collaborate or manage meetings When you create a new Office SharePoint Server 2007 site, you can start by selecting one of several different kinds of site templates for collaborating with other people and managing meetings. The site templates in the Collaboration group are designed to help teams within an organization work on projects and collaborate on documents. For example, by using the Document Workspace site template, you can work with other people on a document or a set of documents. The site templates in the Meetings group are designed to help teams within an organization manage different kinds of meetings. The templates in this group support everything from basic meetings to decision-focused meetings or even social events.

Share documents, contacts, tasks, and calendars You can synchronize your Office SharePoint Server 2007 calendar with Office Outlook 2007. You can enter all-day events and specify more types of repeating, or recurring, events. You can track team projects more effectively with visual day and month views.

Brainstorm easily with wiki sites A wiki site enables you to brainstorm ideas, collaborate on a team design, build an encyclopedia of knowledge, or just gather routine information in a format that is easy to create and modify. Your team members can contribute to wikis from their browsers — they don't need a word processor or special technical knowledge.

Share ideas with blogs A blog, or weblog, consists of frequent short posts that are displayed in order, starting with the most recent post. With Office SharePoint Server 2007, it just takes a few clicks to create a blog, post to a blog, subscribe to updates to a blog, or customize a blog.

Receive updates to lists and libraries with RSS Lists and libraries use Really Simple Syndication (RSS) technology, so that members of your workgroup can automatically receive updates. RSS is a technology that enables people to receive and view updates or *feeds* of news, blogs, and other items of interest in a consolidated location.

Manage projects You can create a **Project Tasks** list, which includes a Gantt chart. A Gantt chart is a type of visual overview of project tasks that you can use to monitor the dates and progress of team tasks.

Get mobile access to content You can view portals, team sites, and lists on a mobile device to help you stay current on team projects and tasks when you are travelling. For example, lists appear on phones (or other telecommunications devices that support international standards) in a simplified text format, with a link to scroll through the content of each page.

Send e-mail to Office SharePoint Server 2007 You can use an e-mail program to participate in discussions, meetings, and documents on an Office SharePoint Server 2007 site. Just as you send e-mail messages to your team to discuss tasks and projects, you can also send e-mail messages to an Office SharePoint Server 2007 site or to a specific list or library.

Manage documents and some types of lists offline You can take your important work with you wherever you go. With 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.