

## About SharePoint Server 2007

SharePoint Server 2007 is an integrated suite of server applications that helps people and teams work together. At Microsoft, these sites are most commonly used for team collaboration. This Overview focuses on the team collaboration capabilities of SharePoint Server 2007.

## What Is SharePoint Server 2007?

SharePoint Server 2007 is a collection of Web-based tools that make it easy to work on projects with other people. These tools consist mostly of pre-designed Web sites that teams or individuals use to store information and collaborate with others. These sites come with content authoring tools for site owners and members.

These sites use Web conventions—access through a browser, linked information, images as well as text—to create a fast and easy method of collaborating. These sites create a single point from which information can be shared.

## SharePoint Server 2007 Sites

Use customizable templates for the creation of Web sites. A variety of templates are available—Team Site, Document Workspace, Meeting Workspace, Blog, Wiki Site—and each template is designed for a different purpose.

Each site comes with a predetermined number of Web Parts. Web Parts are content “containers” used to display information on a site. Site members can use Web Parts to arrange text, related links, calendars, images, document libraries, other Web pages, and more.

Each site has a Web Parts Gallery from which additional Web Parts may be added.

Web Part	Purpose
Announcements	Post messages on the home page.
Tasks	Keep track of project work details.
Calendar	Stay informed on team events.
Links	Post links of interest for site members.
Document Library	Share documents with site members.
Contact List	Post names and contact information of site members.
Image	Display pictures and photographs.

The Team Site template is one of the most frequently used templates. The following illustration shows a sample Team Site home page.

## Sample Team Site Home Page

This sample site was built from a Team Site template.

### Tabs

Display subsites and link to them.

### Announcements

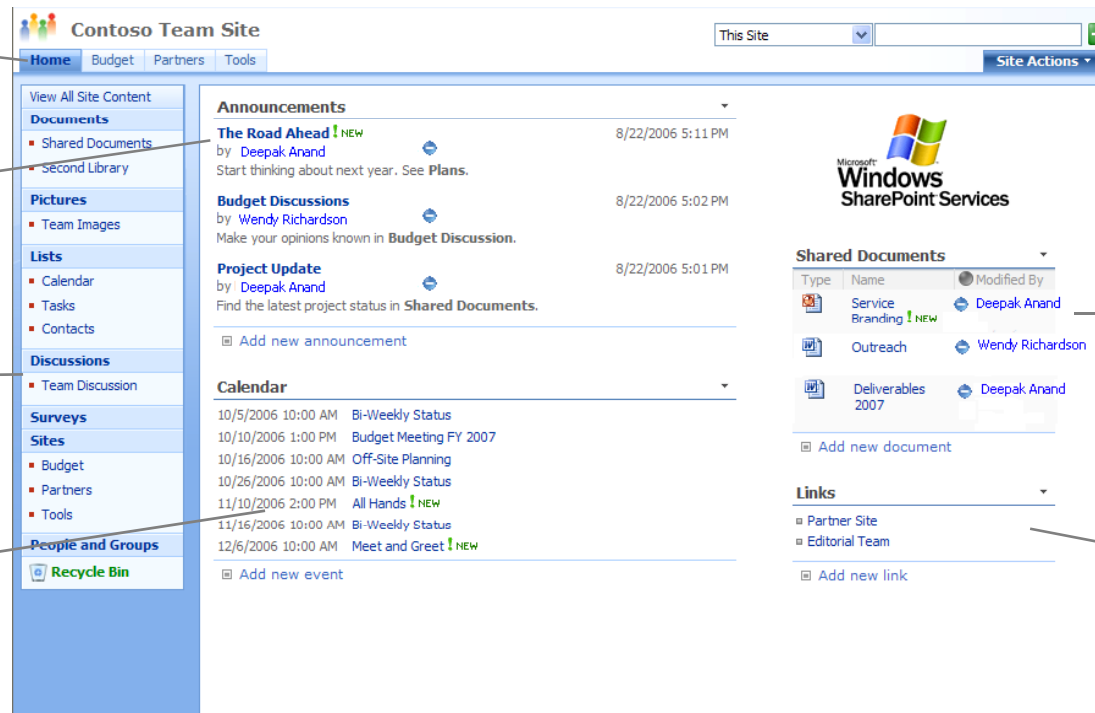
Post messages on the home page of the site.

### Quick Launch

List key site pages on this navigation menu.

### Calendar

Display important dates and events.



### Site Actions

Show common commands for the site.

### Document Library

Contain and display team documents.

### Links

Post links of interest to site members.

Use Web Parts as building blocks for your site.

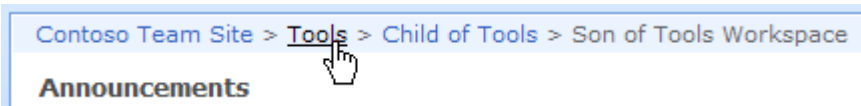
## Conventions

To get the most from your site, familiarize yourself with its conventions. These include navigation, file manipulation, and site permissions.

### Navigation

There are three ways to navigate: the left navigation menu (Quick Launch), tabs, and a "bread crumb" trail.

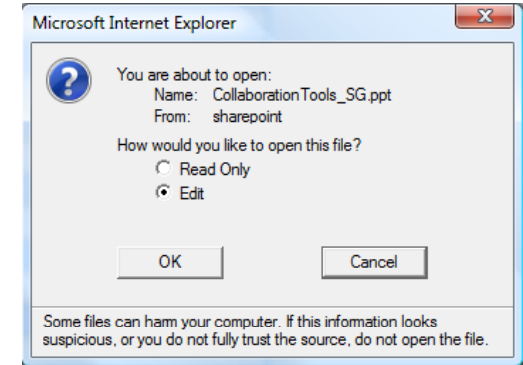
- The left navigation menu is customizable, so its appearance may vary from site to site. However, in most cases, the pages on a site will be listed on its left navigation menu.
- Tabs across the top of the main window can also be used for navigation. A **Home** tab always appears. As subsites are created, new tabs generally appear for them, though this appearance is optional.
- A "bread crumb" trail is a series of links indicating your location on a site. In addition to showing location, bread crumbs offer links to locations between you and the parent site. Bread crumbs appear below the tabs, in the upper-left portion of the main window.



**Note:** Subsites live within an existing SharePoint Server 2007 site. The existing site is known as the top level site. Subsites may be created to appear completely independent of the top level site, but are rooted in the top level site

### Editing Files

To edit a file, click the document name. In the Windows® Explorer window, click the **Edit** option, and then click **OK**.



### Moving Files

Do not delete files in one location and upload them to another in order to move them. Instead, use Windows Explorer view to drag files from one location to another.

In a Document Library, on the **Actions** menu, click **Open with Windows Explorer**. Open a similar window in a different Document Library. Now resize the windows so you can see both, and drag files from one location to the other. Click your browser's **Back** button to return to the default view.

### Restoring Files

The Recycle Bin is a temporary location where files await permanent deletion. You can restore files from the Recycle Bin, but you must restore them before automatic permanent deletion takes place. The default waiting period is 30 days, but this period can be customized. Ask a site administrator for details.



### Permissions and Access

All sites come with permission options. The default setting prevents anyone from accessing the site. A site owner (typically the site creator) must give specific users and specific groups access to the site.

Site owners either add users to existing permission groups, or give specific permissions to specific users.

By default, there are three groups used for allowing access to a site: Visitor, Member, and Owner. When you add a user to one of these groups, the user is given the permission level associated with the group. The following table describes the three groups.

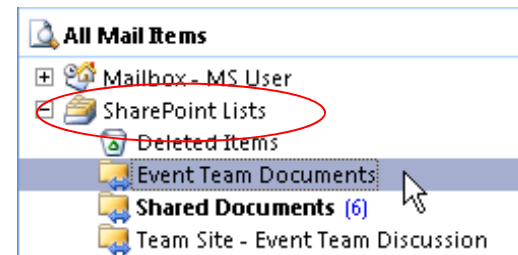
This group	Provides this permission level
Visitor	Read: user can view site content.
Member	Contribute: user can view and edit site content.
Owner	Full Control: user can view and edit site content, and modify site settings.

By default, permission levels applied to the Home page of a site automatically apply to all pages within the site. Site owners may also apply different permission levels to different pages and subsites.

## Integration Features in SharePoint Server 2007

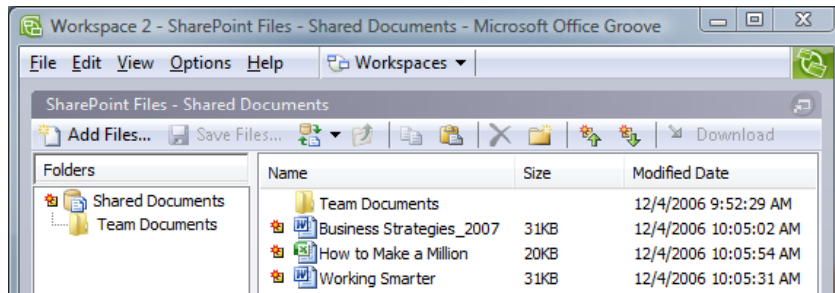
### Integration with Microsoft® Office Outlook 2007

Create SharePoint Server 2007 resources for team collaboration and connect them to Outlook 2007. Team members can then use Outlook 2007 to collaborate with the SharePoint Server 2007 resources. In Outlook 2007, the SharePoint Server 2007 resources appear in the **SharePoint Lists** folder. You access them the same way you access your e-mail messages.



### Integration with Microsoft® Office Groove® 2007

Collaborate with other team members by adding the files to a Groove 2007 workspace. Workspace members access the files, edit them, and then synchronize the changes with SharePoint Server 2007.



*Groove 2007 workspace*

### Integration with RSS (Really Simple Syndication)

Distribute content on a site through RSS, using Outlook 2007 as an RSS reader. This way, site members receive the most current content as it becomes available.

You can also display RSS content using the RSS Viewer Web Part.