

About Team Sites

SharePoint Server 2007 Team Sites are Web sites created from a template and designed for team collaboration. They are hosted on the corporate network. Team Sites are a great way to coordinate team activities with document collaboration and storage.

Topics in this guide include:

- Create a Team Site
- Add Content
- Upload Documents
- Edit Documents
- Create a New Document Library
- Allow Access to Your Site

Site Content

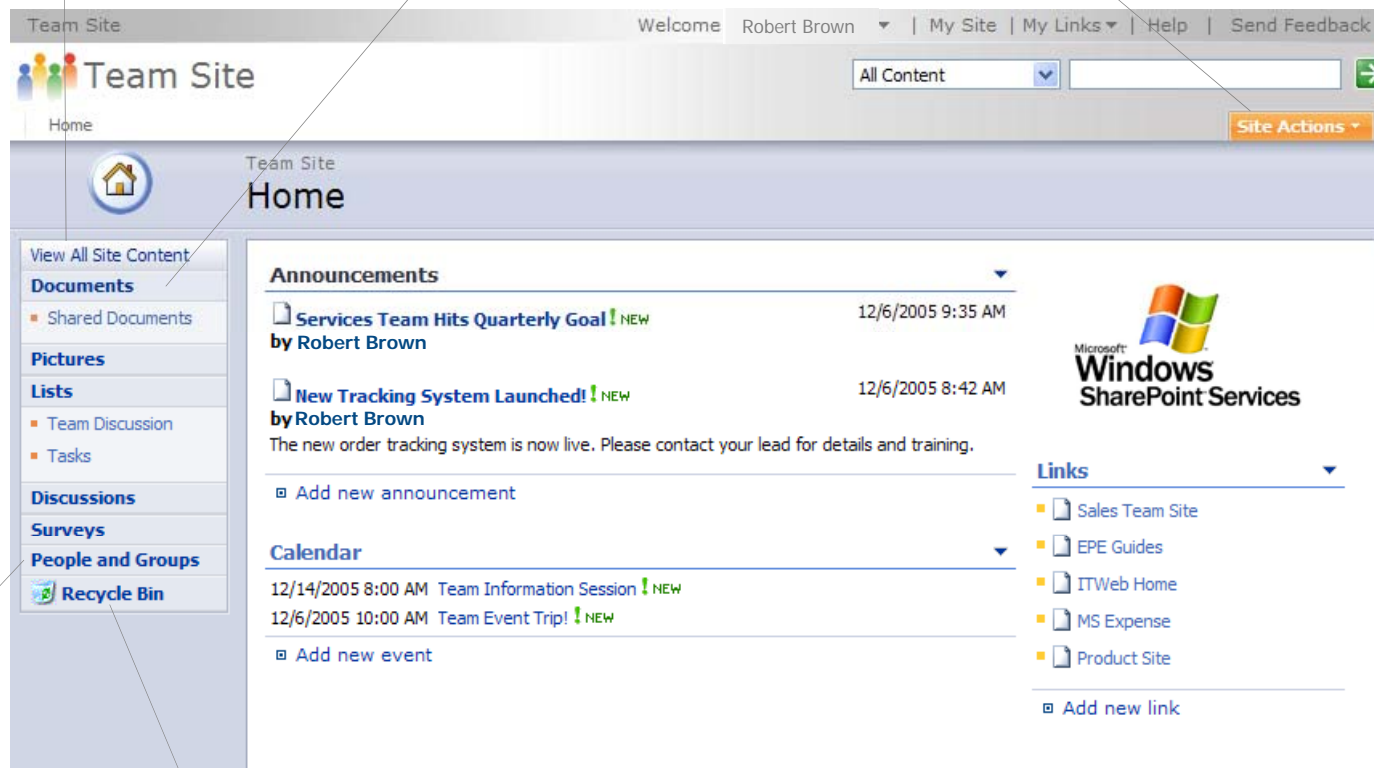
Gain quick access to all content on the site.

Document Libraries

Store team documents and collaborate on them.

Site Actions

Gain quick access to Team Site actions, including Create Content, Edit Page, and Site Settings.



People and Groups

Control who can access your site and what content they can view and edit.

Recycle Bin

Restore or permanently remove deleted items.

Create a Team Site

Create a new, stand-alone Team Site or create one within an existing site.

Create a Stand-Alone Team Site

- 1 Go to *insert URL here*.
- 2 On the **SharePoint Site Request** page, click **Create a Team Site** for the region where most of your users are located.
- 3 On the **Local Search** page, read the information, scroll to the bottom, and then click the link.
- 4 On the **New SharePoint Site** page, complete the form, select the **Team Site** template, and then click **Create**.

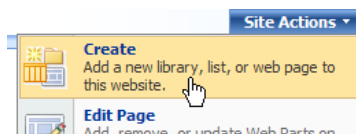
Note The URL you select cannot be changed after you create the site.

- 5 On the **Set Up Groups for this Site** page, add the Visitors, Members, and Owners of this site, and then click **OK**.

Create a Team Site Within an Existing Site

You must be the site owner, or have permissions from the site owner, to create a Team Site within an existing site.

- 1 Click **Site Actions**, and then click **Create**.

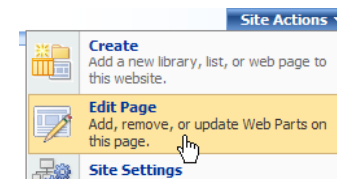


- 2 On **Create Page**, under **Web Pages**, click **Sites and Workspaces**.
- 3 On the **New SharePoint Site** page, complete the form. Next to **Template Selection**, be sure to click **Team Site**. Click **Create**.

Add Content

Add content to your site by using Web Parts. Web Parts are content "containers" used to display and arrange content on your site. Adding the correct Web Part to a page enables you to display text, related links, calendars, images, document libraries, other Web pages, and more.

- 1 Click **Site Actions**, and then click **Edit Page**. The page changes to Design Mode.
- 2 At the top of the column you want to add a Web Part to, click **Add a Web Part**.
- 3 In **Add Web Parts to [zone]** dialog box, select one or more Web Parts, and then click **Add**.
- 4 To add content to each Web Part, click **Add new x** at the bottom of the Web Part or follow the instructions in the Web Part.
- 5 When you have finished, in the upper-right section of the page, click **Exit Edit Mode**.



Lay Out Content

Arrange Web Parts on the page so that information is easy to find.

- 1 Click **Site Actions**, and then click **Edit Page**. The page changes to Design Mode.
- 2 Drag any Web Part by its title bar to a new location.
- 3 Click  on the Web Part title bar to see additional options, including **Minimize**, **Delete**, and **Modify Shared Web Part**. Click  to close the Web Part.
- 4 When you have finished, click **Exit Edit Mode**.

Add New Pages

Organizing site content on separate pages helps team members find information. On these new pages, you can display document libraries, lists, discussion boards, and more.

- 1 Click **Site Actions**, and then click **Create**.
- 2 On **Create Page**, under **Web Pages**, click **Web Part Page**.
- 3 On **New Web Part Page**, type the name of your page, and then click a layout template.
- 4 Click a Document Library as a location to save the page, and then click **Create**.
- 5 To add Web Parts to the page, click **Add a Web Part**. In the **Add Web Parts to [zone]** dialog box, select the check box of the Web Part you want, and then click **Add**. When you have finished, click **Exit Edit Mode**.

Re-Order Navigation links

The left navigation menu (Quick Launch) has a default structure, and grows automatically as you add pages or other content to your site. Follow the procedure below to manually re-order the position of the links.

- 1 Click **Site Actions**, and then click **Site Settings**.
- 2 On the **Site Settings** page, under **Look and Feel**, click **Quick Launch**.
- 3 On the **Quick Launch** page, click **Change Order**.
- 4 On the **Top Link Bar** page, complete the form to specify the order of the Quick Launch links.
- 5 When you have finished, click **OK**.

Upload Documents

The first step in collaboration is to upload documents to the site.


- 1 Navigate to the appropriate Document Library, and then click **Upload**. (The name of the default Document Library is "Shared Documents.")
- 2 On the **Upload Document** page, click **Browse**.
- 3 Select the file in the **Choose file** window, click **Open**, and then click **OK**.

Edit Documents


Before making changes to a document, use the Check Out feature to prevent others from editing the document while you are working on it.

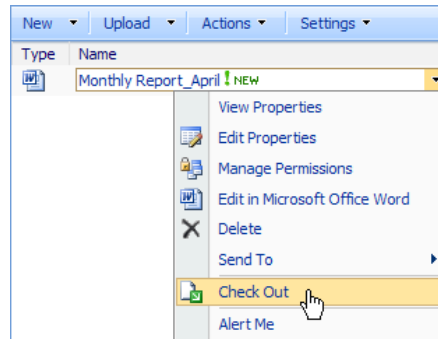
- 1 Navigate to the Document Library where the file is stored.

Tip If you have trouble finding the right library, go to the Quick Launch, and then click **Documents** to view all document libraries.

- 2 Point to the document, click the arrow next to it , click **Check Out**, and then click **OK**.

A dialog box asks if you want to work with a local copy of the file. This is the default behavior.

The Word icon changes to  to indicate that the file is checked out.



- 3 Click the file name of the document, and then click **OK**.
- 4 When you have finished editing the document, save it and close the file, and then click **Yes**.
- 5 In the **Check In** dialog box, enter any comments, and then click **OK**.

Notes

- After you check out and edit a document, be sure to check it back in.
- If you edit a local copy of a file, you must check it in before others can see your changes.

Save Versions of Documents

To save a copy of the document each time a change is made, activate Version Control. This way, you can review changes made in each version and return to a prior version if necessary.

Note Version Control is turned off by default.

- 1 Navigate to the document library, click **Settings**, and then click **Document Library Settings**.
- 2 Under **General Settings**, click **Versioning settings**.
- 3 On the **Document Library Versioning Settings: [document library]** page, under **Document Version History**, click **Create major versions**, and then click **OK**.

Notes

- Saving multiple versions of a document uses more space on your site.
- To view previous versions of your documents, click the arrow next to the file name, and then click **Version History**.

Delete Prior Versions of Documents

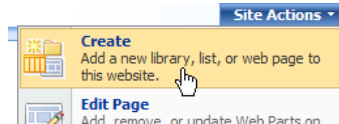
If you have Version Control activated, a new copy of your document is saved every time it is changed. Because multiple copies take up more space on the site, it is good practice to delete versions you no longer need.

- 1 Navigate to the Document Library, point to the file name, click the arrow, and then click **Version History**.
- 2 On the **Version Saved for [file name]** page, click **Delete All Versions**. All prior versions of the document are deleted. The most recent version is retained.

Create a New Document Library

Creating additional document libraries is a good way to consolidate a set of documents related to a specific topic or project.

- 1 Click **Site Actions**, and then click **Create**.



- 2 On **Create Page**, under **Libraries**, click **Document Library**.

- 3 On the **New** page, complete the form, and then click **Create**.

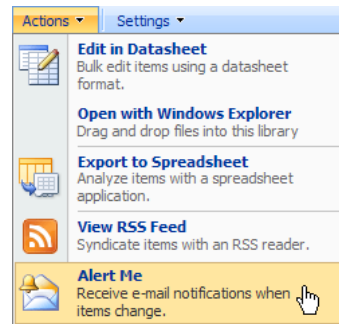
Create an Alert for a Document Library

Have messages sent to you when changes are made to library documents.

- 1 Navigate to the Document Library you want to receive alerts about.

Tip To find the right library, go to the left navigation menu, and then click **Documents** to view all document libraries.

- 2 On the **[library name]** page, click **Actions**, and then click **Alert Me**.



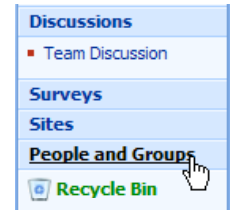
- 3 On the **New Alert** page, complete the form, and then click **OK**.

Give Access to Your Site

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

To grant this permission level	Add to this group
Read: User can view site content.	Visitor
Contribute: User can view and edit site content.	Member
Full Control: User can view and edit site content, and modify site settings.	Owner

- 1 From within the site, on the left navigation menu, click **People and Groups**.



- 2 On the **People and Groups** page, at the top of the left navigation menu under **Groups**, click the group with the permissions you want to grant to your users.



- 3 On the **New** menu, click **Add Users**. On the **Add Users** page, in the **Users** text box, type the alias of the user you want to add. To add more than one user, separate each alias with a semicolon.

- 4 Click **Add users to a SharePoint group**. The group you previously specified is selected.
- 5 Select the **Send welcome e-mail to the new users** check box to send an e-mail alerting users they have been granted access to the site. You may also add a personalized message. Click **OK**.

Note To assign specific permissions instead of the permissions associated with a group, on the **Add Users** page, click **Give users permission directly**, and then select the check box for the appropriate permission.

Restore Deleted Items

Items in the Recycle Bin are permanently deleted after 30 days. Until that time, you can safely restore a deleted item.

- 1 On the left navigation menu (Quick Launch), click **Recycle Bin**.
- 2 Select the check box for one or more items, and then click **Restore Selection**. The restored items return to the section of the site from which they were deleted.