

Dear Valued Customer:

On behalf of Microsoft and Apptix, welcome to Windows® SharePoint® Services! SharePoint is a tool designed to enable you to quickly and easily create your own workspaces or portals and mold them to fit the shape of your business needs.

As a new user, you may be wondering how and where begin using your SharePoint Service? It is with you in mind that Apptix created the Get Started Kit. This kit contains a series of documents which will help you to quickly increase your knowledge of SharePoint and jumpstart your implementation.

Included in the Get Started Kit are documents which will:

- *Answer common user and administrator questions*
- *Highlight basic and popular features and functionality*
- *Guide you through common user tasks*
- *Familiarize you with your SharePoint software and its capabilities*

Each guide is designed with a mini “How To” area which will help you to access each feature. You will notice the **Easy 1,2,3** icon (shown below). When you see this icon, it means that the section of that document contains quick and easy-to-use directions on how to apply or add something to your site.



Should you have any questions regarding a feature and/or how you can access it, use the Help link from the top navigation of the SharePoint interface can often provide quick and easy answers. Should you need additional support for a more complex question or have any questions regarding your account, please feel free to contact one of the Apptix SharePoint Support (See *next page*).

Please Note: Some guides will focus on the Team Site template, which is the default site template that you will encounter when you first access SharePoint. A team site is designed to enable teams to create, manage, and share information quickly and easily. It includes a document library and basic lists such as Announcements, Events, Contacts, and Links.

As new templates are added and used, the features and the methods for accessing them may change. Please refer to the help link within SharePoint or contact Apptix Technical Support for more information.

Should you have any questions regarding your SharePoint Service or require any assistance in using these guides, the following contacts and resources should be helpful:

Contact Support**Sales Support**

Phone: (703) 890-2860

Email: SharePointSales@apptix.com**Technical Support**www.sharepointsite.com/trialsupport**Trial Support**www.sharepointsite.com/techsupport**Online Support Resources****Apptix SharePoint Support Online**www.sharepointsite.com/support**Apptix Support FAQs**www.sharepointsite.com/supportFAQs**Interactive Educational Resources**www.sharepointsite.com/resources**Common Issues Discussion Group**www.sharepointsite.com/commonissues**Advanced Help Discussion Group**www.sharepointsite.com/advancedhelp

Once again, welcome to the world of SharePoint! We thank you for choosing Apptix and look forward to helping you to make your implementation of SharePoint a success!

Regards,
Apptix SharePoint Sales and Support