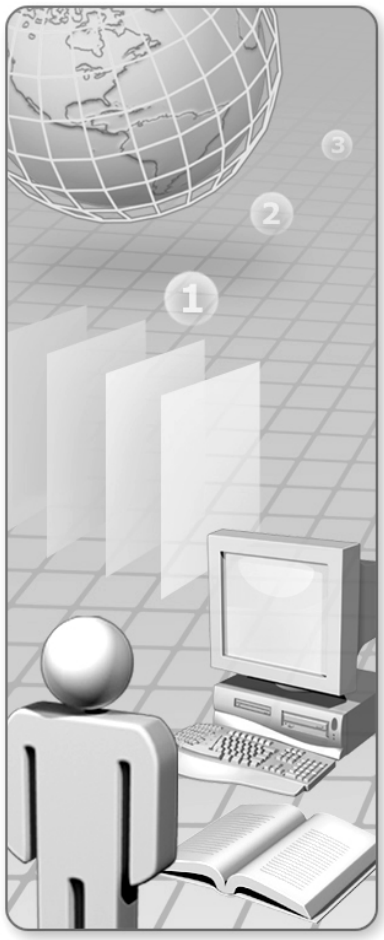
Microsoft

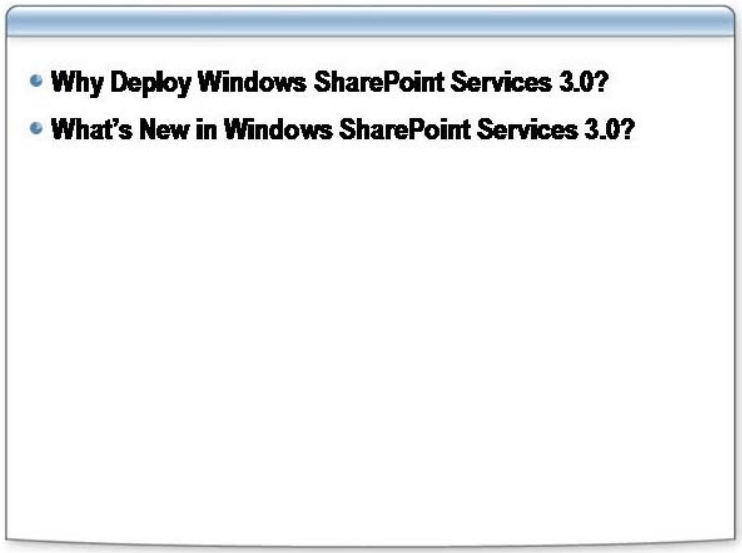
Session 1: Introduction to Windows SharePoint Services 3.0

Contents

Session 1: Introduction to Windows SharePoint Services 3.0 1
Why Deploy Windows SharePoint Services 3.0? 2
What's New in Windows SharePoint Services 3.0? 9
Session Summary 32
Questions and Answers 33



Session 1: Introduction to Windows SharePoint Services 3.0



Overview

Today's workplace presents many challenges for organizations as they try to promote more efficient access to data and more effective collaboration among information workers. Microsoft® Windows® SharePoint® Services 3.0 has been extensively redesigned from earlier versions to provide many new features that can be used to address these challenges. This session provides an overview of many of the new features that are available in Windows SharePoint Services 3.0.

After completing this session, you will be able to:

- Explain the business benefits for deploying Windows SharePoint Services 3.0.
- Describe the new features available in Windows SharePoint Services 3.0.

Note This session covers many of the new collaboration features available in Windows SharePoint Services 3.0. The second session in this clinic covers many of the new administrative tools and features.

Why Deploy Windows SharePoint Services 3.0?

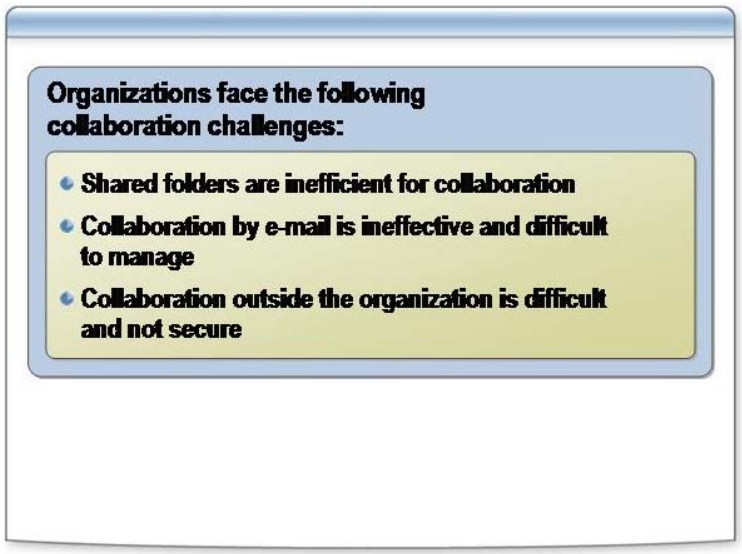
- Workplace Collaboration Challenges
- How Organizations Respond to the Challenges
- Why Do the Solutions Fail?
- Windows SharePoint Services Collaboration Features
- Windows SharePoint Services Core Workspace Services
- Windows SharePoint Services Integration with Exchange Server

Windows SharePoint Services 3.0 addresses many of the collaboration requirements that organizations have. It provides a rich set of services that can be deployed independently of computers running Microsoft Office SharePoint Server 2007, but it also provides a core infrastructure that computers running SharePoint Server 2007 build on to provide enhanced information management features.

Specifically, this section will cover:

- The collaboration challenges that businesses face.
- How organizations respond to the challenges.
- Why the solutions fail.
- The Windows SharePoint Services collaboration features.
- The Windows SharePoint Services core workspace services.
- How Windows SharePoint Services integrates with Microsoft Exchange Server.

Workplace Collaboration Challenges

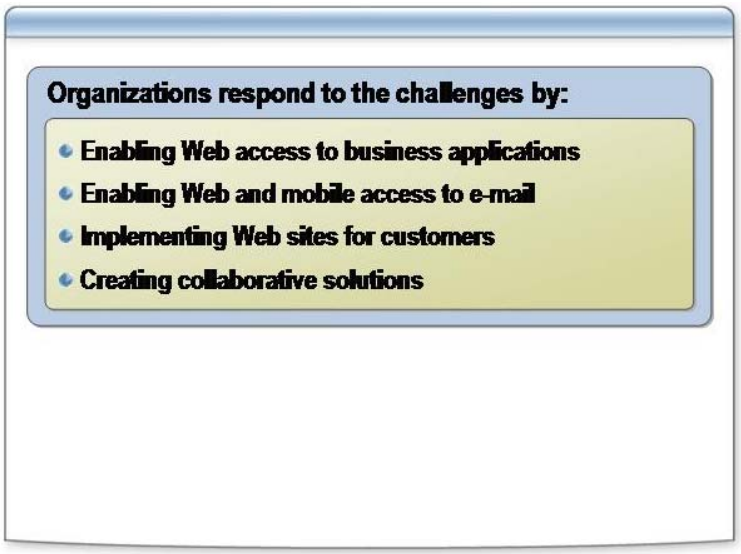


Over the past several years, the workplace has changed dramatically for the information worker. The amount of information made available has increased considerably, resulting in an increased need for multiple organizations or teams to work together to achieve results. This has resulted in the need for new processes and technology to assist in content control, collaboration techniques, searching, and security.

For organizations that need to manage information efficiently, the traditional forms of collaboration are no longer effective, for the following reasons:

- Shared information in most organizations is stored in shared folders. As the content stored in these folders increases, it becomes increasingly difficult for users to locate the appropriate data, and even more difficult for users to effectively collaborate on content. Most large organizations have a many shared folders, with multiple layers of subdirectories and long, complex file names. Because of the complexity of the shared folder implementation, securing the content is also highly complicated.
- In many organizations, e-mail is the most common form of collaboration. Issues are discussed by e-mail, leading to long, multi-threaded e-mail messages sent to many people who might be only peripherally involved in the discussion. Many organizations use e-mail as the primary means of discussing and revising document content, resulting in multiple messages with large attachments that fill up users' mailboxes.
- Providing access to shared folders is difficult and not secure between most organizations, so organizations rely on e-mail or rudimentary Web-based file transfer to exchange information with partner organizations. The solutions themselves are often not insecure, and they only amplify collaboration issues.

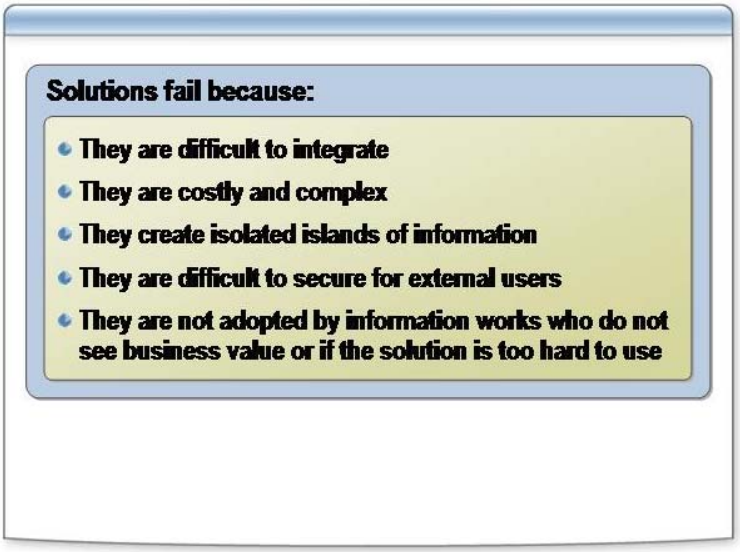
How Organizations Respond to the Challenges



Many organizations respond to these challenges by providing collaboration tools. Such tools include:

- Web access to business applications. By providing Web access to business applications, users can access information by using a Web browser and any Internet connection.
- Web and mobile access to e-mail. Users can access e-mail by using Web browsers on computers and mobile devices, and they can synchronize e-mail to mobile devices. Connections to e-mail servers may come through a cellular network connection, a wireless connection at a wireless hotspot, a wireless home network, or an Internet kiosk.
- Web sites for customer information. Almost all organizations provide some Web content for customers, ranging from simple informational sites to highly complex sites that provide multiple customer services.
- Collaboration solutions for internal employees. Many organizations have developed collaborative solutions that make it easier for employees to work together. Solutions range from simple calendar and contact sharing to complex applications that provide online presence information, online collaboration, and information sharing tools.

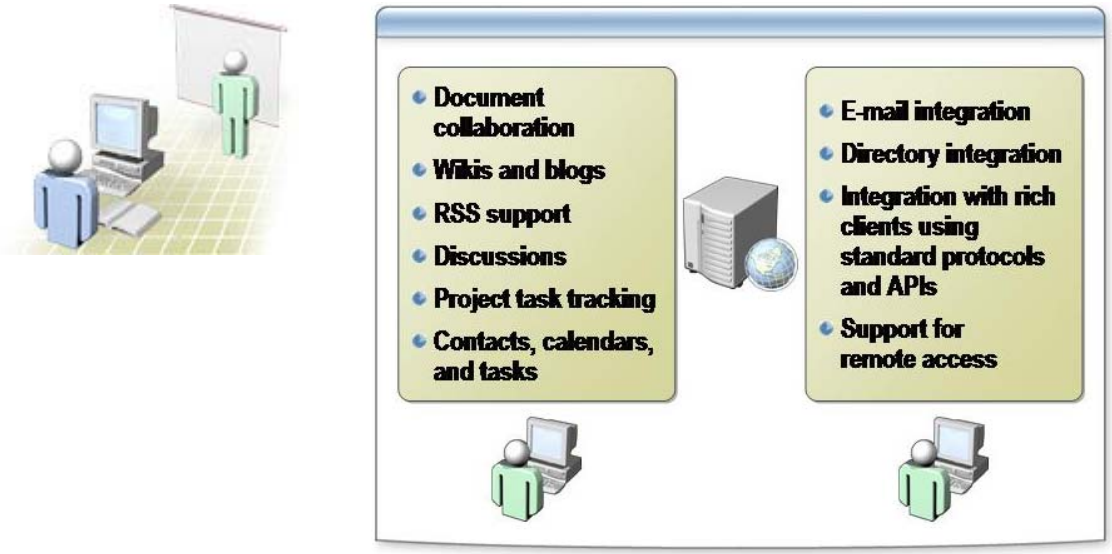
Why Do the Solutions Fail?



For many organizations, the first efforts at collaboration are not widely adopted. Reasons for this include the following:

- The solutions are not integrated, so they create islands of information and applications.
- Implementing and supporting multiple applications is costly and complicated.
- Multiple solutions make it difficult to find the right content, data, and people.
- Most solutions do not provide secure and convenient tools for sharing information outside the organization.
- Solutions do not provide integrated security, so organizations are concerned about the information management risk.
- Users are slow to adopt the new solutions because they cannot see the business benefit or because the technologies are difficult to use.

Windows SharePoint Services Collaboration Features



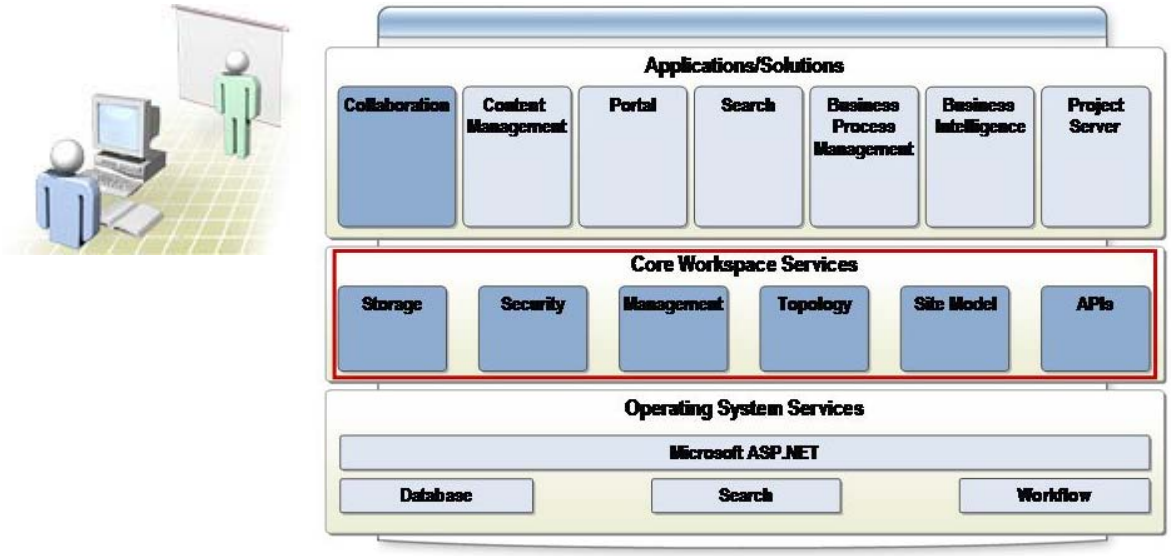
Windows SharePoint Services (versions 3) is designed to provide organizations with self-service workspaces for document collaboration, information sharing, and team productivity. SharePoint sites provisioned by Windows SharePoint Services provide out-of-the-box solutions for enhanced document storage, team calendars, task management, project tracking, e-mail archiving, collaboration, document collaboration, and project management.

Windows SharePoint Services provides several collaboration features, including:

- Document collaboration, including check-in and check-out, versioning, and custom metadata
- Wikis and blogs
- Really Simple Syndication (RSS) support
- Discussions
- Project task tracking
- Contacts, calendars, and tasks
- E-mail integration
- Directory integration
- Ease of integration with rich clients using standard protocols and application programming interfaces (APIs)
- Support for remote access by smart client applications, including specific support for offline synchronization (Microsoft Office Outlook® 2007 makes use of this to provide offline access to SharePoint contact lists, calendars, task lists, discussion lists, and document libraries.)

Note Many of these features will be discussed in more detail in this session.

Windows SharePoint Services Core Workspace Services



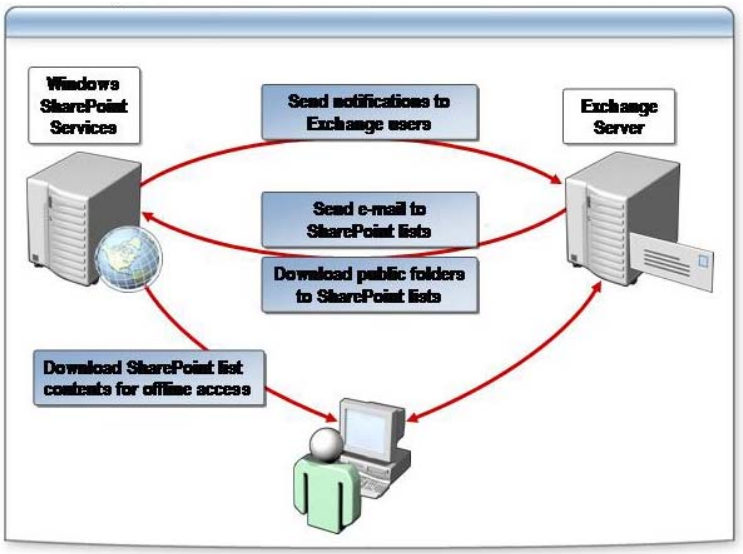
Windows SharePoint Services provides a core set of services for any application that needs to provide customized workspaces to address specific business needs. It helps ensure security and provides scalability, management, storage, and other platform-level features for other applications to use as a foundation. Windows SharePoint Services technology is a starting point for the formal document and Web content management, business intelligence, business process management, Web-based forms and spreadsheets, enterprise search, personalization, and project management capabilities delivered by Office SharePoint Server 2007.

Windows SharePoint Services provides the following core workspace services for its own in-the-box collaboration application, as well as for third-party workspace-based applications such as computers running Office SharePoint Server 2007:

- Storage. Windows SharePoint Services provides document management tools, including metadata storage, versioning, indexing and search, and the Recycle Bin.
- Security. Windows SharePoint Services provides multiple authentication options, folder-level and item-level security, and a user interface that is security trimmed to show only the options that users have permission to access.
- Management. Windows SharePoint Services provides the management interface, provisioning, delegation, and monitoring tools for Office SharePoint Server 2007.
- Deployment. Windows SharePoint Services provides migration tools, application configuration tools, and farm services support.
- Site model. Windows SharePoint Services provides site templates and a consistent site navigation interface for all sites.
- Extensibility. Windows SharePoint Services provides a platform that can be extended by using custom content types, features, and forms.

Note For more information about how Office SharePoint Server 2007 extends the Windows SharePoint Services core services, see Clinic 3370: *First Look: Getting Started with Microsoft Office SharePoint Server 2007*.

Windows SharePoint Services Integration with Exchange Server



Windows SharePoint Services provides many collaboration services that can be enhanced by deploying it together with Microsoft Exchange Server 2003.

Windows SharePoint Services and Exchange Server can be integrated in the following ways:

- Windows SharePoint Services lists can be configured with SMTP addresses. This means that Exchange Server users or any other e-mail users can send e-mail directly to SharePoint lists.
- Windows SharePoint Services libraries can be configured to automatically poll public folders on Exchange servers and download the messages and attachments to the SharePoint library.
- Windows SharePoint Services users can configure alerts so that users are notified when anything changes on the SharePoint lists. When the alert is triggered, the computer running Windows SharePoint Services uses e-mail to send notifications to the Exchange server or any other messaging server mailbox.
- Office Outlook 2007, when configured as an Exchange Server client, can download Windows SharePoint Services list content and make it available offline.

What's New in Windows SharePoint Services 3.0?

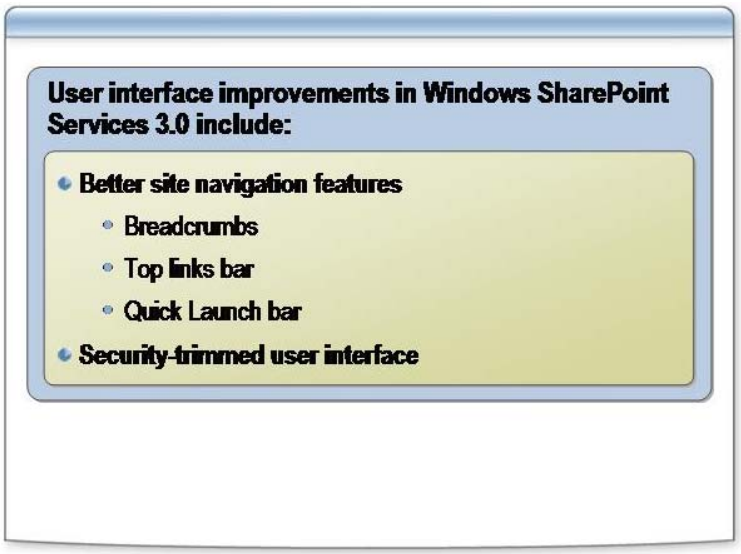
- User Interface Improvements
- Document Collaboration
- Workflow
- Recycle Bin
- Blogs
- Wikis
- Really Simple Syndication Support
- Project Task Tracking
- E-Mail Integration
- Rich Client Integration
- Discussions and Surveys

To meet the changing demands of the workplace, organizations need better collaboration solutions. Windows SharePoint Services 3.0 has been significantly redesigned from earlier versions. Many of the new features are designed to provide better tools for collaboration.

Specifically, this section will cover:

- User interface improvements
- Document collaboration
- Workflow
- Recycle Bin
- Blogs
- Wikis
- RSS support
- Project task tracking
- E-mail integration
- Rich client integration
- Discussions and surveys

User Interface Improvements



The user interface is significantly different in Windows SharePoint Services 3.0 compared with earlier versions.

Site Navigation Features

One of the areas that has changed is the site navigation structure. New features include:

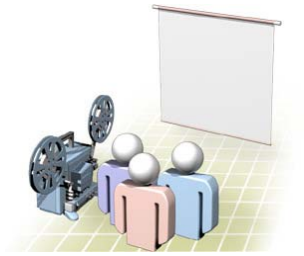
- Breadcrumbs. Breadcrumbs provide visual information about where the user is in a site hierarchy. A global breadcrumb is located at the top of every Web page throughout SharePoint site hierarchies and optionally attached to parent portals. Site breadcrumb navigation is located just above the list title. The breadcrumb displays the current location within the site hierarchy to simplify navigation and provide context.
- Top links bar. The top links bar of a site can be customized to use either the navigation of the parent site or its own navigation. Subsites connected to the current site, or any other sites, can be added to this navigation bar to improve site navigation.
- Quick Launch bar. The Quick Launch bar functionality is improved, including extensible links and headers. You can also add a tree view to the Quick Launch bar that can be used for quick access to subsites and their lists from any site.

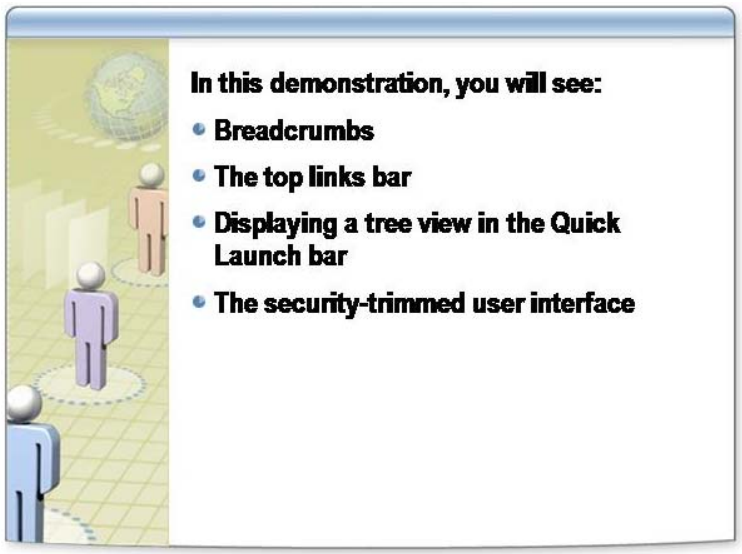
You can customize the Quick Launch bar and top link bar in the browser by making selections on site settings pages.

Security-Trimmed User Interface

One of the customer issues with the earlier versions of Windows SharePoint Services is that users see options in the user interface regardless of whether they have permission to perform the action. Windows SharePoint Services 3.0 provides a security-trimmed user interface that changes to display different views depending on the user's permissions. This means that a user does not see any options on a SharePoint site that he or she does not have permission to perform.

Demonstration 1: User Interface Changes in Windows SharePoint Services 3.0



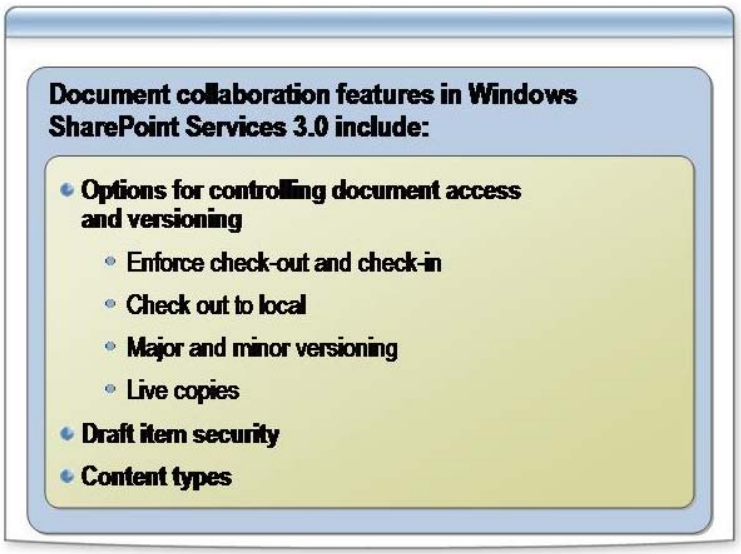


Demonstration

The user interface for Windows SharePoint Services 3.0 has been significantly redesigned to make it easier for users to navigate between SharePoint sites, subsites, and lists. The user interface has also been redesigned to provide a security-trimmed interface so that users can view only the options on a page that they have permission to access. This demonstration shows an overview of user interface changes in Windows SharePoint Services 3.0. In this demonstration, you will see:

- Breadcrumbs.
- The top links bar.
- Displaying a tree view in the Quick Launch bar.
- The security-trimmed user interface.

Document Collaboration



Another customer concern with earlier versions of Windows SharePoint Services is that it does not provide enough document management control. Windows SharePoint Services 3.0 provides a new set of document collaboration features to help users manage and work with the growing volume of content that today's business processes generate.

Controlling Document Access and Versioning

Windows SharePoint Services has several features that provide improved control over access and versioning of documents:

- Enforce check-out and check-in. You can enforce mandatory check-in and check-out of content in any list or library that supports it.
- Check out to local. This feature lets a user check out a document and open it for editing on his or her client computer by using one option button.
- Major and minor versioning. Based on settings that the site administrator specifies, users may decide whether to increment the major or minor versioning when they check an edited document back in to a document library. Users can also add version-specific comments when checking in the document.
- Live copies. A live copy is a document that a user has copied to another SharePoint site location that retains a pointer to the original document. When the original document is edited, Windows SharePoint Services notifies the user, who has the option of updating the copy with those changes.

Draft Item Security

Draft item security gives a site administrator the ability to review submitted content before making it visible on the site. This feature employs the improved versioning that Windows SharePoint Services 3.0 offers: administrators can elect to review content submitted as minor or major versions before making it visible.

Content Types

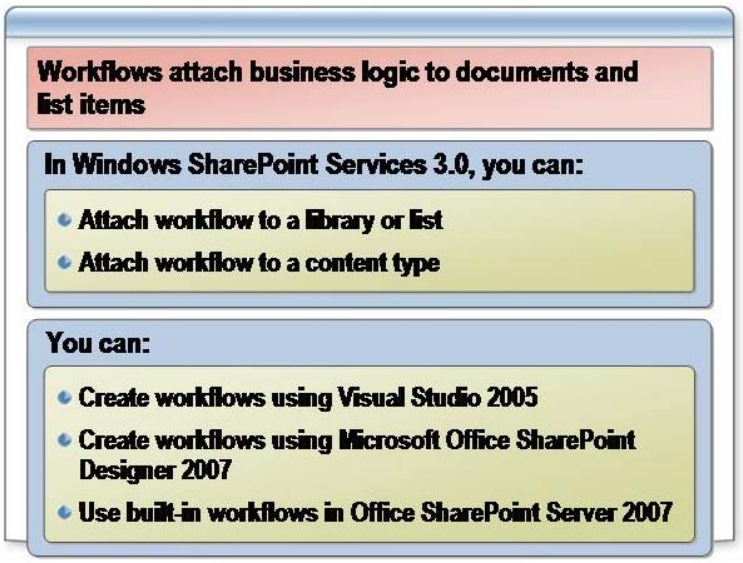
Windows SharePoint Services also supports the use of content types to provide advanced document management options. A content type can include the following information:

- The metadata, or properties, that you want to assign to this type. These are represented by columns added to a list or document library.
- The document template on which to base documents of this type.
- Custom New, Edit, and Display forms to use with this content type.
- Workflows available for items of this content type. These may be started automatically based on a selected event or condition, or through user selection.
- Any other information necessary for custom solutions associated with this content type. You can store this information in the content type as one or more XML documents.

Content types are independent of file formats. For document libraries, you can specify a document template; when the user requests a new document of this content type, Windows SharePoint Services 3.0 creates a new document based on the template.

Note In Windows SharePoint Services 3.0, libraries and lists can support more than one content type.

Workflow



Workflows attach business logic to documents and list items in Windows SharePoint Services 3.0. For example, a workflow can route a document for review, track an issue through its various stages of resolution, or guide a contract through an approval process. Workflow events are tracked so that users can check the status and progress of a workflow at any time. Workflows in Windows SharePoint Services are built on Windows Workflow Foundation, which is a component of Microsoft Windows.

Workflow Configuration Options

In Windows SharePoint Services, a workflow allows you to attach a business process to items in Microsoft SharePoint Products and Technologies. This process can control almost any aspect of an item in SharePoint Products and Technologies, including the lifecycle of that item. For example, you could create a simple workflow that routes a document to a series of users for approval.

Workflow can be configured in two ways:

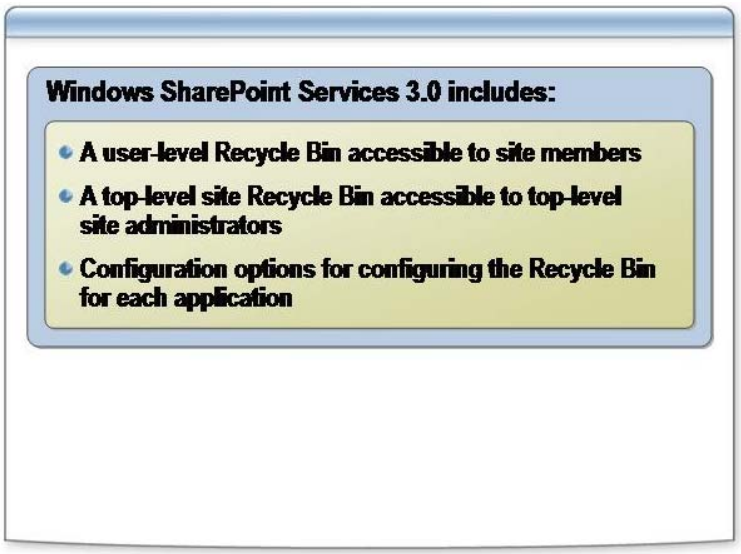
- Attach workflow to a library or list. With this option, you can configure the library or list to initiate the workflow every time that an item is saved, or every time that an item is modified in the library or list.
- Attach workflow to a content type. With this option, you can configure the content type so that every time a user creates an instance of that content type, the workflow is initiated.

Workflow Authoring Options

Windows SharePoint Services 3.0 ships with one default workflow, a simple list moderation workflow that serves to provide the same level of functionality provided by the hard-coded support in Windows SharePoint Services 2003. To make more workflows available in SharePoint sites, the following options are available:

- Create new workflow assemblies and their associated Web user interfaces by using Microsoft Visual Studio® 2005. Such workflows are reusable and can be bound to lists, libraries, and content types that span sites and site collections.
- Use a rich client–based tool such as Office SharePoint Designer 2007 to create XML workflow maps that are used as inputs to a general-purpose workflow assembly. Such workflows are easy to author, although their reusability is slightly limited in that they cannot be bound to content types for use between sites.
- Acquire additional server products that provide ready-to-use workflows. For example, Office SharePoint Server 2007 includes a wide variety of such workflows for multiple scenarios around enterprise content management.

Recycle Bin



One of the most common complaints with users of earlier versions of Windows SharePoint Services is that there is no protection for deleted items. If a user deletes an item from a library or list, the item is immediately deleted from the system and can be restored from a backup only.

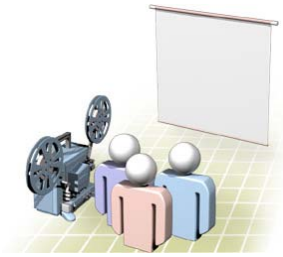
Windows SharePoint Services 3.0 includes a Recycle Bin. When a user deletes an item in a library or list, the item is saved in the Recycle Bin. All deleted items, including individual items and folders, are sent to the Recycle Bin and can be restored.

Deleting an item from a list or library triggers a multilevel series of events. First, the item is sent to a user-level Recycle Bin. From here, the item can be recovered by the individual if they have appropriate permissions. When the item is deleted from this bin, it is sent to a second Recycle Bin controlled by the top-level site administrator. The site administrator can restore these documents to their original location.

Note The second Recycle Bin is accessible only from the top-level site. When an item is deleted from the Recycle Bin in a subsite, you must access the Recycle Bin through the site settings for the top-level site to restore the item.

You can also configure the Recycle Bin properties. For example, you can enable or disable the Recycle Bin for each Web application. You can also configure how long objects are stored in the Recycle Bin before they are automatically deleted. For example, an administrator might determine that the vast majority of requests for item restores happen within the first 90 days and set the timer so that items older than 90 days are permanently deleted.

Demonstration 2: Document Collaboration



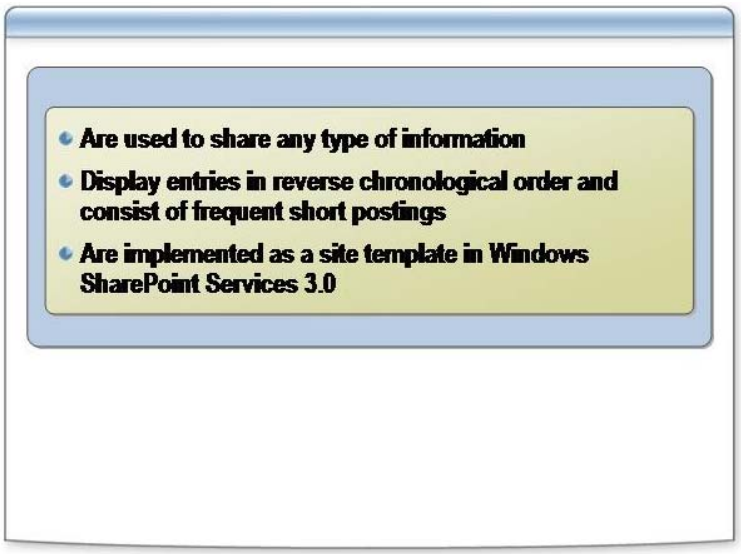
Demonstration

Windows SharePoint Services provides enhanced document management functionality. New features include content approval, enforcement of content versioning, configuration of check-out restrictions, and support for multiple content types. Another new feature is the two-level Recycle Bin. This demonstration shows some of the document management and collaboration features available in Windows SharePoint Services.

In this demonstration, you will see:

- Content moderation.
- Content versioning.
- Check-out restrictions.
- Multiple content type support.
- Recycle Bin.

Blogs



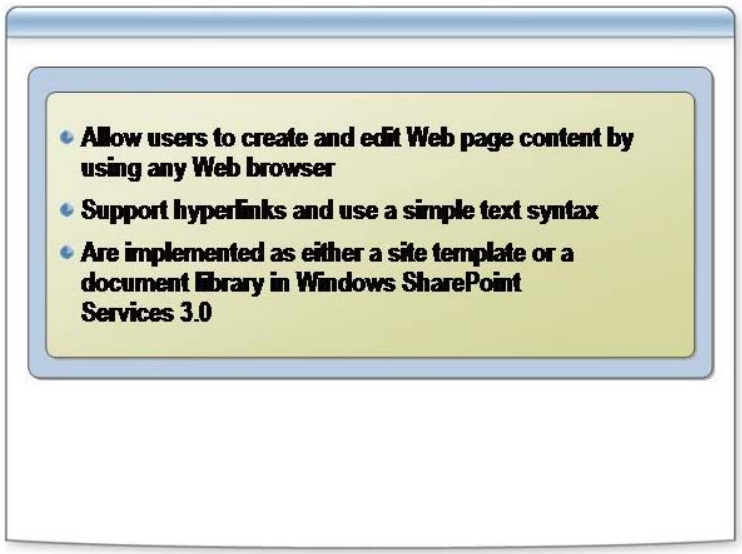
A blog is a site designed to help you share information in a quasi-publishing fashion. Blogs can be used as news sites, journals, diaries, and more.

Blogs are typically displayed in reverse chronological order (newest entries first) and consist of frequent short postings. It is also possible to enable site visitors to comment on postings.

In business, blogs can be used as a team communication tool. For example, businesses can keep team members in touch by providing a central place for links, relevant news, and even gossip.

Blogs are implemented in Windows SharePoint Services 3.0 as a site template. When you create a new site based on the blog template, you create a blog that includes the core functionality such as posts, comments, RSS feeds, categories, and archive views. You can then further customize the appearance and functionality of the blog site by using methods available for customizing any SharePoint site, such as themes, Web Parts, or direct editing in tools such as Office SharePoint Designer 2007.

Wikis



Windows SharePoint Services 3.0 provides wikis to enhance collaboration for organizational teams. Wikis allow users to create and edit Web page content by using any Web browser. Wiki sites support hyperlinks and use a simple text syntax for creating new pages and links between internal pages.

In business environments, a wiki site provides a low-maintenance way to record knowledge. Information that is usually traded in e-mail messages, gleaned from hallway conversations, or written on paper can instead be recorded on a wiki site, in context with similar knowledge. Other uses of wiki sites might include brainstorming ideas, collaborating on designs, creating an instruction guide, gathering data from the field, tracking call center knowledge, or building an encyclopedia of knowledge.

Wikis have the following features:

- Fast and easy page creation
- Easy and automatic linking and cross-referencing
- Version differencing
- WYSIWYG editing

Wikis are implemented as either a site template or a Wiki document library in Windows SharePoint Services. In either case, wiki content is available for search, navigation, alerts, and custom fields, just like any other SharePoint content.

Really Simple Syndication Support

- Allows users to subscribe to content on the Web
- Is used to update users when the content on a subscribed Web location is updated
- Requires:
  - The Web content to be configured as an RSS feed
  - An RSS client
  - Configuring the RSS client to subscribe to the site
- Any Windows SharePoint Services 3.0 list can be configured as an RSS feed
- Office Outlook 2007 and Internet Explorer 7.0 can be used as RSS clients

Really Simple Syndication (RSS) has become a standard way of aggregating content from the Web. By integrating RSS feeds for each SharePoint list, Windows SharePoint Services provides a mechanism for providing a push-like experience for forwarding information to end users.

How RSS Works

RSS allows users to subscribe to content on the Web. For example, after finding interesting information on a Web site, users can use RSS technologies to "subscribe" to the content on that site, ensuring that the latest changes or updates to the content are delivered to them so that they do not have to return to the site.

To implement RSS, the Web site or other content provider must enable RSS feeds. Then the user must install an RSS client, which can receive content from multiple RSS providers. After the client subscribes to the content provider, the client is updated every time the content changes on the Web site.

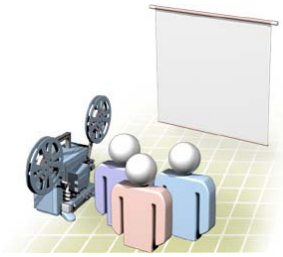
Important Many RSS clients are available for download from the Internet. Office Outlook 2007 and Internet Explorer 7.0 can also be configured as RSS clients.

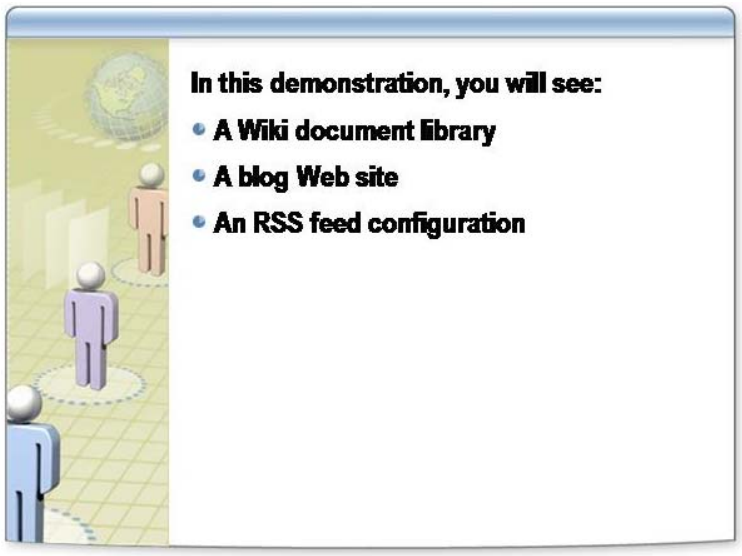
RSS Support in Windows SharePoint Services

Windows SharePoint Services supports RSS by allowing administrators to enable RSS feeds for any SharePoint list. By default, Windows SharePoint Services supports RSS feeds on all Web applications, although an administrator can disable RSS feeds for the entire Web application.

When RSS feeds are enabled, an administrator can enable RSS feeds for any list or library on a SharePoint site. When an RSS feed is enabled, the list's Action menu includes a link entitled View As RSS.

Demonstration 3: Wikis, Blogs, and RSS





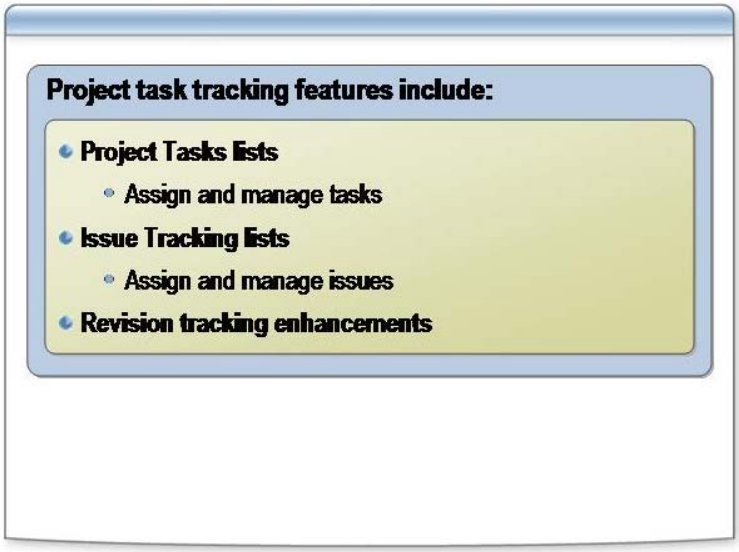
Demonstration

Another way that Windows SharePoint Services provides enhanced collaboration is with new options for interacting with content on a SharePoint site. These options include wikis, blogs, and RSS. This demonstration shows how to create and use these new features.

In this demonstration, you will see:

- A Wiki document library.
- A blog Web site.
- An RSS feed configuration.

Project Task Tracking



Many of the new features in Windows SharePoint Services are designed to provide better tracking features and better tools for managing projects. Although it is not meant to provide an end-to-end project management infrastructure, the new release of Windows SharePoint Services allows SharePoint sites used to track project deliverables and activities to do so much more readily and with greater functionality.

Note For organizations interested in more end-to-end project management solutions, Microsoft Office Project Server 2007 provides a full project management solution and can convert SharePoint sites with Issue Tracking lists into formal project management sites.

Project Tasks Lists

One of the new tracking tools in Windows SharePoint Services is the Project Tasks list, which can be used to assign and monitor project tasks. After creating a Project Tasks list, you can create new project tasks. Each project task can be assigned to a site user, assigned a priority, status, and completion percentage, and assigned a start date and due date. As the project continues, you can update tasks.

The Project Tasks list also includes a user interface that allows you to display tasks in a Gantt format or sort tasks by priority, due date, and the person the task is assigned to. You can also export the data in the Project Tasks list directly to a Microsoft Office Access database.

Issue Tracking List

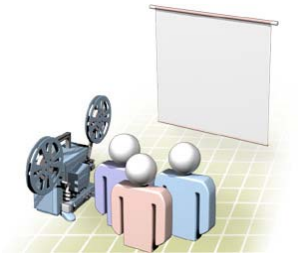
Another tool specifically designed to provide project management functionality is the Issue Tracking list. This list provides a place to manage a set of issues and can be used to assign, prioritize, and track issues. When you create a new issue tracking item, you can assign the issue to a site user and assign status and priority to the issue. You can also assign categories to issues and configure connections to related issues. The Issue Tracking list can be used as a central location for managing all issues for a project.

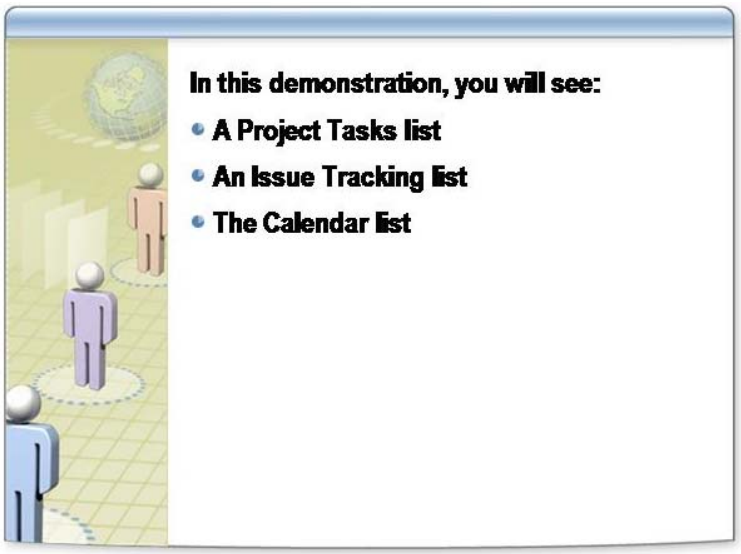
Revision Tracking Enhancements

Many of the new Windows SharePoint Services features provide better tools for tracking information and how information changes. These features can be important tools for tracking the progress of a project. Some of the new revision tracking enhancements include the following:

- Rich history and version information is available on all objects in any list for which versioning is enabled. With this feature, you can quickly see who made which changes on an item.
- Tracked comments on documents allow you to view the comment history for an item at a glance.
- Almost all list items support attachments.
- For persistent logs of comments on an item, append-only fields are available for any list, and they are included by default in Issue Tracking lists.

Demonstration 4: Project Task Tracking





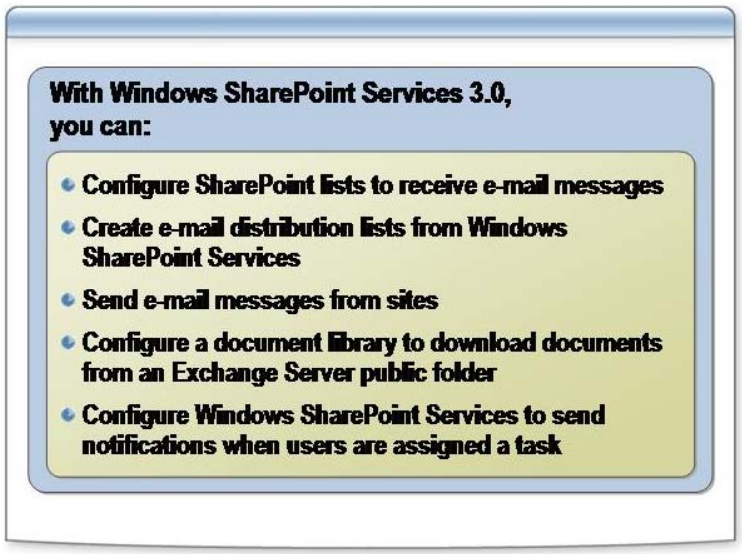
Demonstration

Windows SharePoint Services has been redesigned to provide more tools for project management within a SharePoint site. The new tools include Project Tasks lists and Issue Tracking lists. In this demonstration, you will see the project task management options available in Windows SharePoint Services.

In this demonstration, you will see:

- A Project Tasks list.
- An Issue Tracking list.
- The Calendar list.

E-Mail Integration

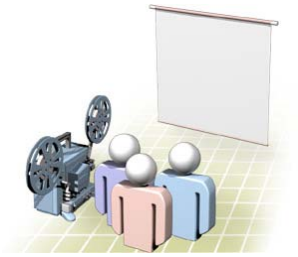


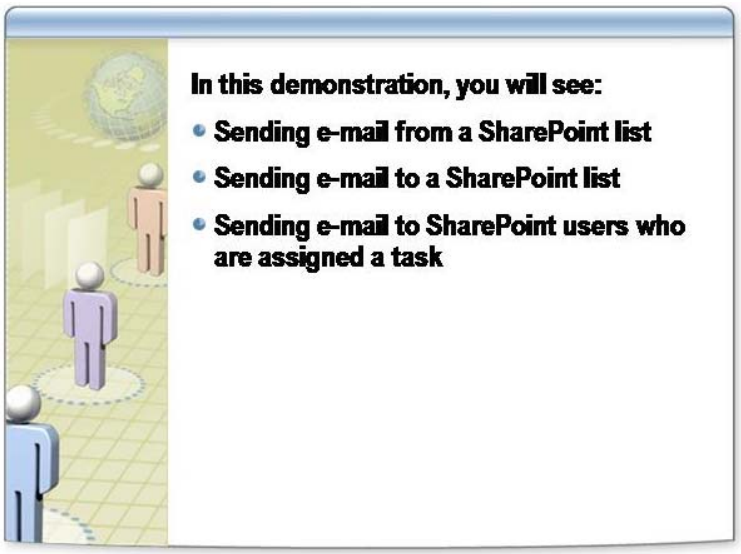
Windows SharePoint Services 3.0 provides more options for integrating with e-mail and using e-mail as a communication means between SharePoint sites and users. In earlier versions of Windows SharePoint Services, you could configure alerts, which used e-mail to send notifications to end users.

Windows SharePoint Services 3.0 enhances e-mail integration in several ways:

- You can configure SharePoint lists to receive e-mail messages. When you create or configure a SharePoint list, you can assign an SMTP address to the list. Then any user can send information directly to that list without accessing the SharePoint site. To configure folders to receive e-mail, you must configure SMTP on the Windows SharePoint Services server and then configure the incoming e-mail server settings.
- You can create e-mail distribution lists from Windows SharePoint Services. If you configure Windows SharePoint Services to connect to a SharePoint Directory Management Service such as Active Directory® directory service, you can create a SharePoint group and configure an e-mail distribution list during site creation. This feature makes it easier to unify SharePoint group management and distribution list management.
- You can send e-mail from SharePoint sites. As with earlier versions of Windows SharePoint Services, you can send e-mail to users when you assign rights to a SharePoint site. With Windows SharePoint Services 3.0, you can also access any user or group in the People and Groups list, and then send mail to that user or group.
- You can configure a document library to automatically download documents from an Exchange Server public folder. To enable this feature, you must configure the computer running Windows SharePoint Services with a URL to an Exchange server that hosts the public folders. Then, when you create a document library, you can configure that list to download all attachments in the public folder on a scheduled basis.
- You can configure Windows SharePoint Services to automatically send users a notification when they are assigned a task; users can ask to be notified by e-mail when a change happens to any list or document. This feature can be useful for users who are not used to working with Windows SharePoint Services and might not have set up alerts for changes to a task list.

Demonstration 5: E-Mail Integration



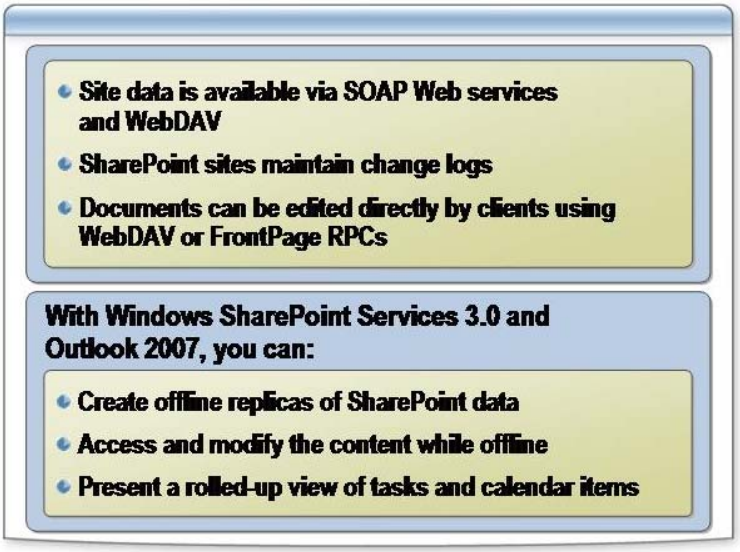


Demonstration

Windows SharePoint Services provides new features for integrating e-mail with SharePoint sites, giving users additional options for monitoring and interacting with Windows SharePoint Services content. In this demonstration, you will see:

- Sending e-mail from a SharePoint list.
- Sending e-mail to a SharePoint list.
- Sending e-mail to users who are assigned a task.

Rich Client Integration



Windows SharePoint Services 3.0 is designed to be accessible to other software applications, both servers and clients. Specifically:

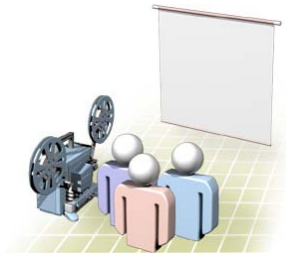
- All SharePoint lists are accessible by means of SOAP Web services, and all libraries are also accessible by means of WebDAV.
- SharePoint sites maintain change logs of all insertions, modifications, and deletions, which third-party applications can leverage to create offline synchronization and site-to-site replication solutions.
- Windows SharePoint Services document libraries allow documents to be edited directly by means of clients that can use protocols such as WebDAV and Microsoft FrontPage® Server Extensions Remote Procedure Calls (RPCs), and they also allow those documents to be downloaded to local clients for disconnected editing sessions and uploaded before being checked back in. Client applications can automate this entire process.

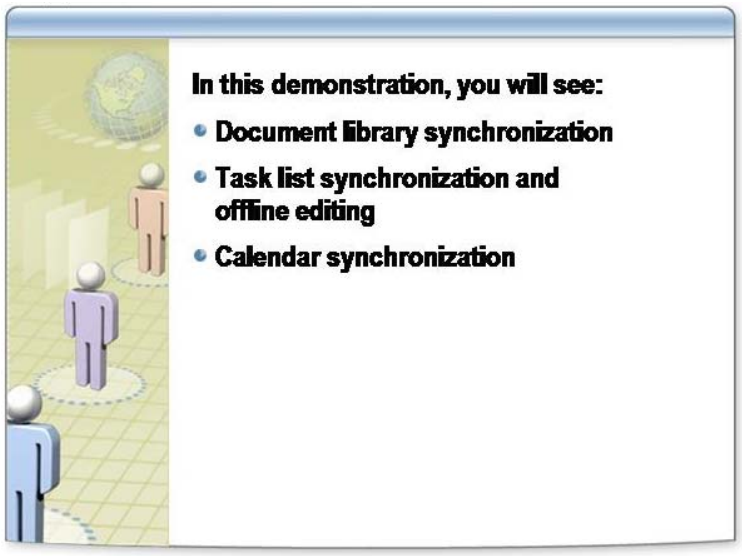
Although several client applications have been designed to work with SharePoint sites, Office Outlook 2007 is particularly worthy of note as an example of what can be done by using the facilities that Windows SharePoint Services makes available. Office Outlook 2007 is tightly integrated with Windows SharePoint Services in several ways, making it an offline client for accessing SharePoint sites.

Office Outlook 2007 integrates with Windows SharePoint Services 3.0 in the following ways:

- You can create offline replicas of tasks, calendars, contacts, and discussion lists, as well as document libraries, within Office Outlook 2007. To do this, access the library or list in Windows SharePoint Services 3.0 and choose to open it in Outlook. Outlook creates a folder for the library or list and downloads all of the content from the folder to the local Outlook folders. You can synchronize calendars, tasks, contacts, discussions, and document libraries to Outlook.
- Local Outlook copies of SharePoint site content are accessible offline. Changes to tasks, calendars, contacts, and discussion lists are uploaded to the server at the next available opportunity. Documents can be edited offline for later upload and check-in, and other Office applications provide automated “edit locally and check in” functionality.
- Outlook provides a roll-up view of calendar items and tasks across multiple SharePoint sites as well as Exchange Server calendar and tasks. When you download a task list, any tasks assigned to you are automatically added to your To-Do task list. If you download task lists from more than one SharePoint site, or if you have local tasks or tasks assigned to you through e-mail, you can see all tasks in a single location. You can also synchronize the Windows SharePoint Services calendar with Outlook.

Demonstration 6: Outlook Integration and Offline Support





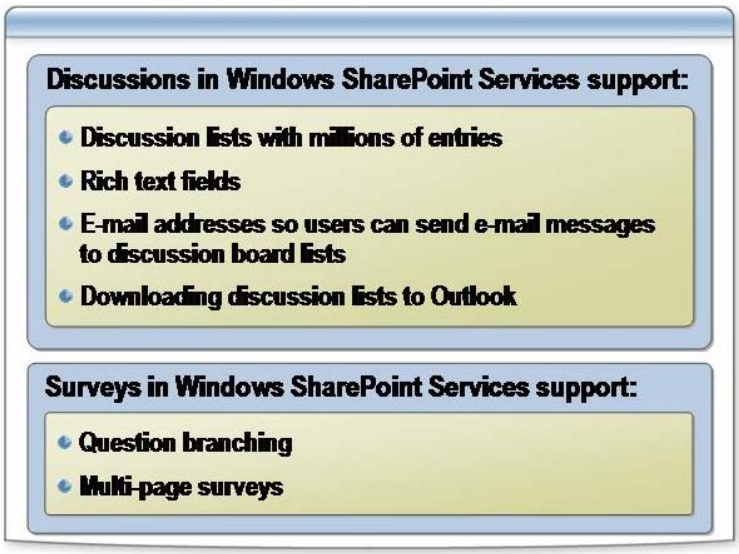
Demonstration

Office Outlook 2007 is tightly integrated with Windows SharePoint Services in several ways. In effect, Offers Outlook 2007 has become a second client for accessing Windows SharePoint Services data. In this demonstration, you will see how Outlook integrates with Windows SharePoint Services and how it provides offline support.

In this demonstration, you will see:

- Document library synchronization.
- Task list synchronization and offline editing.
- Calendar synchronization.

Discussions and Surveys



Windows SharePoint Services provide several enhancements to the discussion boards and surveys available in earlier versions of Windows SharePoint Services.

Discussion Board Enhancements

Windows SharePoint Services 3.0 provides the following enhancements to discussion boards:

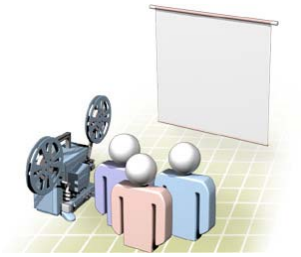
- More scalable topic-based architecture. Windows SharePoint Services lists can contain millions of items. With discussion boards, you can use threaded and non-threaded views to view the information in the most convenient format.
- Greater flexibility in views of discussion content (including sorting the most recent items first, threaded versus flat display, and detailed versus simple views of postings).
- Support for rich text fields. You can use rich text formatting and include tables, links, and graphics in discussion entries. You can also include attachments.
- Option to enable discussion boards for e-mail. You can configure a discussion board with an e-mail address so that users can send e-mail directly to the discussion board.
- Offline support for discussion boards. Users can download discussion boards into Outlook and respond to discussion items while offline.

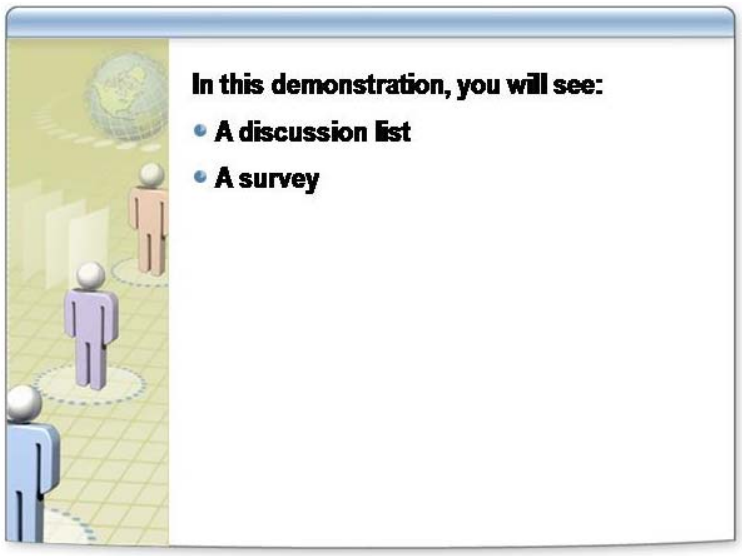
Survey Enhancements

Surveys in Windows SharePoint Services 3.0 have been enhanced in the following two ways:

- Support for question branching. You can configure more sophisticated surveys by configuring question branching. This means that users will get a different set of questions based on their answers to earlier questions.
- Page breaks for longer surveys. You can configure page breaks in a survey to make it easier to use. This is especially useful when configuring question branching.

Demonstration 7: Discussions and Surveys





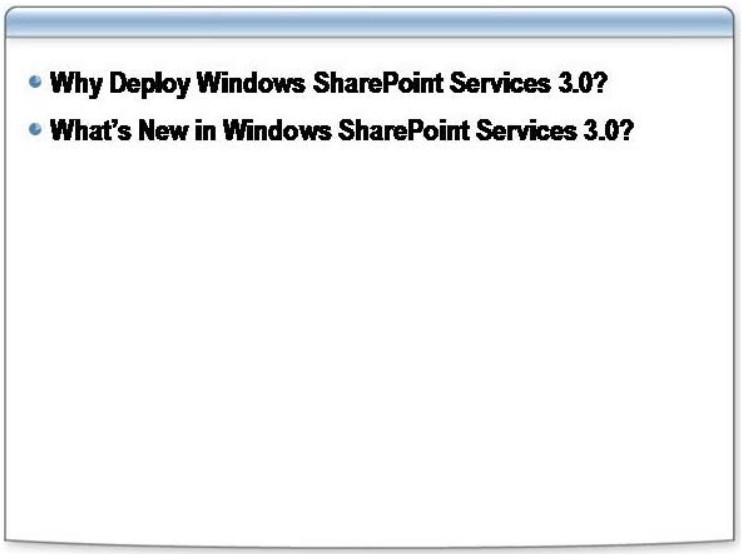
Demonstration

Windows SharePoint Services provides several enhancements to the discussion boards and surveys available in earlier versions. In this demonstration, you will see the new discussion and survey features available in Windows SharePoint Services.

In this demonstration, you will see:

- A discussion list.
- A survey.

Session Summary



This session described some of the challenges faced by organizations in the new workplace and how these challenges revolve around getting access to information and people, and then making intelligent business decisions based on that information. The session then described how Office SharePoint Server 2007 and Windows SharePoint Services can provide many tools to help meet such challenges. The session also provided an overview of the enhancements available in Windows SharePoint Services that will improve collaboration within an organization.

In this session, the following topics were discussed:

- Why Deploy Windows SharePoint Services 3.0? Windows SharePoint Services is designed to help address many of the challenges faced by businesses today. Windows SharePoint Services does this by providing core workspace services. Windows SharePoint Services also provides collaboration services that can be used independently or in conjunction with Office SharePoint Server 2007.
- What's New in Windows SharePoint Services 3.0? This section provided an overview of many of the changes in Windows SharePoint Services 3.0 compared to earlier versions. The demonstrations in this section provided a look at the new user interface in Windows SharePoint Services in addition to the new features that will enhance Windows SharePoint Services as a collaboration platform.

Questions and Answers