



SharePoint 2007

Frequently Asked Questions (FAQs)

What is SharePoint 2007?

SharePoint 2007 is a browser-based collaboration and document-management server platform that empowers users to collaborate on documents, tasks, contacts, and events. SharePoint 2007 allows users to launch and maintain intranets, web sites, bulletin boards, picture libraries, and schedule events. Users can access critical documents from any web browser via SharePoint 2007 and work with them directly in Microsoft Office. SharePoint 2007's collaborative technology allows users to interact more efficiently and effectively with other people in an organization who are not geographically co-located.

What are the highlights of SharePoint 2007?

- Inclusion of blogs, wikis, news feeds, and improved search and workflow capabilities
- Ability to send an e-mail to a SharePoint site
- Improved calendars, navigation, and visual task views
- Manage documents offline and require checkout
- Better document recovery and versioning

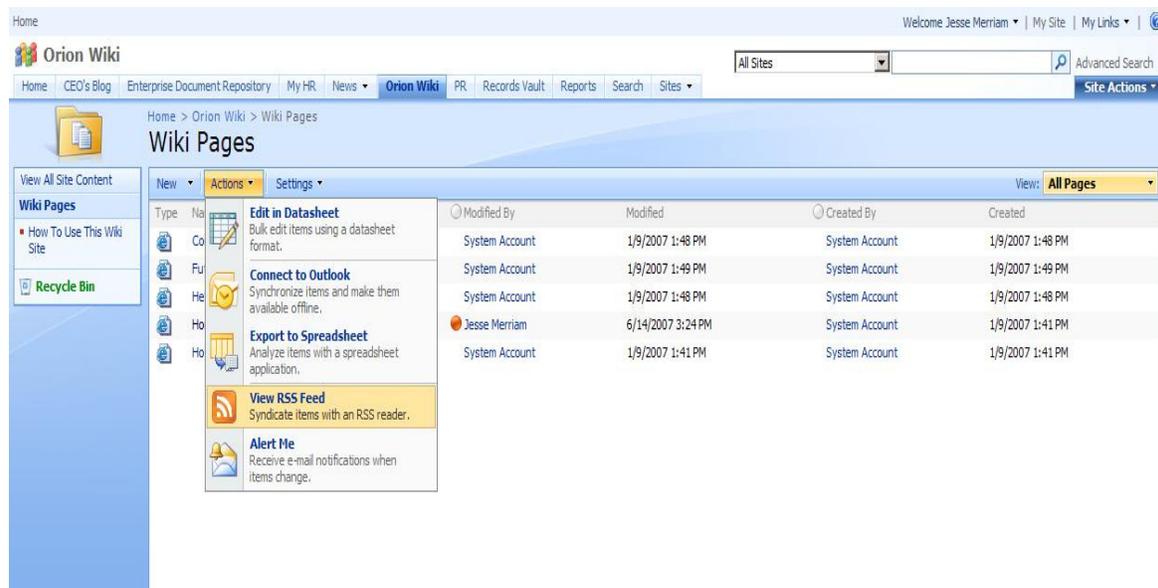
What are some new features available in SharePoint 2007?

- Meeting Workspace – Send notices, invites, alerts, and set up a workspace to hold a meeting, attach documents, and list contacts. Bring your entire team together online, no matter where they are located.
- Event Calendars – Keep track of all the dates and times of your events in one location. With the shared calendar, everyone's availability is up to date. You can also assign permissions and share access to your personal calendar with colleagues. Whether oversees or over the cubicle, you know what is happening and when.
- Contact Lists - Store all of your team's information in the contact directories. Create directories for business partners, vendors, and other contacts outside the company as well. No more looking all over for a name and number. Manage all your contacts in one central location.
- Task Managers - Create lists to assign tasks to team members. You can specify priority and due date, and indicate its status and progress. Users can view their individual tasks or view all team members.
- Surveys – Create and deliver an online survey from SharePoint. Take a poll on anything and everything from where to hold the company picnic to employee satisfaction and morale. Stay informed and connected.
- Discussion Groups – Create your own forums and discussion groups to share and talk about current issues, ask and answer questions and archive them.
- Announcements - Keep everyone up to date on the latest company news whether it is an employee promotion or regarding the latest financial report. Keep everyone informed of the most critical information they need to get their job done.



What will change on my user interface with SharePoint 2007?

One of the major pain points with SharePoint 2003 is the lack of navigation possibilities. The main user interface change you will notice is the automatic site directory breadcrumb tabs located along the top of the screen. Once a user has drilled down to a list item and edited a list item, breadcrumbs allow the user to navigate back to the list item, the list, or the site. On the example SharePoint 2007 screenshot below, the directory breadcrumb tabs laid out horizontally along the top of the screen provide quick access to various sites, including document repositories, blogs, reports, and your home site. There is also a breadcrumb tree located on the left side of screen that provides users easy access to sites and lists without requiring the user to hit the back button several times.



What other enhancements to the user interface will I experience with SharePoint 2007?

- Quick Launch Bar and Top Navigation Bar - Available on all view pages and is more easily customizable.
- Descriptive Menu Actions - The Actions drop-down menu provides task-based descriptions of the actions that can be performed on a particular SharePoint list or document library.
- Document Libraries - Improvement to SharePoint document libraries include, checking out documents locally, offline document library support in Outlook 2007, major and minor version numbering and tracking, support for multiple content type, policy, auditing, and workflow, and tree view support.
- Tree View - Tree view controls are now supported for navigating document libraries in a manner similar to the file system.
- List Items - New enhancements related to list items have been introduced in SharePoint 2007 including, per-item, and per-folder security, versioning, and required checkout.
- Versioning History - Changes to the item are shown in the version history. In addition, support is provided for "append-only" comment fields.



I have several items bookmarked on my current SharePoint 2003 site. Will these transfer over during the migration to SharePoint 2007?

It is possible for some of the bookmarks to continue to work; however, changes to URL paths are common in migrations. There is a high probability that you will have to update your bookmarks after the transformation.

My Agency currently uses Microsoft Office 2003. What applications and features of SharePoint 2007 will not run with Microsoft Office 2003?

Most of the functionality that was available in SharePoint 2003 will still exist in SharePoint 2007 when it comes to Microsoft Office 2003 users. The following is a list of new functionality that is only available with Microsoft Office 2007 users.

- Writing a blog post on Word
- Synchronizing tasks/discussion boards to Outlook
- Synchronizing document libraries to Outlook
- Publishing Excel files as web pages
- Working with Slide Library in PowerPoint

Will I be able to have a My Site in SharePoint 2007?

My Site functionality will initially be turned off in SharePoint 2007. Even if the user had a My Site under SharePoint 2003, they will not have one in SharePoint 2007. If there is a critical need for a user to have the functionality of a My Site on SharePoint 2007, a user can submit a request to their SharePoint Agency Administrator and a personal site may be configured for the user.

Whom can I contact if I have questions about SharePoint 2007?

For questions regarding SharePoint 2007, please contact the VITA Customer Care Center by email at vccc@vita.virginia.gov or by telephone at 1-866-637-8482.