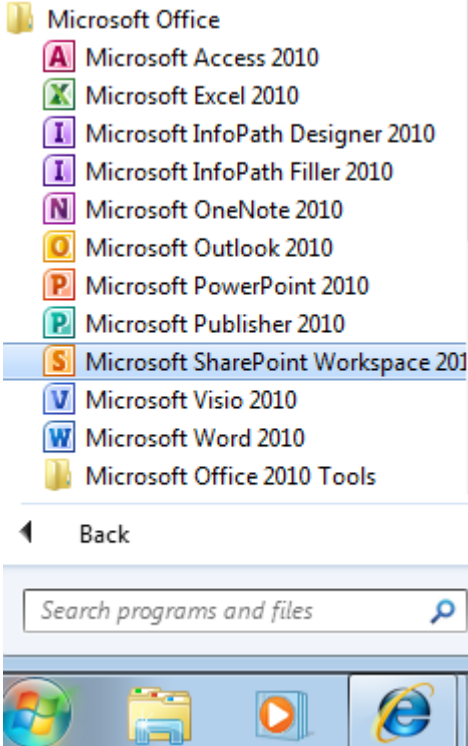



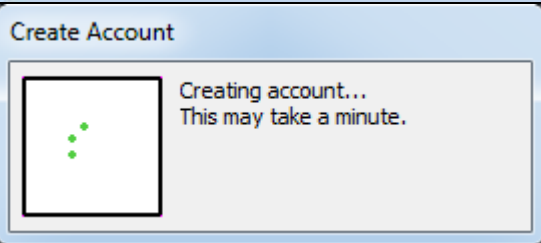

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SharePoint 2010 Workspace

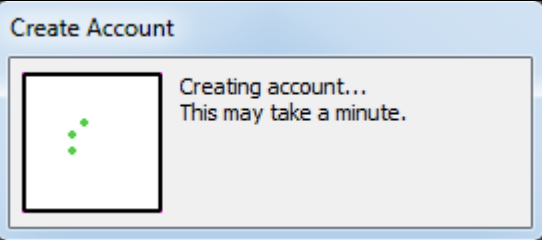

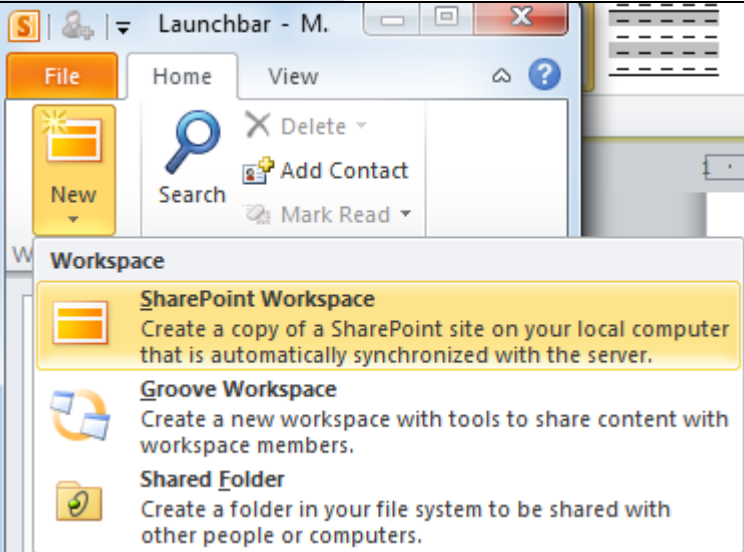
The SharePoint Workspace is essentially a way for a user to organize and work on their files on a local basis and thus if desired synchronize files with a SharePoint environment. The SharePoint Workspace is available out of the box if a user is running the Office 2010 Professional edition.

<p>1. To access the workspace for the first time from Start -> Microsoft Office -> select Microsoft SharePoint Workspace 2010.</p>	 <p>The screenshot shows the Windows Start menu for Microsoft Office 2010. The applications listed are: Microsoft Access 2010, Microsoft Excel 2010, Microsoft InfoPath Designer 2010, Microsoft InfoPath Filler 2010, Microsoft OneNote 2010, Microsoft Outlook 2010, Microsoft PowerPoint 2010, Microsoft Publisher 2010, Microsoft SharePoint Workspace 2010 (highlighted), Microsoft Visio 2010, Microsoft Word 2010, and Microsoft Office 2010 Tools. Below the list is a 'Back' button and a search bar labeled 'Search programs and files'. At the bottom, there are icons for Windows, File Explorer, a media player, and Internet Explorer.</p>
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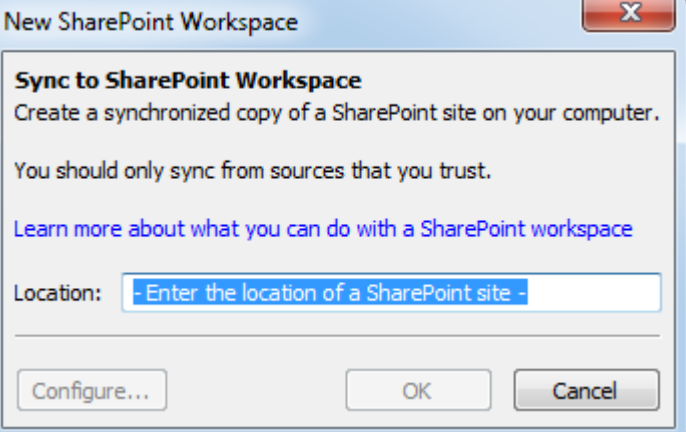
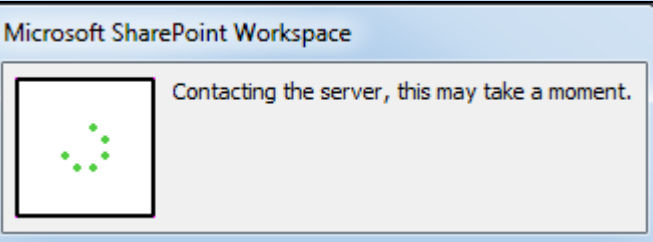
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<p>2. Select from the menu Create a new account and click Next</p>	
<p>3. The account is created</p>	
<p>4. At the Create Account screen select Create the account using your e-mail address and then enter in the Name: and E-mail Address: fields as desired and check Allow me to recover my account later and then select Finish.</p>	

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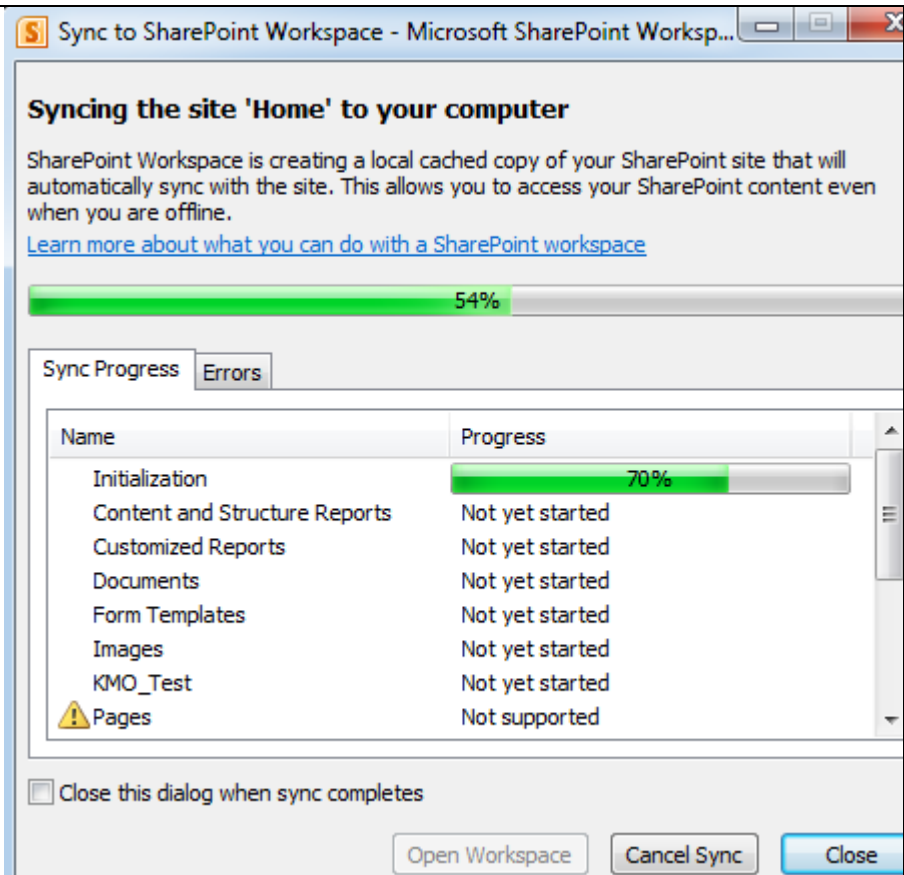
<p>5. The Create Account screen is shown.</p>	
<p>6. The Launchbar is displayed.</p>	
<p>7. Select from the File menu -> SharePoint Workspace</p>	

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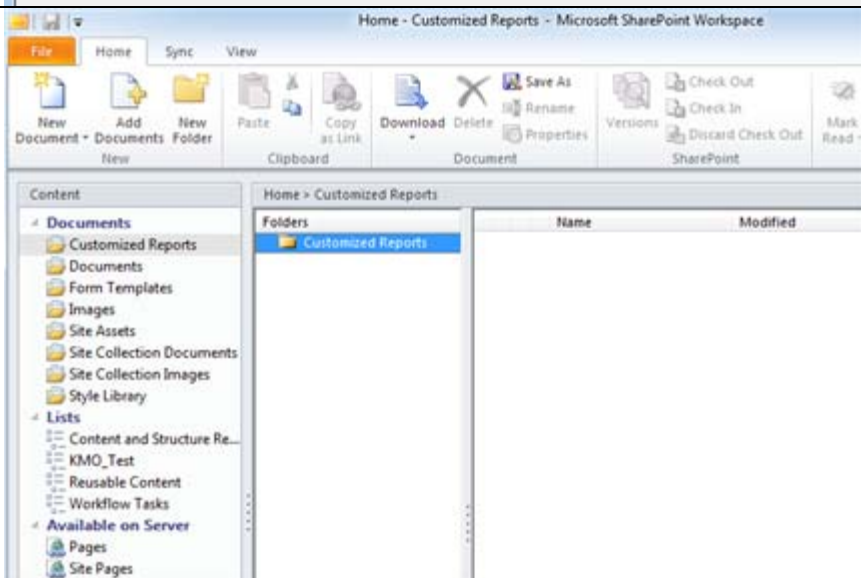
<p>8. Enter in the URL of the desired SharePoint environment site(example http://myfirmintrinet.myfirm.com/dept/myteam)</p>	 <p>The screenshot shows a dialog box titled "New SharePoint Workspace". It contains the following text: "Sync to SharePoint Workspace", "Create a synchronized copy of a SharePoint site on your computer.", "You should only sync from sources that you trust.", and a link "Learn more about what you can do with a SharePoint workspace". Below this is a text input field labeled "Location:" with the placeholder text "- Enter the location of a SharePoint site -". At the bottom are three buttons: "Configure...", "OK", and "Cancel".</p>
<p>9. Click Configure</p>	 <p>The screenshot shows a dialog box titled "Microsoft SharePoint Workspace". It contains a square icon with a green circular arrow and the text "Contacting the server, this may take a moment."</p>

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10. Click OK so that the desired site is synced to the workspace.



11. Select the directory where the files(s) should be synced into.

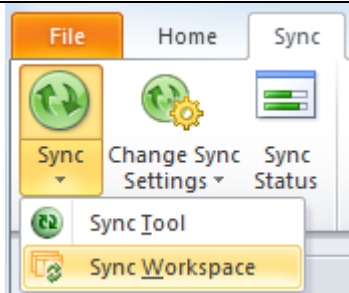


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<p>12. Select File->Add Documents</p>	
<p>13. Browse to the directory of the file that should be synced into the workspace from the SharePoint server and click OK.</p>	
<p>14. The file displays in the workspace in the directory chosen.</p>	

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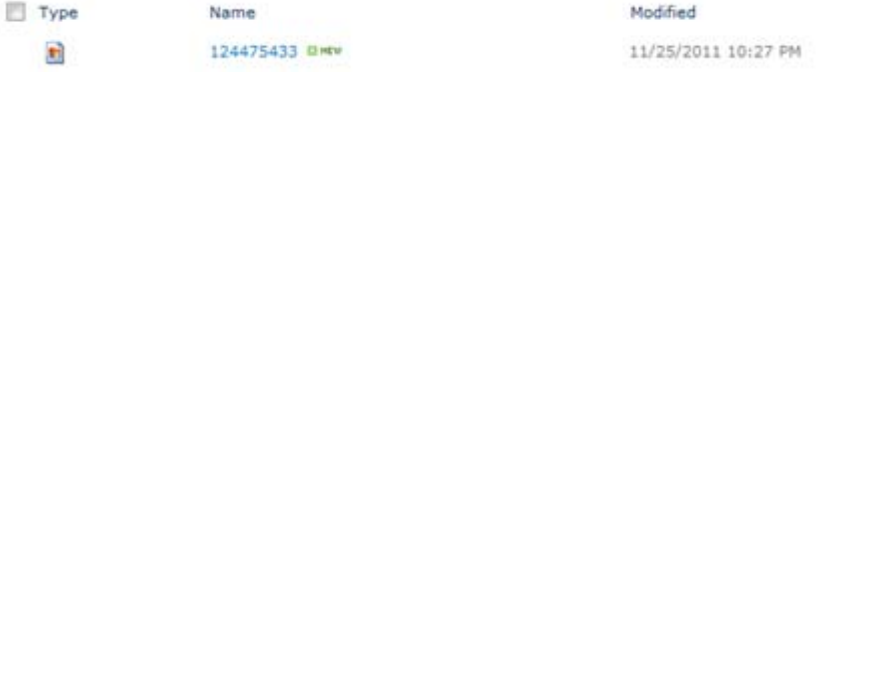
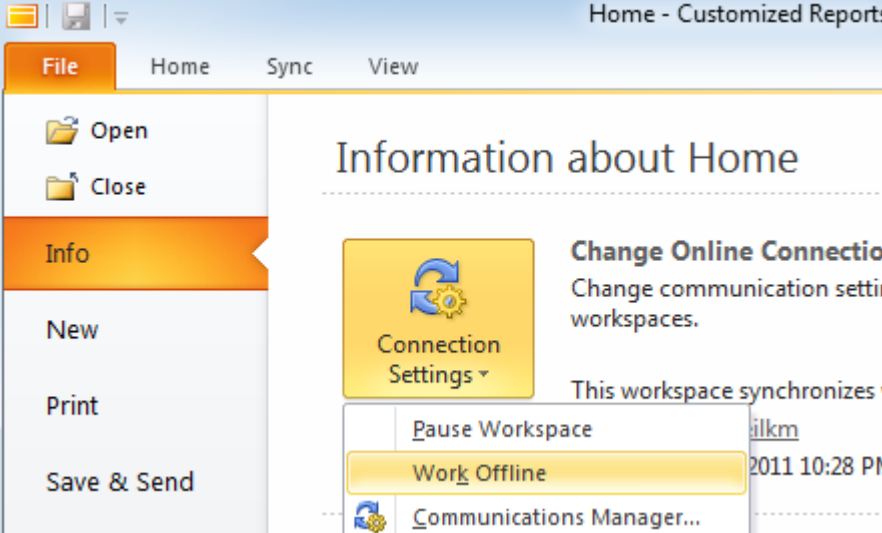
15. Select File ->
Sync -> Sync
Workspace.



NOTE: Lower right hand side of workspace tells one the status:

Last synchronized 11/25/2011 10:28:22 PM

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<p>16. In this case, it is a good idea to go to the SharePoint site – Access Site Actions -> View All Site Content and in this case I selected Customized Report since that is where I uploaded the item to in my workspace. Note it was uploaded to the SharePoint environment.</p>	 <table border="1"><thead><tr><th>Type</th><th>Name</th><th>Modified</th></tr></thead><tbody><tr><td></td><td>124475433 <small>new</small></td><td>11/25/2011 10:27 PM</td></tr></tbody></table>	Type	Name	Modified		124475433 <small>new</small>	11/25/2011 10:27 PM
Type	Name	Modified					
	124475433 <small>new</small>	11/25/2011 10:27 PM					
<p>17. Once a file is synced into a workspace – if one wants to work on the file while off the network (example at home) then they can select File -> Info select Connection Settings and click Work Offline.</p>	 <p>Home - Customized Reports</p> <p>File Home Sync View</p> <p>Open Close</p> <p>Info</p> <p>New Print Save & Send</p> <p>Information about Home</p> <p>Change Online Connection Change communication settings for workspaces.</p> <p>This workspace synchronizes with...</p> <p>Pause Workspace Work Offline Communications Manager...</p> <p>ilk 2011 10:28 PM</p>						