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- Web Content Features. Features in the software can retrieve related content from Microsoft and provide it to you. Examples of these features are clip art, templates, online training, online assistance and help. You may choose not to use these web content features.
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- **SharePoint Workspace.** If the software includes Microsoft SharePoint Workspace ("SharePoint Workspace"), SharePoint Workspace will allow you to communicate directly with others over the Internet. If you cannot communicate directly with a contact over the Internet, and your administrator uses Microsoft's public server infrastructure, your communications will be encrypted and sent through Microsoft servers for later delivery. You cannot disable this service if your administrator uses Microsoft's public server infrastructure.

SharePoint Workspace makes some information about your SharePoint Workspace account and device known to your approved contacts. For example, if you:

- add a contact to your contact list,
- import your user account onto a new device,
- update the information in your "identity contact", or
- send a SharePoint Workspace invitation using an URL to reference the invitation file,

information about you and your devices may be sent to your contacts. If you configure SharePoint Workspace to use Microsoft servers, those servers will collect information about your device and user accounts.

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