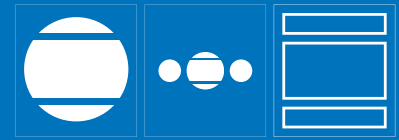Make your customers
and partners happy

Keep everyone on the same page
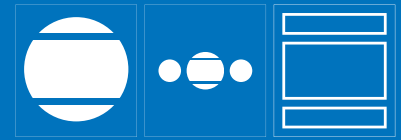
Quickly create a site for people to stay in touch, share resources, and manage project timelines.
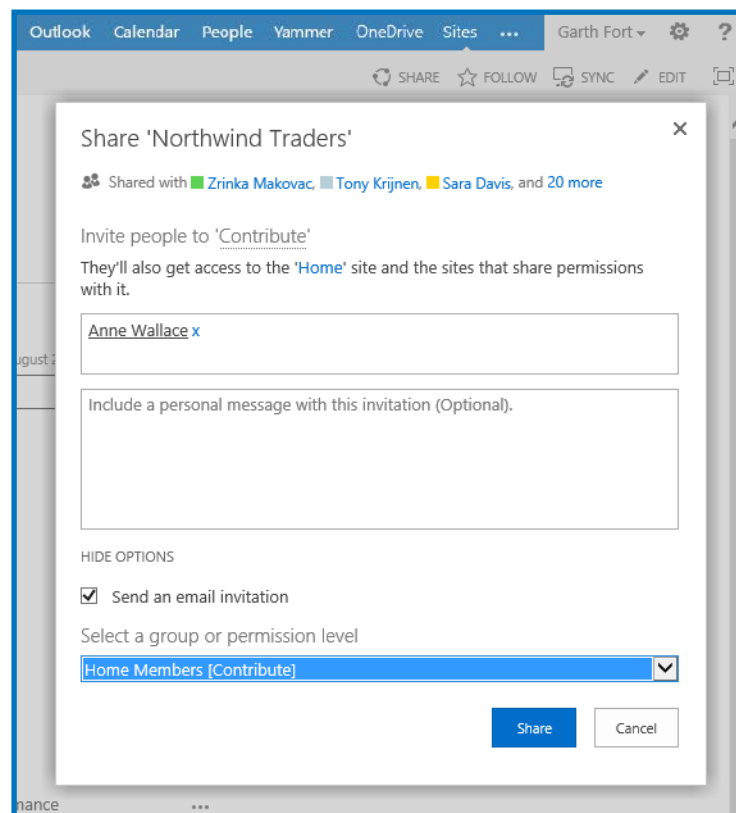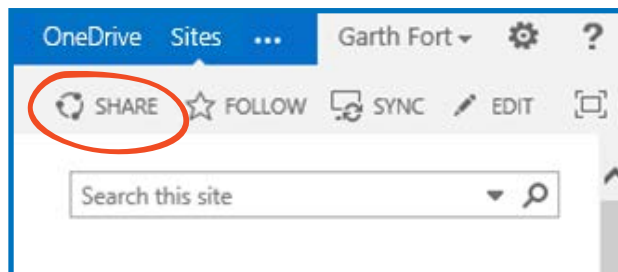

With Office 365, you can securely share resources with customers and partners.
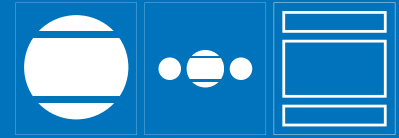
Invite external members to your site

With external sharing enabled, site owners and permitted users can invite an external user to your site.

Enter an email address and set the permission level you need.

Log in as an external user

External users will receive an email notifying them that the site has been shared with them.

Garth Fort has invited you to 'Northwind Traders'

Here's the site that Garth Fort shared with you.

Go to Northwind Traders

Follow this site to get updates in your newsfeed.

Office 365

Sign in with your organizational account

anne.wallace@outlook.com

Password

Keep me signed in

Sign in

When a user clicks the link in the message, she can enter her credentials to access the site with contributor access.

Share documents externally
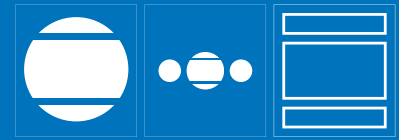
You don't have to share the entire site externally—you can just share individual documents with customers and partners, too.
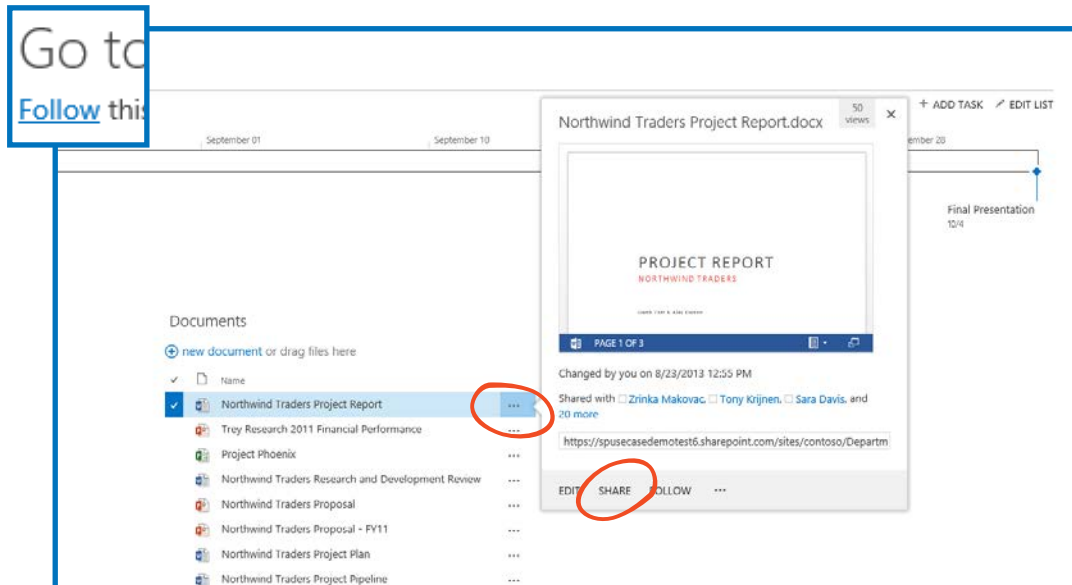
Choose the person you want to share with—pick the permissions, and choose if you want people to sign in or use guest links.

www.discoversharepoint.com/portals

Access external documents

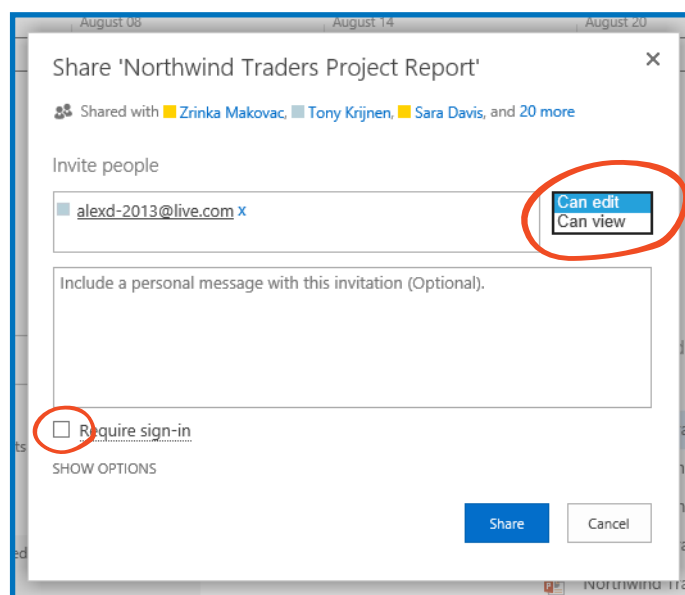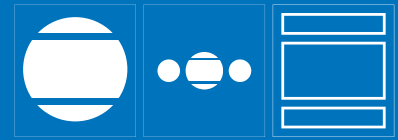Recipients can easily click links you send by email to view the shared documents.

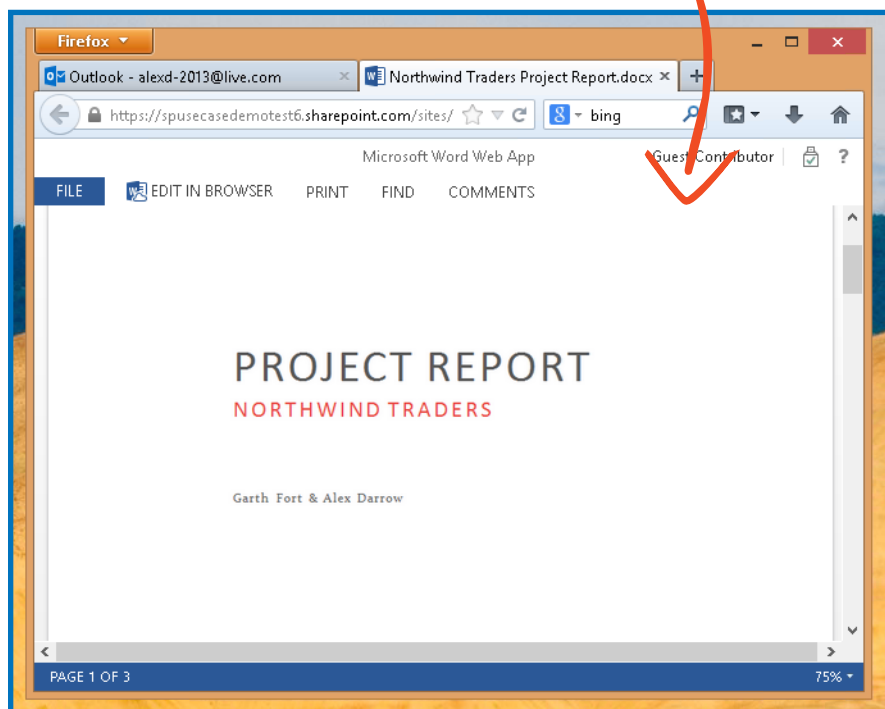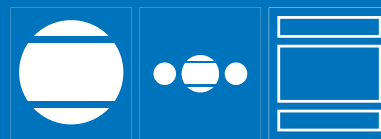|		
☐	1 item selected. Clear all check boxes	Arrange by ⌄
☑	**Microsoft Online Service...** ▷ Garth Fort wants to share Northwind Traders Project Report	2:15 PM
☐	Tony Krijnen	
☐	Aziz Hassouneh	
☐	Tony Krijnen	
☐	Janet Schorr	

Hello,

Check out what Garth Fort shared with you.

Open Northwind Traders Project Report

Sign In for the best editing experience.

www.discoversharepoint.com/portals

Review and edit on the web

Office Online gives external contributors powerful editing tools right from their browser.

Users can edit, print, and comment in the document, depending on the permission you set for them.

www.discoversharepoint.com/portals

Control document permissions
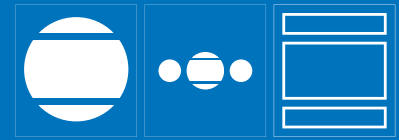
At some point, you may no longer want a document to be shared externally.

Go to
Follow this

Northwind Traders Project Report.docx

46 views

PROJECT REPORT
NORTHWIND TRADERS

Garth Fort & Alex Darrow

W PAGE 1 OF 3

Changed by you on 8/23/2013 12:55 PM

Shared with ■ Zrinka Makovac, ■ Tony Krijnen, ■ Sara Davis, and 20 more
Open to anyone with a guest link

https://spusecasedemotest6.sharepoint.com/sites/contoso/Departme

EDIT   SHARE   FOLLOW   ...
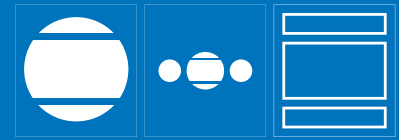
Northwind Traders Proposal - FY11

Northwind Traders Project Plan

Editing guest links is easy—you can remove them entirely in a couple of clicks.

Propose Budget   Primary Pitch

Guest links to Northwind Traders Project Report.docx

Edit   https://spusecasedemotest6.sharepoint.com/sites/contoso/Departments/SM/Nor...

Close

directly impacts this project. I will be   Northwind Traders Project

Propose Budget   Primary Pitch

Closing the door?

Once this link is disabled, it will never work again. You can always create a new one to share.

Disable Link   Keep It

directly impacts this project. I will be   Northwind Traders Project F

Manage site settings

Site owners can easily manage permissions and settings for users as well.

www.discoversharepoint.com/portals

Manage site permissions

Select a user whose permissions you want to change, and use the drop-down menus to edit those users.

www.discoversharepoint.com/portals

Get a first look at a knowledge center

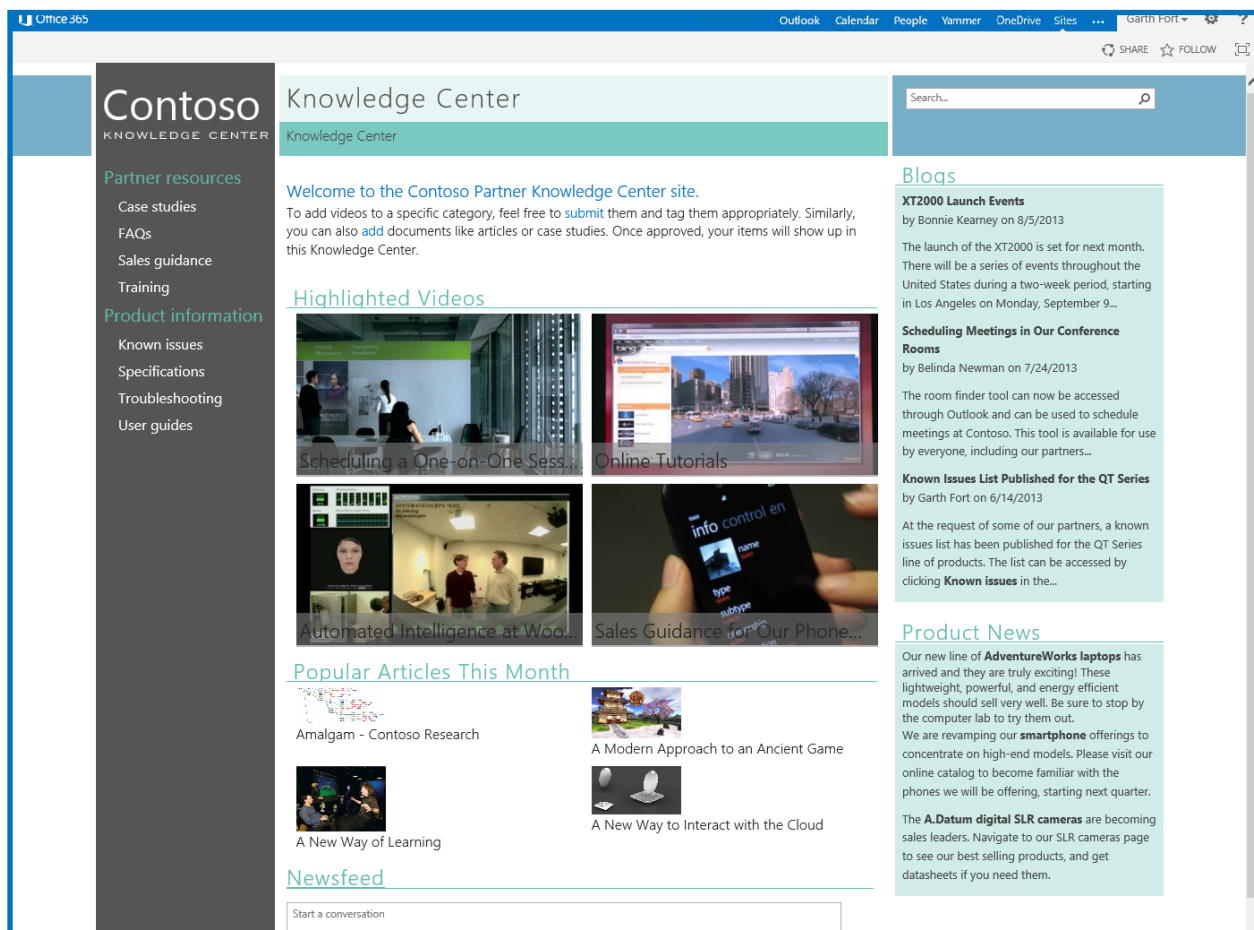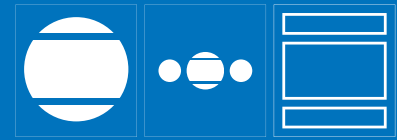SharePoint gives you the ability to better organize and share resources within your company.

Working with your IT department (who can create a knowledge center like this one), you can publish and surface content in a structured manner, both internally and externally.

Dynamically surface relevant content

SharePoint empowers people to find what they need by better organizing digital assets.

Publishing within a knowledge center is straightforward—just upload content and categorize it with tags. Let's take a look at how it works.

Contoso
KNOWLEDGE CENTER

Partner resources
- Case studies
- FAQs
- Sales guidance
- Training

Product information
- Known issues

dge Center

er

he Contoso Partner Knowledge Center site.
a specific category, feel free to submit them and tag them appropriately. Similarly, documents like articles or case studies. Once approved, your items will show up in enter.

Search...

Highlighted Videos

Scheduling a One-on-One Sess...

Online Tutorials

Automated Intelligence at Woo...

Sales Guidance for Our Phone...

Popular Articles This Month

Amalgam - Contoso Research

A Modern Approach to an Ancient Game

Blogs

XT2000 Launch Events
by Bonnie Kearney on 8/5/2013

The launch of the XT2000 is set for next month. There will be a series of events throughout the United States during a two-week period, starting in Los Angeles on Monday, September 9...

Scheduling Meetings in Our Conference Rooms
by Belinda Newman on 7/24/2013

The room finder tool can now be accessed through Outlook and can be used to schedule meetings at Contoso. This tool is available for use by everyone, including our partners...

**Known Issues List Published for the QT Series**
by Garth Fort on 6/14/2013

At the request of some of our partners, a known issues list has been published for the QT Series line of products. The list can be accessed by clicking **Known issues** in the...

Product News

Our new line of **AdventureWorks laptops** has arrived and they are truly exciting! These lightweight, powerful, and energy efficient models should sell very well. Be sure to stop by the computer lab to try them out.
We are revamping our **smartphone** offerings to concentrate on high-end models. Please visit our

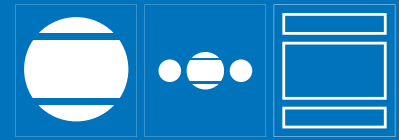# Upload content to a knowledge center
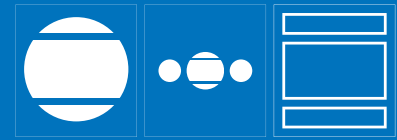
Start by uploading videos and documents, and then drag and drop your resources to the appropriate library in the knowledge center (document or digital asset library).
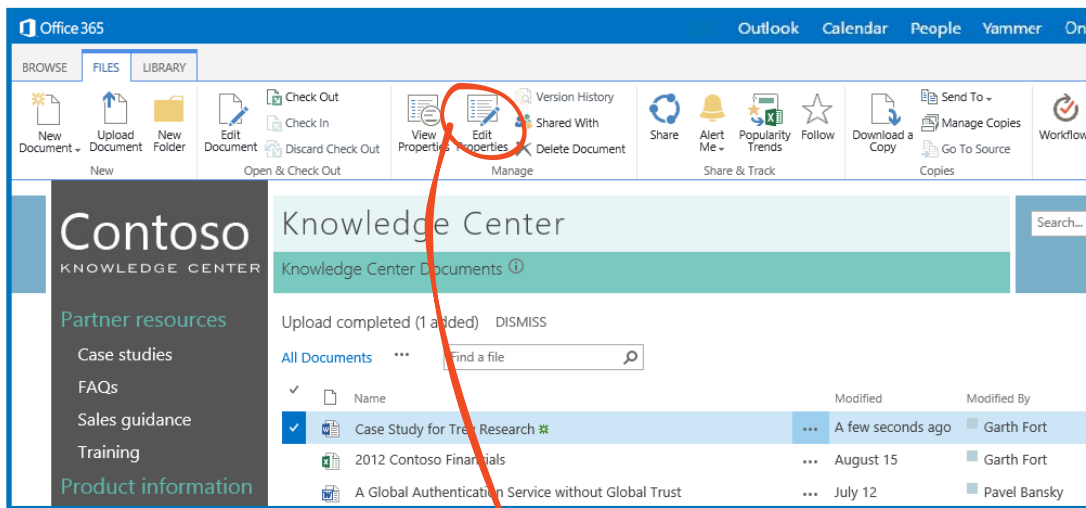
www.discoversharepoint.com/portals

Label your content

Once you upload your content, you can label it with a tag, like *Case Studies*.

SharePoint automatically searches for matching categories while you type, simplifying the process.

www.discoversharepoint.com/portals

Filter your pages
# by content type
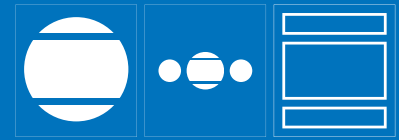
Once content has been tagged, users can easily get what they need.

Just click a label, like *Case Studies*, and the page will repopulate with the content related to that label.
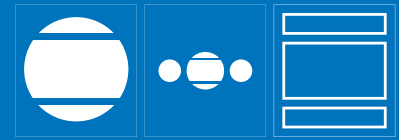
Engage your audience online
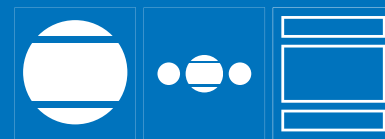
Beyond just knowledge centers, SharePoint allows you to create public-facing websites so that customers and partners can get what they need, from virtually any device.
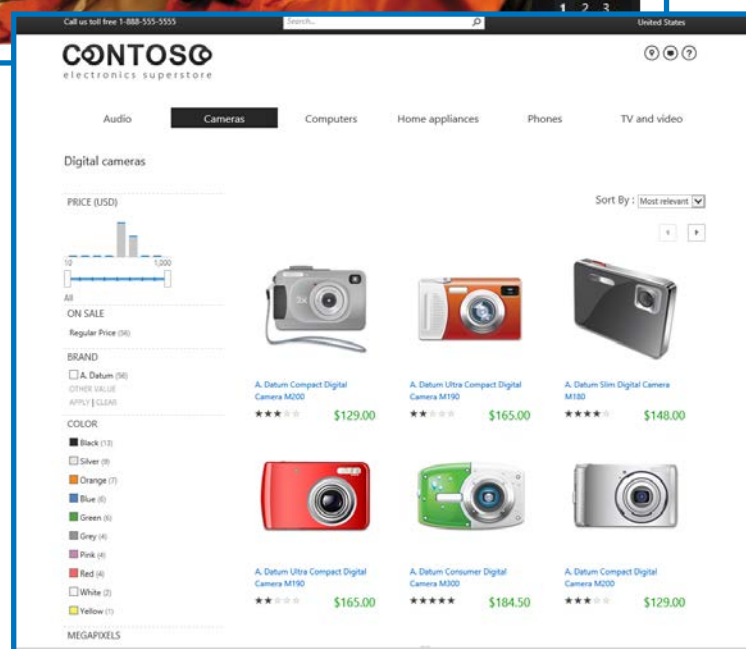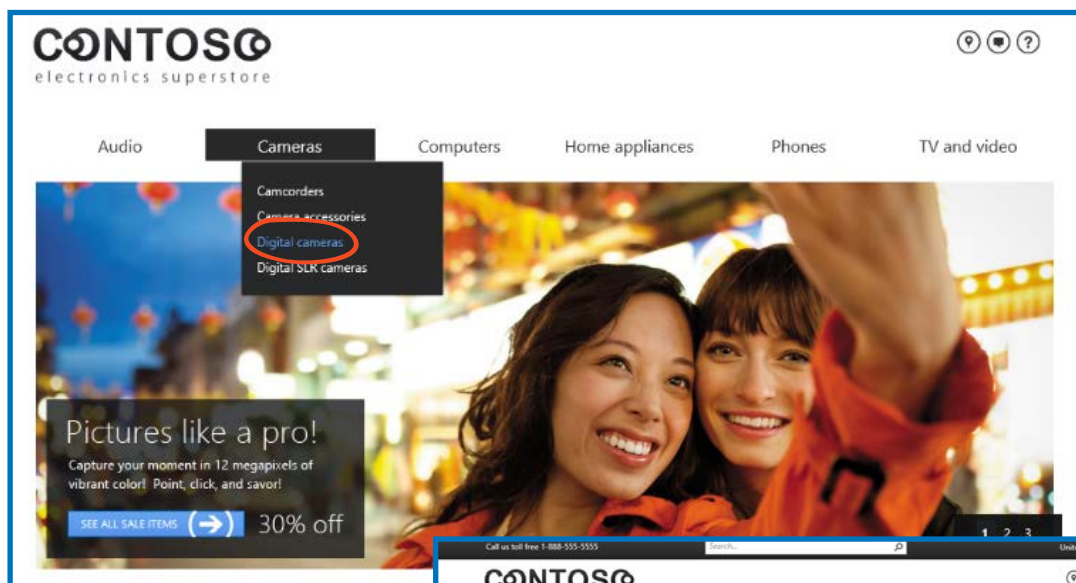
www.discoversharepoint.com/portals
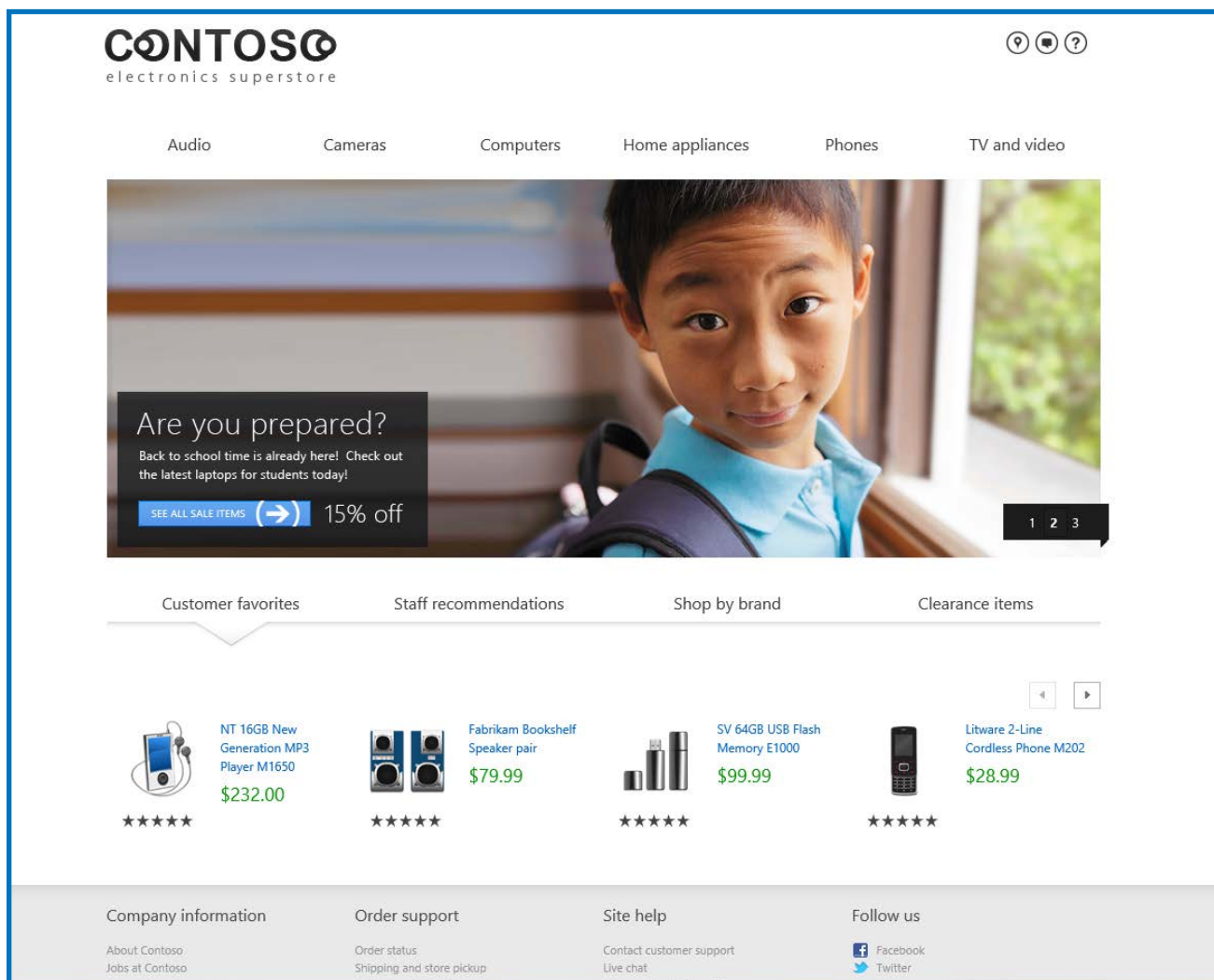
Navigate content by category

SharePoint makes your life as a content publisher easier—it helps you manage content on your end, while simplifying the user experience on the customer end.

Refine content with built-in search

People want to find what they need right away without digging around or being distracted by irrelevant content. Built-in search capabilities can help empower your audience to find content quickly.

www.discoversharepoint.com/portals

Drive promotional campaigns

SharePoint can also help you drive targeted, highly-relevant content and campaigns.

You can even surface personalized recommendations.

Deliver a unified mobile experience
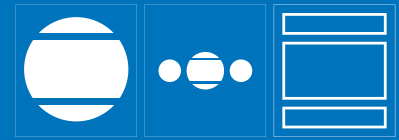
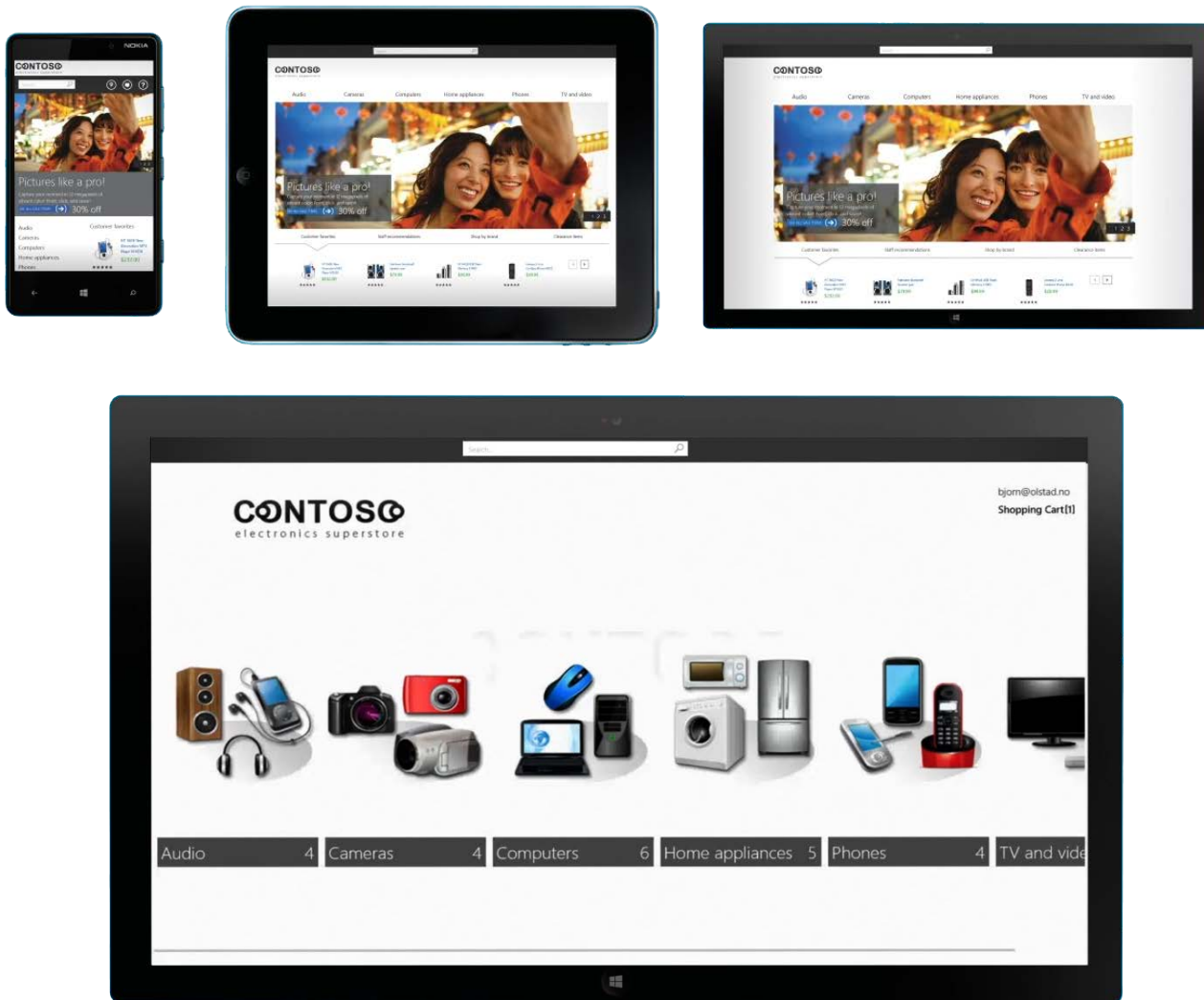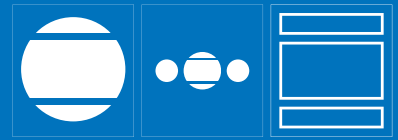People expect the same experience no matter how they access your site.

To make sure they get it, SharePoint makes it possible for you to deliver a consistent, unified digital experience on laptops, smartphones, and tablets.

www.discoversharepoint.com/portals

Learn more

Office 365 for Business Learning Center
http://aka.ms/o365learning

www.discoversharepoint.com/portals