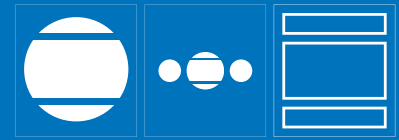


Make your customers  
and partners happy

# Keep everyone on the same page

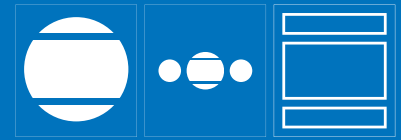


Quickly create a site for people to stay in touch, share resources, and manage project timelines.

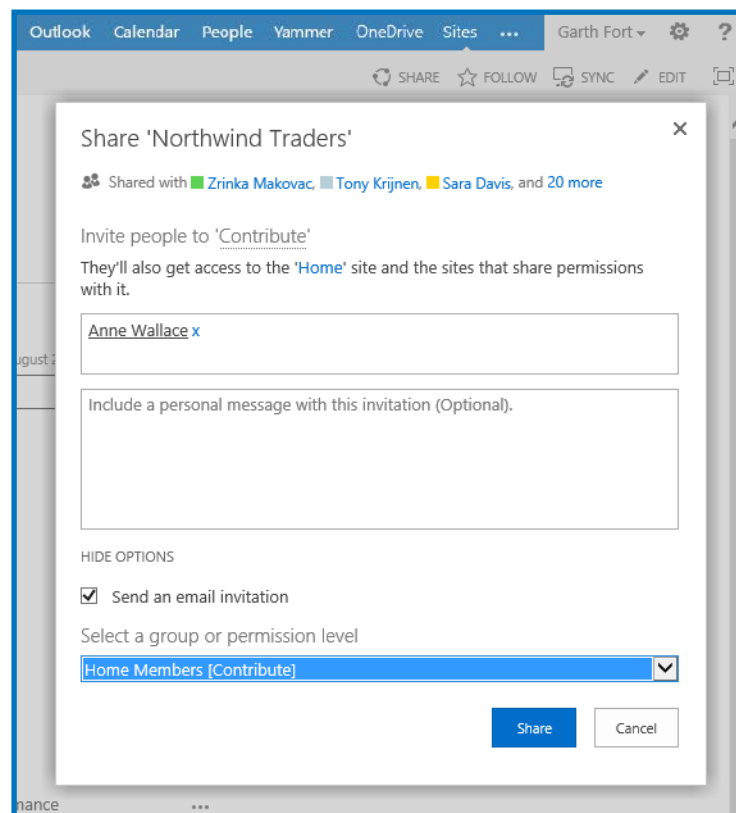
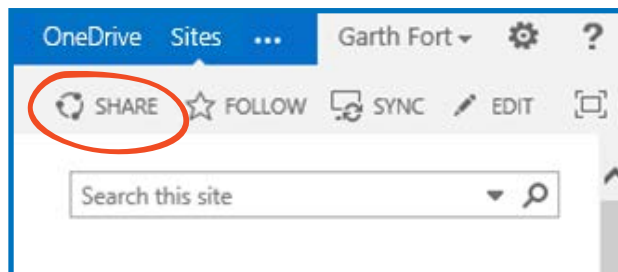
The screenshot shows an Office 365 site for 'Northwind Traders'. The top navigation bar includes 'Outlook', 'Calendar', 'People', 'Yammer', 'OneDrive', and 'Sites'. The site's left sidebar shows 'Home', 'Notebook', and 'Documents'. The main content area is titled 'Project Summary' and features a project timeline with tasks: 'Create Project Overview' (7/28), 'Define Stakeholders' (8/4), 'Propose Budget' (8/11), 'Receive Budget Approval' (8/18), 'Primary Pitch Deck Developed' (8/25), and 'Final Presentation' (9/9). A 'Final Presentation due in 5 days' alert is shown. Below the timeline is a 'Newsfeed' with posts from Sara Davis, Garth Fort, and Zrinka Makovac. To the right is a 'Documents' list including 'Northwind Traders Project Report', 'Trey Research 2011 Financial Performance', 'Project Phoenix', and others.

With Office 365, you can securely share resources with customers and partners.

# Invite external members to your site

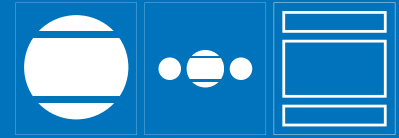


With external sharing enabled, site owners and permitted users can invite an external user to your site.



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.



**New**

View: All ▾ Arrange by ▾

- ☐ **Garth Fort** ▶ **Garth Fort has invited you to 'Northwind Traders'** 1:34 PM
- ☐ Belinda Newman ▶ Local restaurants 8/19/13
- ☐ Garth Fort ▶ Meeting update 8/19/13
- ☐ Pavel Banský
- ☐ Dorena Paschke
- ☐ Sara Davis
- ☐ Belinda Newman

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

X

☐ 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.

**Office 365** Outlook Calendar People Yammer OneDrive Sites Anne Wallace

Home Communities Departments Employee Facilities News Resources Search

## Northwind Traders

Home Notebook Documents

**Project Summary**

Final Presentation due in 5 days

Timeline:

- August 02: Create Project Overview
- August 06: Define Stakeholders
- August 08: Propose Budget
- August 14: Receive Budget Approval
- August 20: Primary Pitch Deck Developed
- August 26: Final Presentation

**Newsfeed**

Start a conversation

Sara Davis: I'm working on a timeline for the roll-out of Project Falcon, which directly impacts this project. I will be updating the list of tasks in the near future.

Garth Fort: Great to hear I can confirm that the Project Phoenix schedule is already set and will not alter any of our current dates.

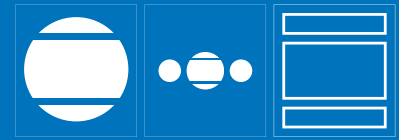
Zrinka Makovic: Can anyone tell me when the Winter launch event will take place? I would like to let the Northwind folks know so they can plan accordingly.

**Documents**

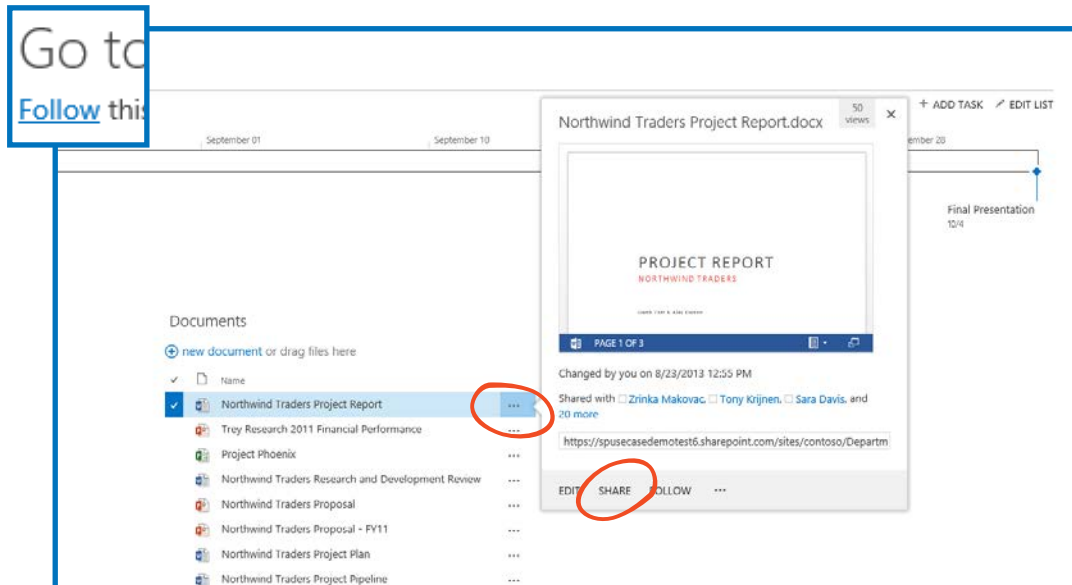
new document or drag files here

- Northwind Traders Project Report
- Trey Research 2011 Financial Performance
- Project Phoenix
- Northwind Traders Research and Development Review
- Northwind Traders Proposal
- Northwind Traders Proposal - FV11
- Northwind Traders Project Plan
- Northwind Traders Project Pipeline
- Northwind Traders Project Performance

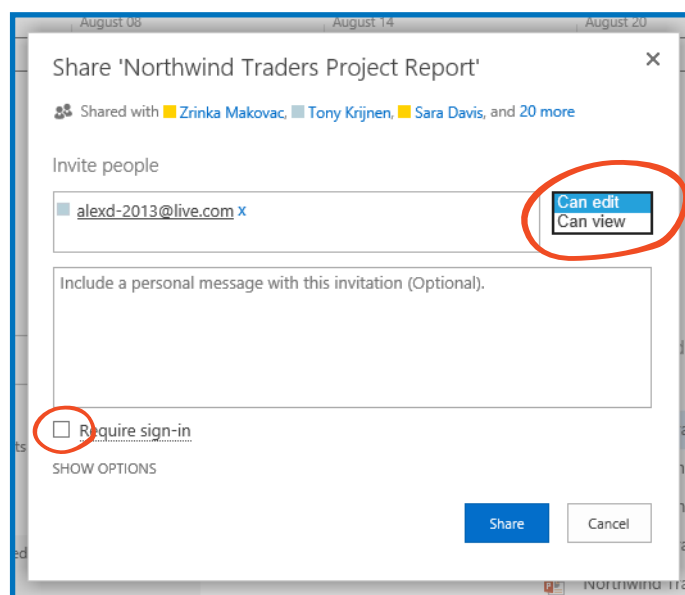
# Share documents externally



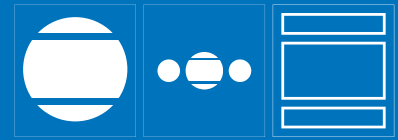
You don't have to share the entire site externally—you can just share individual documents with customers and partners, too.



Choose the person you want to share with—pick the permissions, and choose if you want people to sign in or use guest links.



# 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

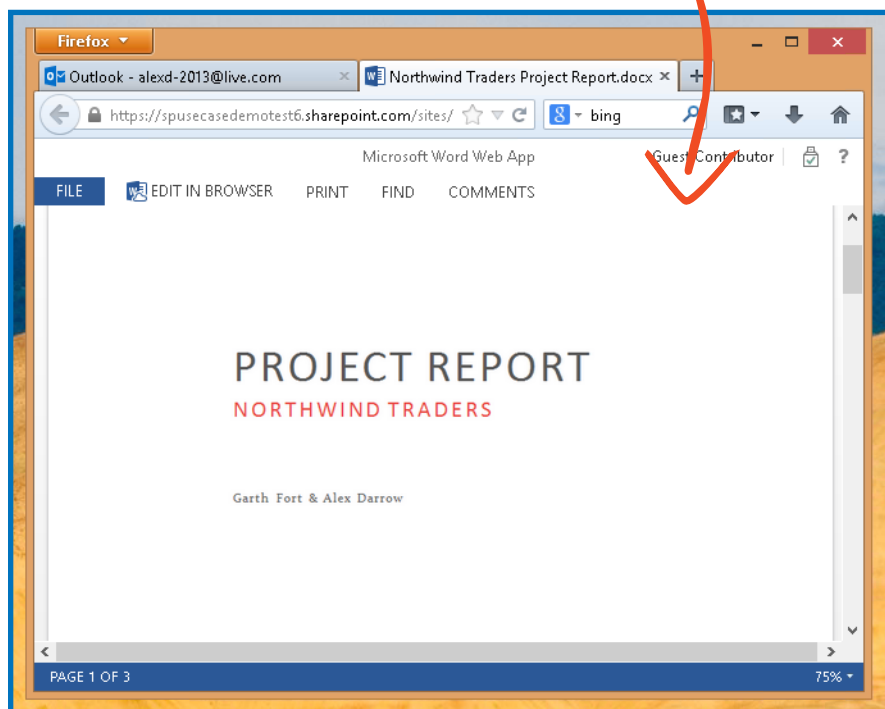
☐ Janet Schorr

Hello,

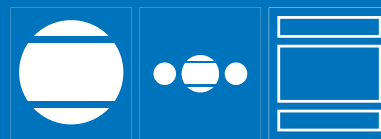
Check out what Garth Fort shared with you.

Open **Northwind Traders Project Report**

[Sign In](#) for the best editing experience.



# Review and edit on the web



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

COMPLETED	MILESTONE	TARGET START DATE	TARGET COMPLETION DATE
<input checked="" type="checkbox"/>	Budget planning	7/7	8/5
<input checked="" type="checkbox"/>	Research phase 1	7/14	8/9
<input type="checkbox"/>	Content/design concept development	8/15	11/6
<input type="checkbox"/>	Research phase 2	9/3	9/18
<input type="checkbox"/>	Content/design creation	9/25	FINAL 11/2
<input type="checkbox"/>	Market testing	11/12	11/21
<input type="checkbox"/>	Finalize design and content	11/26	12/3
<input type="checkbox"/>	Release to manufacturing		12/5

**GOALS**

We know that we're not known as being exactly cutting edge when it comes to our product packaging. But this release will to be different. This is a game-changing product and so it needs to be game-changing from the moment it gets into the customer's hands and even before that. This start with a new packaging.

Our primary goal for package design in this release is to not just showcase a product but **connect with our consumer**. The packaging should be unique and creative, but not simply for the purpose of creating something different. There needs to be a reason for this packaging—every element should help the consumer connect with the product in some ways.

Whether or not the consumer has seen advertising or demos, or is seeing the product for the first time. When they are in the store shopping, the package is their first direct impression of the product.

**Comments**

Page 2

**Molly Dempsey**  
If you work offline and save your changes to the document, remember that the document will automatically sync the next time you connect.

**Anne Wallace**  
Looking good

**Garth Fort**  
Great, finalizing the document now.

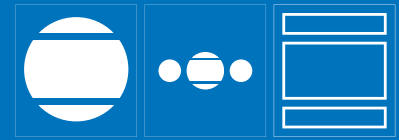
Page 3

**Molly Dempsey**  
We've got our budget set as you all know, but we need cost data going forward to help determine materials and printing/production options. Does anyone have this on their radar?

**Sara Davis** 8/23/2013 - 10:42 AM  
This is great. We need this type of inspiration for brainstorming and for buy-in from other teams. But can we get more specifics here that we can use to give our designers more tangible direction? Molly?

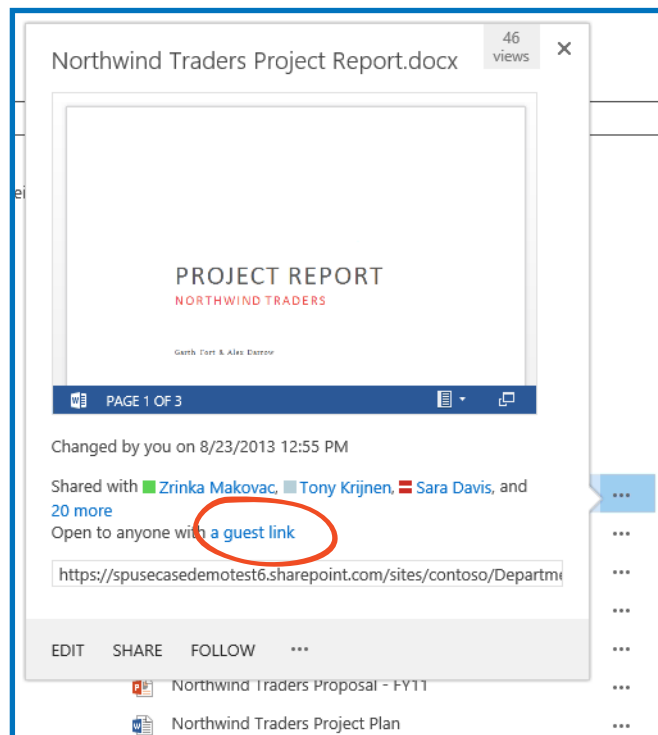
Users can edit, print, and comment in the document, depending on the permission you set for them.

# Control document permissions

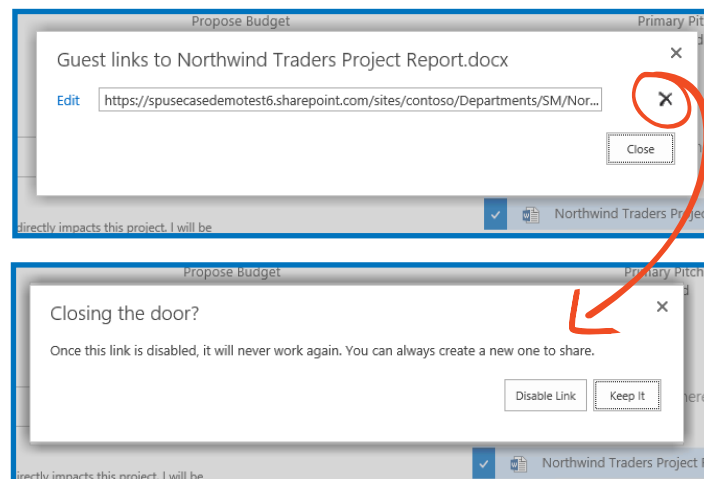


At some point, you may no longer want a document to be shared externally.

Go to  
[Follow this](#)

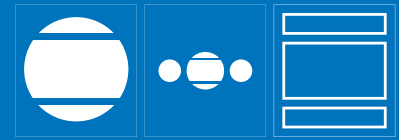


Editing guest links is easy—you can remove them entirely in a couple of clicks.





# Manage site settings

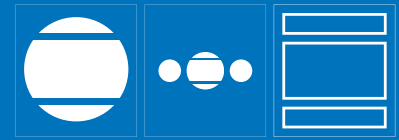


Site owners can easily manage permissions and settings for users as well.

The screenshot shows the Office 365 interface for the 'Northwind Traders' site. The top navigation bar includes 'Outlook', 'Calendar', 'People', 'Yammer', 'OneDrive', and 'Sites'. The left sidebar shows 'Home', 'Notebook', 'Documents', and 'EDIT LINKS'. The main content area displays a 'Project Summary' with a timeline and a 'Newsfeed' with a post from Sara Davis. A dropdown menu is open in the top right corner, showing options like 'Shared with...', 'Edit page', 'Add a page', 'Add an app', 'Site contents', 'Change the look', 'Site settings' (highlighted with a red circle), 'Getting started', and 'Office 365 settings'. A red arrow points from the 'Site settings' option to the 'Site Settings' page shown below.

The screenshot shows the 'Site Settings' page. The left sidebar has 'Home', 'Notebook', and 'Documents'. The main content area has a heading 'Site Settings' and a list of options: 'Users and Permissions', 'People and groups' (highlighted with a red arrow), 'Site permissions', and 'Site app permissions'.

# Manage site permissions



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

Office365 Outlook Calendar People Yammer OneDrive Sites ... Garth Fort ?

Home Communities Departments Employee Facilities News Resources Search

People and Groups Home Members ⓘ

Groups: Home Members, Home Visitors, Home Owners, More...

Home: ☒ Anne Wallace, ☐ Aziz Hassouneh

Notebook: ☐ Aziz Hassouneh

Documents: ☐ Aziz Hassouneh

EDIT LINKS

Home Communities Departments Employee Facilities News Resources Search

People and Groups Home Members ⓘ

Groups: Home Members, Home Visitors, Home Owners, More...

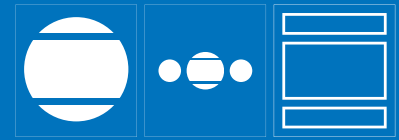
Home: ☒ Anne Wallace, ☐ Aziz Hassouneh

Notebook: ☐ Aziz Hassouneh

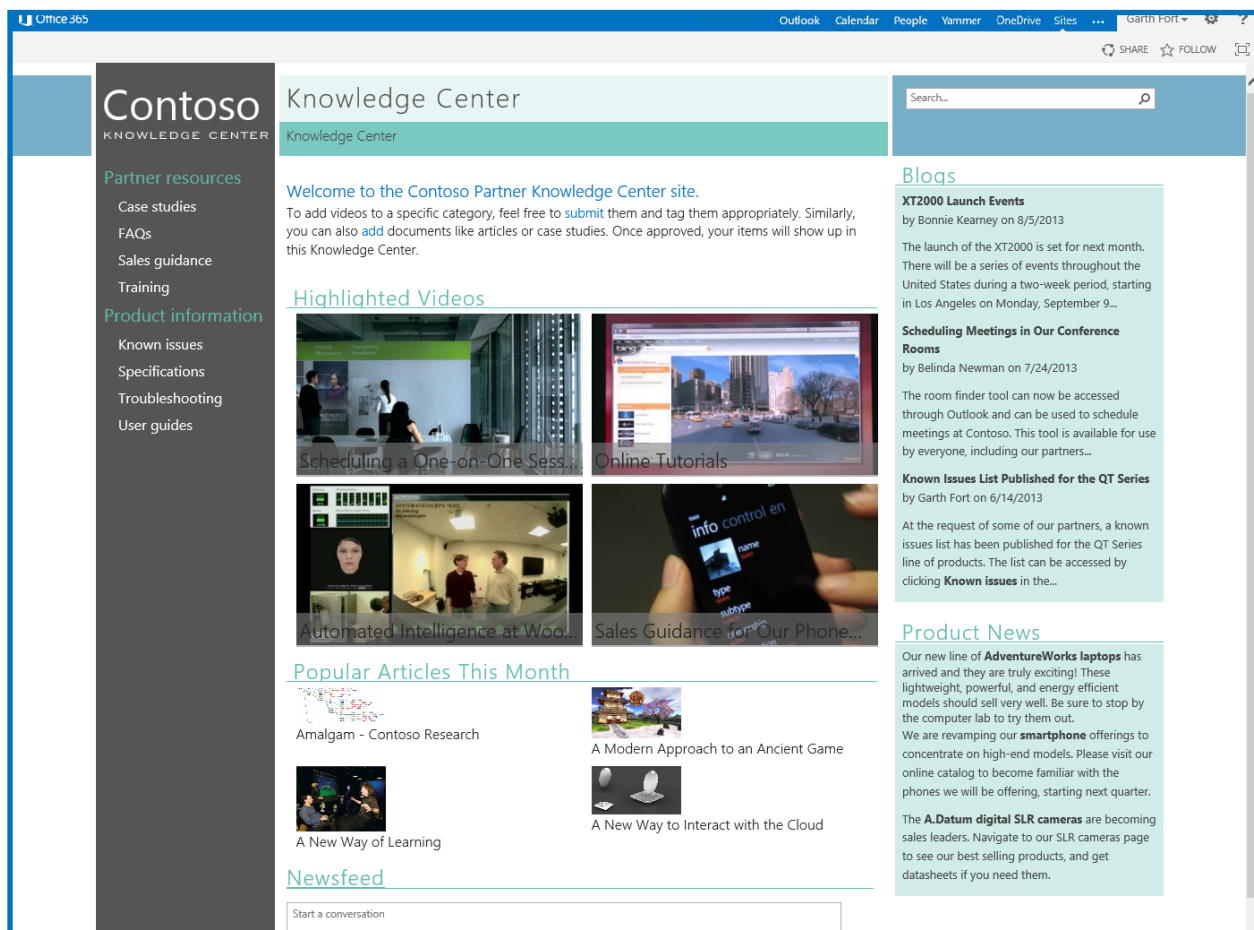
Documents: ☐ Aziz Hassouneh

EDIT LINKS

# Get a first look at a knowledge center

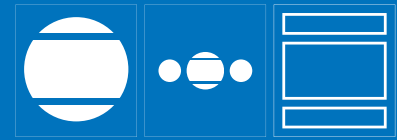


SharePoint gives you the ability to better organize and share resources within your company.



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

### Knowledge Center

Search...

The 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.

#### Highlighted Videos

Scheduling a One-on-One Session

Online Tutorials

Automated Intelligence at Work

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

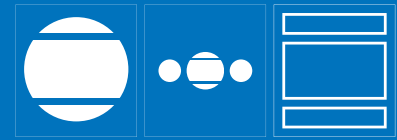
At the request of some of our partners, a known issues list has been published for the QT Series line of products. The list can be accessed by clicking **Known issues** in the...

#### 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

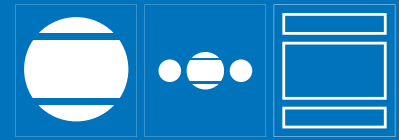


Start by uploading videos and documents, and then drag and drop your resources to the appropriate library in the knowledge center (document or digital asset library).

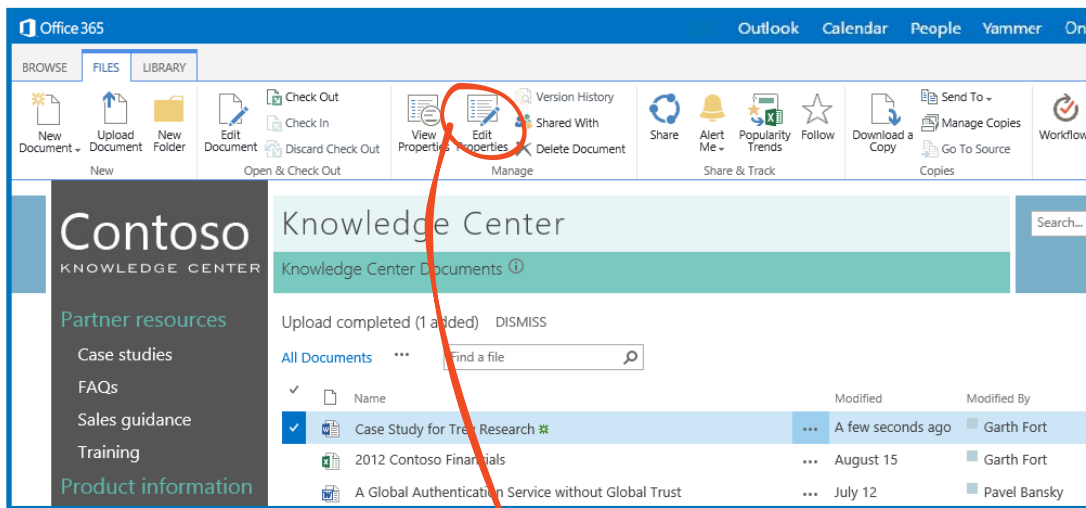
The Knowledge Center interface shows a header with 'KnowledgeCenterAssets' and a '+ new item or drag files here' button. Below the header, there are tabs for 'Thumbnails' and 'All Assets', and a search bar labeled 'Find a file'. The main content area displays a grid of thumbnails for various assets, including 'Automated Intelligence at', 'Celebrating 20 Years of Research', 'ChronoZoom Demo', 'Worlds', 'Converging Worlds Begin', 'Demo of the CodeContracts static', and 'Engineers Answer Questions About the'.

The Knowledge Center interface shows a header with 'Knowledge Center Documents' and a '+ new document or drag files here' button. Below the header, there are tabs for 'Find a file' and a search bar. The main content area displays a list of documents with columns for 'Modified' and 'Modified By'. The list includes documents such as '2 Contoso Financials', 'Global Authentication Service without Global Trust', 'Authentication in Distributed Systems Theory and Practice', 'Automated Program Synthesis', 'Human Human-Computer Interaction in the Year 2020', 'e Study for Litware', and 'ud Computing and the R&D Lab'.

# Label your content



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



**Knowledge Center**

Knowledge Center Documents

Upload completed (1 added) DISMISS

All Documents Find a file

Name	Modified	Modified By
Case Study for Trey Research	A few seconds ago	Garth Fort
2012 Contoso Financials	August 15	Garth Fort
A Global Authentication Service without Global Trust	July 12	Pavel Bansky

Name \* Case Study for Trey Research .docx

Title Case Study for Trey Research

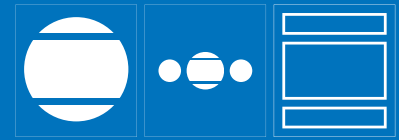
KnowledgeCenterCategory ca

Created at 9/5/2013 9:40 AM  
Last modified at 9/5/2013 9:40 AM

Suggestions  
Case studies [Partner Knowledge Center:Partner resources]

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

# Filter your pages by content type



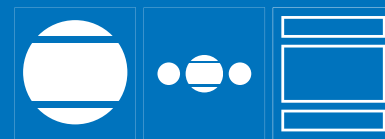
Once content has been tagged, users can easily get what they need.

The screenshot shows the Contoso Knowledge Center interface. On the left, a sidebar lists various content types under 'Partner resources' and 'Product information'. The 'Case studies' link under 'Partner resources' is highlighted with a red circle. The main content area is titled 'Knowledge Center' and shows a breadcrumb trail: 'Knowledge Center > Partner resources > Case studies'. Below this, there is a paragraph explaining how to add videos. The page is divided into three main sections: 'Videos', 'Articles', and 'Documents'. The 'Videos' section displays four video thumbnails with titles like 'Contoso Integrates with Litware...', 'Automated Intelligence at Woodgrove...', 'Litware and Projected Visualiza...', and 'Fabrikam Integrates Contoso P...'. The 'Articles' section shows two article thumbnails with titles 'Using Software to Enhance Healthcare' and 'Making Virtual Meetings Feel Real'. The 'Documents' section lists four documents: 'Case Study for Trey Research', 'Case Study for Litware', 'Woodgrove Case Study', and 'Fabrikam Case Study'. A search bar is located at the top right of the main content area.

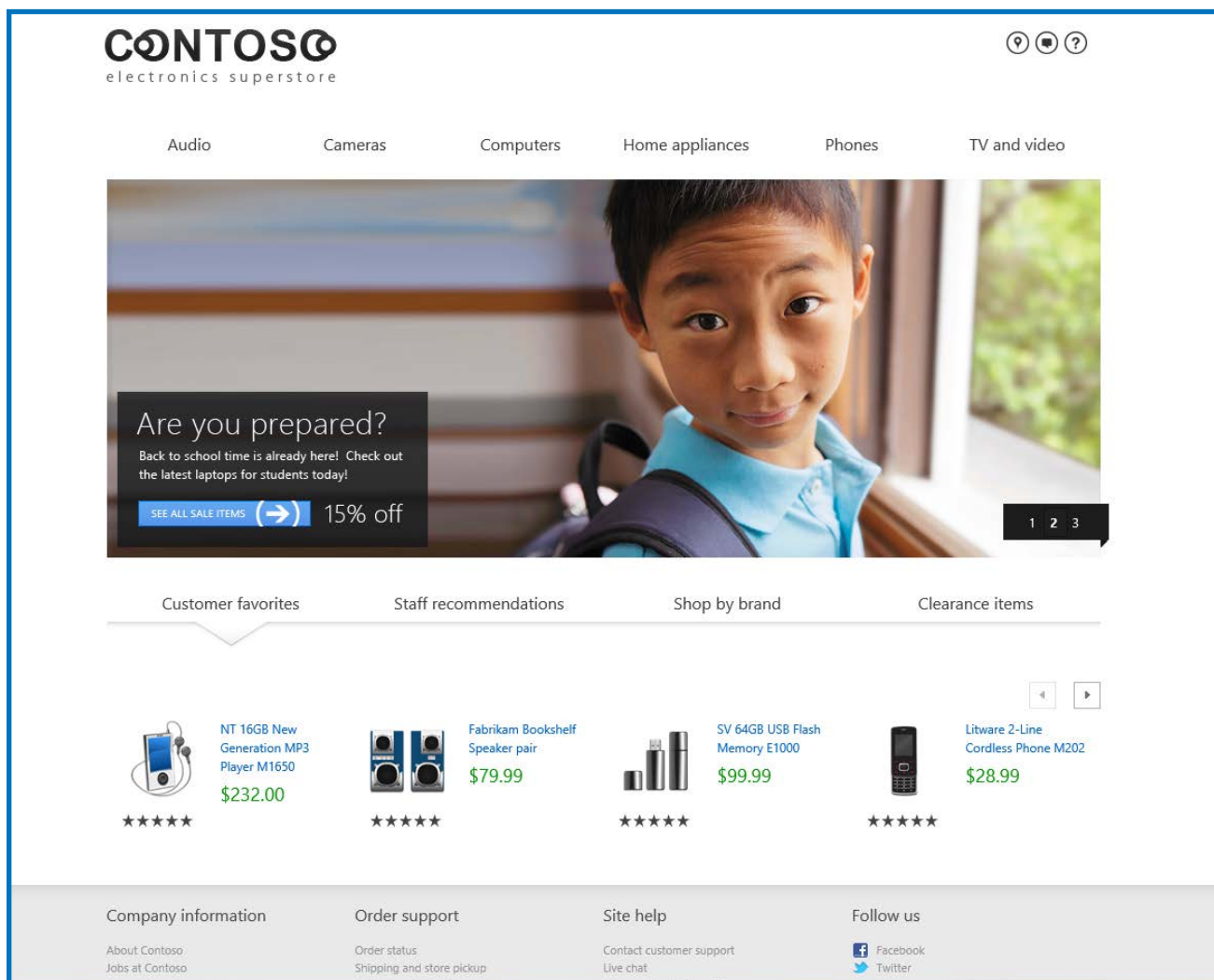
Just click a label, like *Case Studies*, and the page will repopulate with the content related to that label.



# Engage your audience online

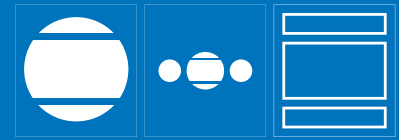


Beyond just knowledge centers, SharePoint allows you to create public-facing websites so that customers and partners can get what they need, from virtually any device.

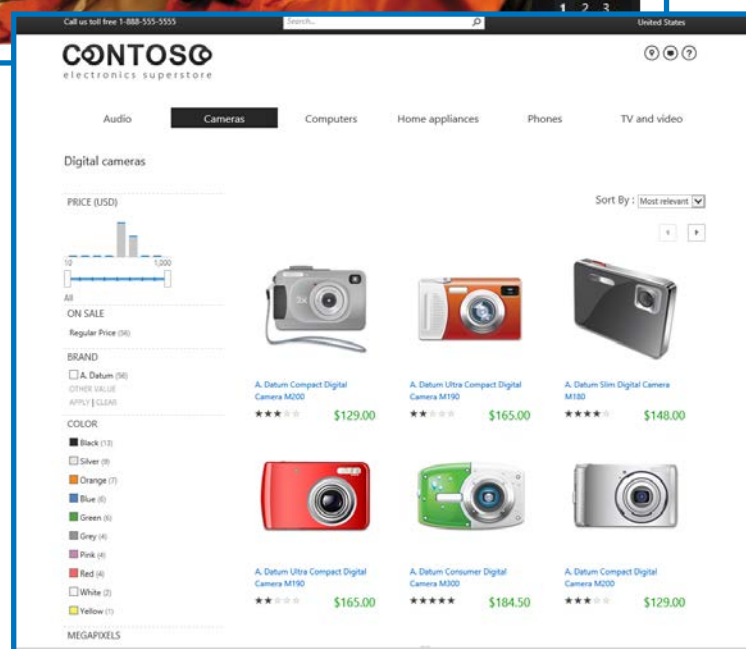
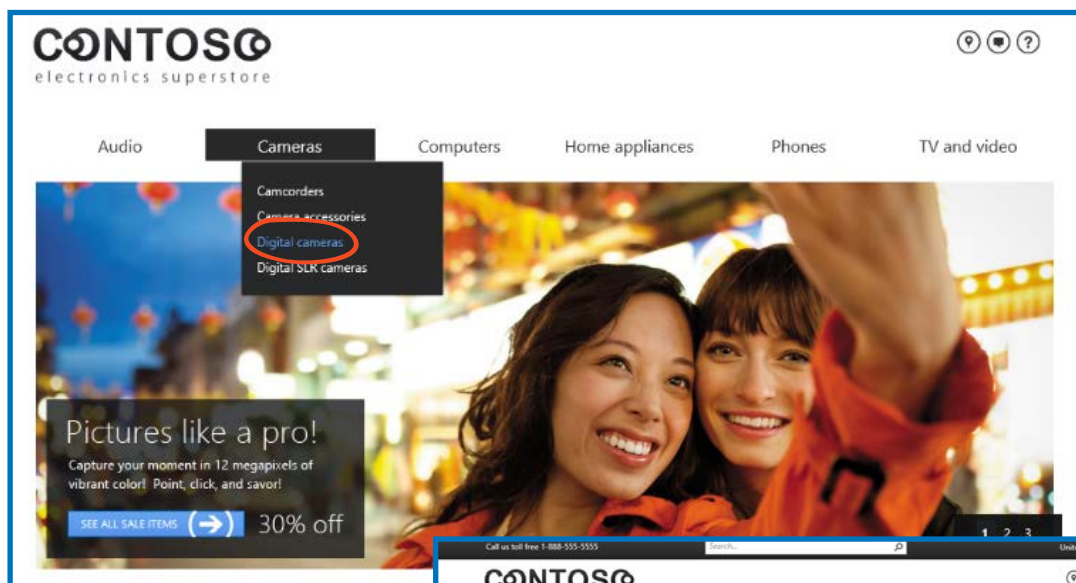




# Navigate content by category



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.



Call us toll free 1-888-555-5555

Search...

United States

CENTOSO

electronics superstore

9

0

?

Audio

**Cameras**

Computers

Home appliances

Phones

TV and video

Digital cameras

PRICE (USD)

10

1,000

200 or more

ON SALE

Regular Price (21)

BRAND

☐ A. Datum (21)

OTHER VALUE

APPLY | CLEAR

COLOR

☒ Black (5)

☐ Orange (4)

☐ Green (3)

☐ Silver (3)

☐ Blue (2)

☐ Grey (1)

☐ Pink (1)

☐ Red (1)

☐ White (1)

MEGAPIXELS

12.1 (9)

Sort By : Most relevant

A. Datum Super-zoom Digital Camera X300

A. Datum Consumer Digital Camera E100

A. Datum Super-zoom Digital Camera X300

Call us toll free 1-888-555-5555

Search...

United States

CENTOSO

electronics superstore

9

0

?

Audio

**Cameras**

Computers

Home appliances

Phones

TV and video

Digital cameras

PRICE (USD)

10

1,000

200 or more

ON SALE

Regular Price (5)

BRAND

☐ A. Datum (5)

OTHER VALUE

APPLY | CLEAR

COLOR

☒ All

☒ Black (5)

MEGAPIXELS

12.1 (2)

14 (1)

14.2 (1)

16.2 (1)

ZOOM

4.OX (3)

5.OX (2)

Sort By : Most relevant

A. Datum Super-zoom Digital Camera X300

★★★★★ \$290.00

A. Datum Super-zoom Digital Camera X300

★★★☆☆ \$290.00

A. Datum Consumer Digital Camera E100

★★★★★ \$281.00

A. Datum Rangefinder Digital Camera X200

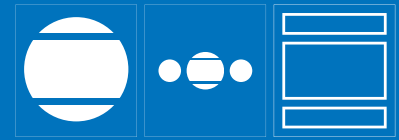
★★★★★ \$200.00

A. Datum Rangefinder Digital Camera X200

★★★★★ \$200.00

Login with Facebook

# Drive promotional campaigns



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

Call us toll free 1-888-555-5555 Search... United States

**CONTOSO**  
electronics superstore

Audio Cameras **Computers** Home appliances Phones TV and video

Tablets

PRICE (USD)

10 1,000

All

ON SALE

Regular Price (13)

BRAND

☐ WWI (4)  
☐ Proseware (4)  
☐ Microsoft (1)  
☐ Fabrikam (4)

OTHER VALUE

APPLY | CLEAR

COLOR

☒ Black (3)  
☐ Silver (2)  
☐ White (2)  
☐ Blue (1)

SCREEN SIZE (IN)

The New Surface

Microsoft Surface with Windows RT

★★★★★ \$499.00

WWI Tablet X200

★★★☆☆

Product description Specification Customer reviews Accessories

OS Windows RT, Microsoft Office Home and Student 2013 RT Preview

Dimensions 13.1 x 9.17 x 0.71 inches

Weight 1.4

Color White/Black

Memory 32

Storage 64

Screen size 10.6

Display resolution 1920 x 1080

Aspect Ratio 19:9 (landscape)

Wireless Wi-Fi (802.11a/b/g/n), Bluetooth 4.0 technology

Graphics Integrated

Battery Up to 8 hours mixed activity, 7-15 days idle life

Camera Two 12MP HD cameras, front and rear-facing

Ports Full-size USB 3.0, miniSDXC card reader, Headphone jack, HD video out port, Cover port

People who like this product also like

Nonhuman Tablets  
Cordless Phone System  
\$23.99

TV 32" LCD 1080p  
Memory 1GB  
\$79.99

TV 32" LCD 1080p  
Memory 1GB  
\$99.99

Nonhuman Tablets  
Cordless Phone System  
\$8.99

Company information Order support Site help Follow us

Product Catalog  
Add to Cart  
Checkout  
Store location

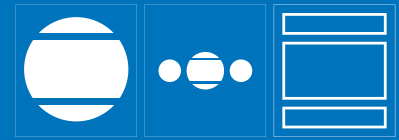
Order status  
Shipping and return policy  
Returns and refunds  
Price match guarantee

Site help  
Contact customer support  
Site map  
Recently viewed products  
All help topics

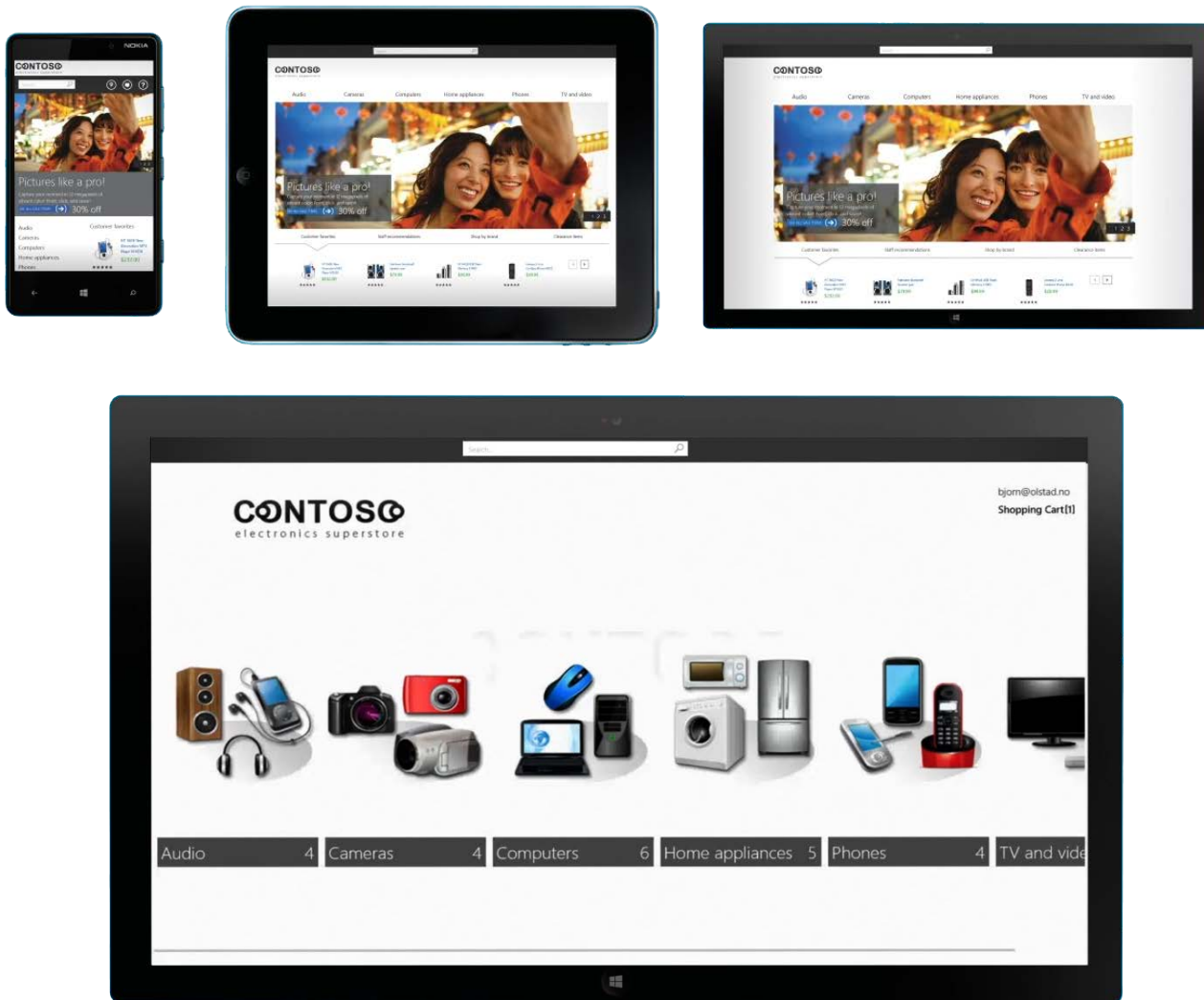
Follow us  
Facebook  
Twitter

You can even surface personalized recommendations.

# Deliver a unified mobile experience

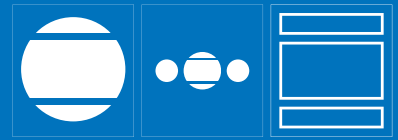


People expect the same experience no matter how they access your site.



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

Learn more



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