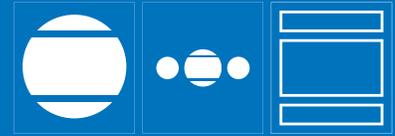


Make your customers
and partners happy

Keep everyone on the same page



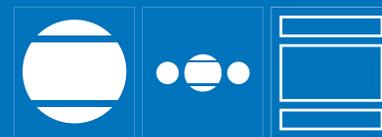
Quickly create a site for people to stay in touch, share resources, and manage project timelines.

The screenshot shows the Office 365 interface for a site named 'Northwind Traders'. The top navigation bar includes 'Office 365', 'Outlook', 'Calendar', 'People', 'Yammer', 'OneDrive', 'Sites', and a user profile 'Garth Fort'. Below the navigation bar, there are tabs for 'BROWSE' and 'PAGE', and a search bar. The main content area is divided into three sections:

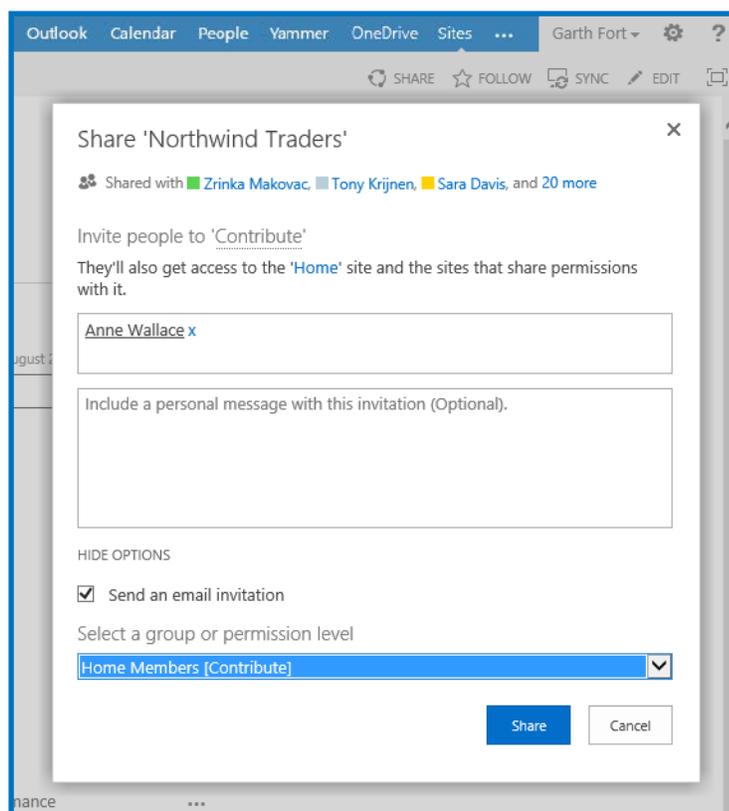
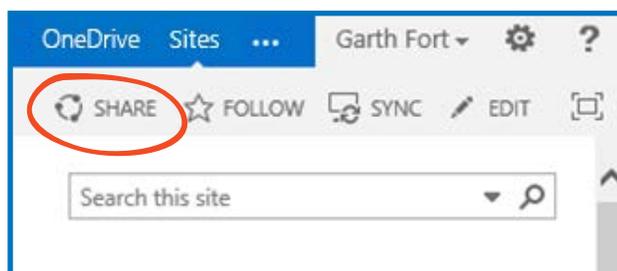
- Project Summary:** A Gantt chart showing a project timeline from August 02 to September 01. Key tasks include 'Create Project Overview' (7/28), 'Define Stakeholders' (8/4), 'Propose Budget' (8/11), 'Receive Budget Approval' (8/18), 'Primary Pitch Deck Developed' (8/25), and 'Final Presentation' (9/9). A 'Final Presentation due in 5 days' notification is displayed.
- Newsfeed:** A section for conversations with a search bar. It shows three posts: Sara Davis (August 08), Garth Fort (August 08), and Zrinka Makovac (August 08).
- Documents:** A list of documents with a 'new document' button. The list includes: 'Northwind Traders Project Report', 'Trey Research 2011 Financial Performance', 'Project Phoenix', 'Northwind Traders Research and Development Review', 'Northwind Traders Proposal', 'Northwind Traders Proposal - FY11', 'Northwind Traders Project Plan', 'Northwind Traders Project Pipeline', 'Northwind Traders Project Performance', 'Northwind Traders Project Analysis', and 'Northwind Traders Packaging Review'.

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

Invite external members to your site

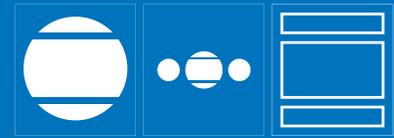


With external sharing enabled, site owners and permitted users can invite an external user to your site.



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 Bansky
- 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

Keep me signed in

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 to September 01

- August 02: Create Project Overview (7:08)
- August 08: Propose Budget (8:11)
- August 14: Receive Budget Approval (8:78)
- August 20: Primary Pitch Deck Developed (8:02)
- September 01: Final Presentation (8:9)

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.
@ Janet Schorr and Garth Fort like this.
August 08 Like Reply

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.
August 08 1 Like

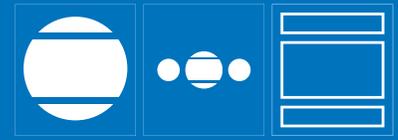
Zrinka Makovic: Can anyone tell me when the Winter launch event will take place? I would like to let the Northwind folks know so they can plan accordingly.

Documents

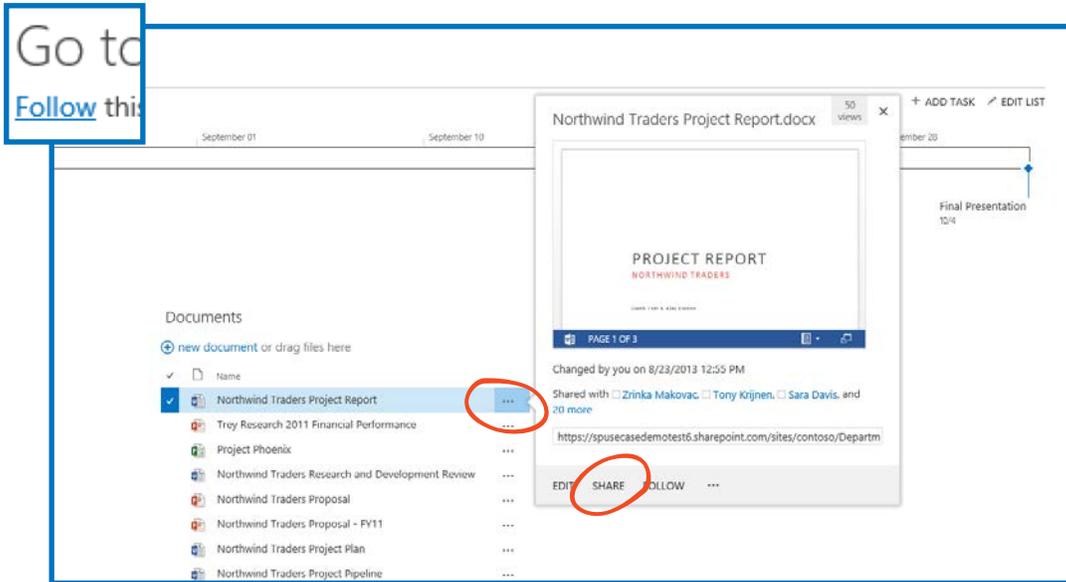
- Northwind Traders Project Report
- Trey Research 2011 Financial Performance
- Project Phoenix
- Northwind Traders Research and Development Review
- Northwind Traders Proposal
- Northwind Traders Proposal - FV11
- Northwind Traders Project Plan
- Northwind Traders Project Pipeline
- Northwind Traders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

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

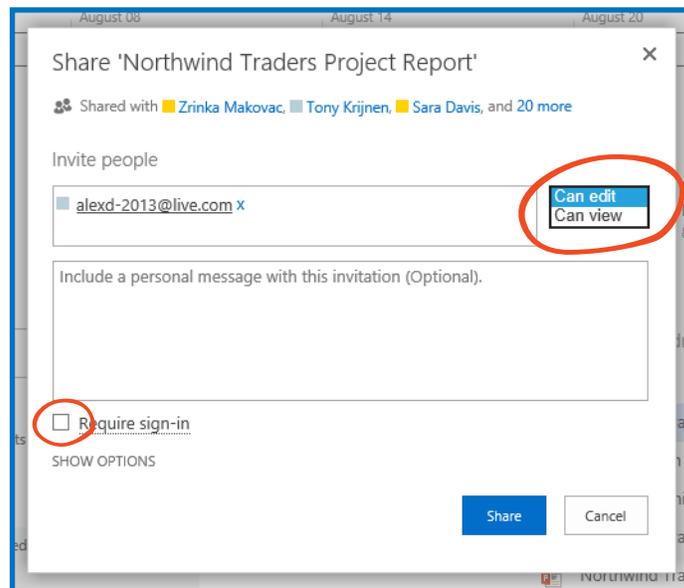
Share documents externally



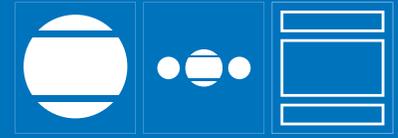
You don't have to share the entire site externally—you can just share individual documents with customers and partners, too.



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



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.

Firefox

Outlook - alexd-2013@live.com x Northwind Traders Project Report.docx x

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

Microsoft Word Web App

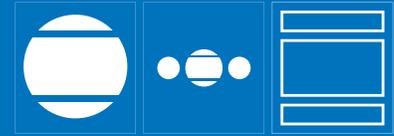
FILE EDIT IN BROWSER PRINT FIND COMMENTS

PROJECT REPORT
NORTHWIND TRADERS

Garth Fort & Alex Darrow

PAGE 1 OF 3 75%

Review and edit on the web



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

Microsoft Word Web App

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

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.

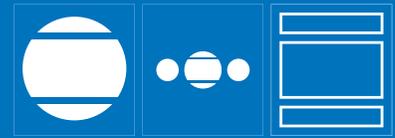
Page 3

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

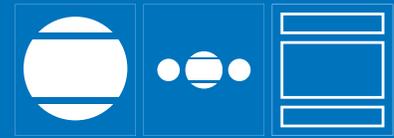


At some point, you may no longer want a document to be shared externally.

Go to
Follow this

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

Manage site settings

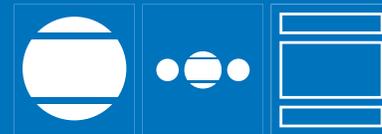


Site owners can easily manage permissions and settings for users as well.

The screenshot shows the Office 365 interface for the 'Northwind Traders' site. The main content area displays a 'Project Summary' with a timeline of tasks: 'Create Project Overview' (7/28), 'Define Stakeholders' (8/4), 'Propose Budget' (8/11), 'Receive Budget Approval' (8/18), and 'Primary Pitch Deck Developed' (8/25). A 'Newsfeed' section shows a post by Sara Davis. A 'Documents' section lists 'Northwind Traders Project Report', 'Trey Research 2011 Financial Performance', and 'Project Phoenix'. A context menu is open over the 'Documents' section, with 'Site settings' highlighted in a red circle. The menu options include: 'Shared with...', 'Edit page', 'Add a page', 'Add an app', 'Site contents', 'Change the look', 'Site settings', 'Getting started', and 'Office 365 settings'.

The screenshot shows the 'Site Settings' page. The left sidebar contains 'Home', 'Notebook', and 'Documents'. The main content area is titled 'Users and Permissions' and includes links for 'People and groups', 'Site permissions', and 'Site app permissions'. A red arrow points from the 'Site settings' option in the previous screenshot to the 'Users and Permissions' section.

Manage site permissions



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

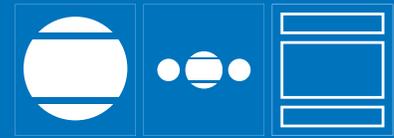
Office 365 interface showing the 'People and Groups' page for 'Home Members'. The 'Home' group is selected, and the user 'Anne Wallace' is highlighted with a red circle. The user's details are visible, including their name, bio, title, and department.

Name	About me	Title	Department
Allie Bellew	I have been with Contoso for twelve years, working with executives in Legal, Sales and Marketing, and now in Finance. I'm very much looking forward to learning this part of the business, and will work hard to support its success. Before joining Contoso, I graduated from Metro Community College and worked for four years as a legal secretary.	Administrative Assistant	Finance
Anne Wallace	I joined Contoso two years ago after completing my finance education in the Netherlands. I have enjoyed the training and educational opportunities the company offers very much, and I plan to use them well as I am assigned to new positions. I really like the Contoso employee portal where I can connect to my colleagues and friends and find resources that help me with my job assignments.	Accountant II	Finance
Aziz Hassouneh			

Office 365 interface showing the 'People and Groups' page for 'Home Members'. The 'Actions' dropdown menu is open, and the 'Remove Users from Group' option is highlighted with a red circle. The menu options are: E-Mail Users, Call/Message Selected Users, and Remove Users from Group.

- E-Mail Users
Send an e-mail to selected users.
- Call/Message Selected Users
Call the selected users.
- Remove Users from Group
Remove selected users from this SharePoint group.

Get a first look at a knowledge center



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

Contoso
KNOWLEDGE CENTER

Knowledge Center

Partner resources
Case studies
FAQs
Sales guidance
Training

Product information
Known issues
Specifications
Troubleshooting
User guides

Welcome to the Contoso Partner Knowledge Center site.
To add videos to a specific category, feel free to [submit](#) them and tag them appropriately. Similarly, you can also [add](#) documents like articles or case studies. Once approved, your items will show up in this Knowledge Center.

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
- A New Way of Learning
- A New Way to Interact with the Cloud

Newsfeed
Start a conversation

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

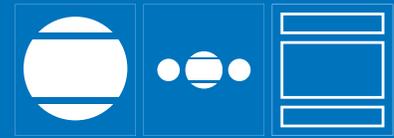
Our new line of **AdventureWorks laptops** has arrived and they are truly exciting! These lightweight, powerful, and energy efficient models should sell very well. Be sure to stop by the computer lab to try them out.

We are revamping our **smartphone** offerings to concentrate on high-end models. Please visit our online catalog to become familiar with the phones we will be offering, starting next quarter.

The **A.Datum digital SLR cameras** are becoming sales leaders. Navigate to our SLR cameras page to see our best selling products, and get datasheets if you need them.

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

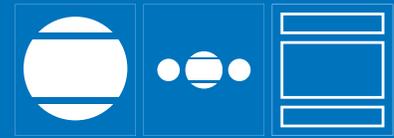


SharePoint empowers people to find what they need by better organizing digital assets.

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

The screenshot displays the Contoso Knowledge Center website. On the left is a dark navigation sidebar with the following menu items: Partner resources (Case studies, FAQs, Sales guidance, Training), Product information, and Known issues. The main content area features a search bar at the top right. Below it, there are several content sections: 'Highlighted Videos' with four video thumbnails (titles: 'Scheduling a One-on-One Session...', 'Online Tutorials', 'Automated Intelligence at Wool...', 'Sales Guidance for Our Phone...'), 'Popular Articles This Month' with two article thumbnails (titles: 'Amalgam - Contoso Research', 'A Modern Approach to an Ancient Game'), and 'Blogs' with three entries: 'XT2000 Launch Events' by Bonnie Kearney on 8/5/2013, 'Scheduling Meetings in Our Conference Rooms' by Belinda Newman on 7/24/2013, and 'Known Issues List Published for the QT Series' by Garth Fort on 6/14/2013. A 'Product News' section at the bottom right mentions 'AdventureWorks laptops' and 'smartphone offerings'.

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).

Knowledge Center
KnowledgeCenterAssets ⓘ

+ new item or drag files here

Thumbnails All Assets ... Find a file

Name	Modified	Modified By
Automated Intelligence at		
Celebrating 20 Years of Research		
ChronoZoom Demo		
Worlds		
Converging Worlds Begin		
Demo of the CodeContracts static		
Engineers Answer Questions About the		

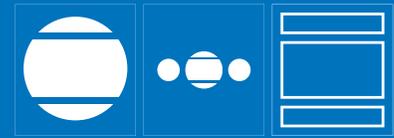
Knowledge Center
Knowledge Center Documents ⓘ

+ new document or drag files here

... Find a file

Name	Modified	Modified By
2 Contoso Financials	... August 15	Garth Fort
Global Authentication Service without Global Trust	... July 12	Pavel Banský
Global Authentication Service without Global Trust	... July 12	Pavel Banský
Authentication in Distributed Systems Theory and Practice	... July 12	Rob Young
Automated Program Synthesis	... July 12	Pavel Banský
Eng Human Human-Computer Interaction in the Year 2020	... July 12	Garth Fort
Case Study for Litware	... August 15	Garth Fort
Cloud Computing and the RPA Lab	... July 12	Pavel Banský

Label your content



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

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 * .docx

Title

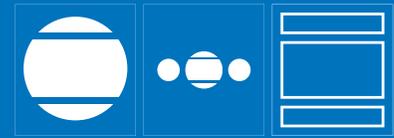
KnowledgeCenterCategory

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

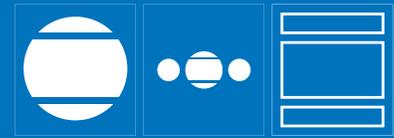


Once content has been tagged, users can easily get what they need.

The screenshot shows the 'Contoso Knowledge Center' interface. On the left is a dark navigation menu with the following items: 'Partner resources' (with 'Case studies' circled in red), 'FAQs', 'Sales guidance', 'Training', 'Product information', 'Known issues', 'Specifications', 'Troubleshooting', and 'User guides'. The main content area is titled 'Knowledge Center' and includes a search bar, a breadcrumb trail 'Knowledge Center > Partner resources > Case studies', and a paragraph of text. Below this are sections for 'Videos' (with four video thumbnails), 'Articles' (with two article thumbnails), and 'Documents' (with a list of case study documents). The 'Documents' list includes: 'Case Study for Trey Research', 'Case Study for Litware', 'Woodgrove Case Study', and 'Fabrikam Case Study'.

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.

CONTOSO
electronics superstore

Audio Cameras Computers Home appliances Phones TV and video

Are you prepared?
Back to school time is already here! Check out the latest laptops for students today!

SEE ALL SALE ITEMS (→) 15% off

1 2 3

Customer favorites Staff recommendations Shop by brand Clearance items

NT 16GB New Generation MP3 Player M1650
\$232.00
★★★★★

Fabrikam Bookshelf Speaker pair
\$79.99
★★★★★

SV 64GB USB Flash Memory E1000
\$99.99
★★★★★

Litware 2-Line Cordless Phone M202
\$28.99
★★★★★

Company information
About Contoso
Jobs at Contoso

Order support
Order status
Shipping and store pickup

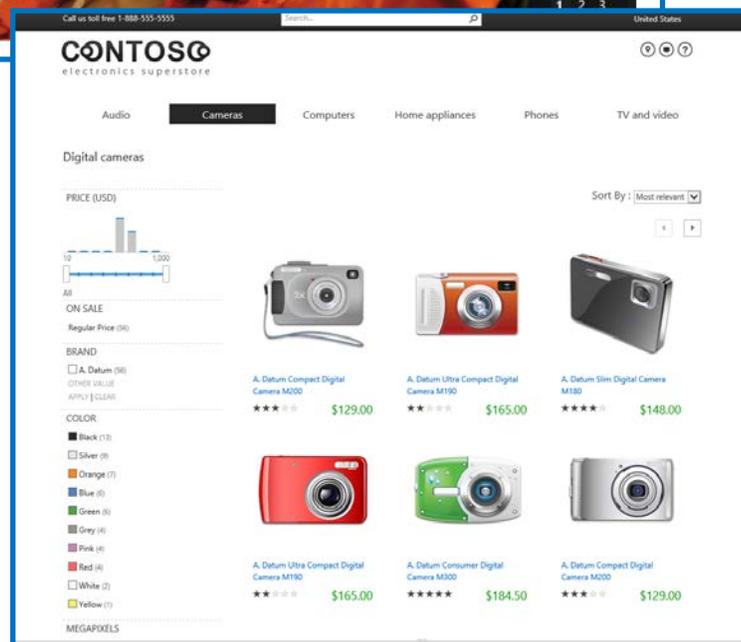
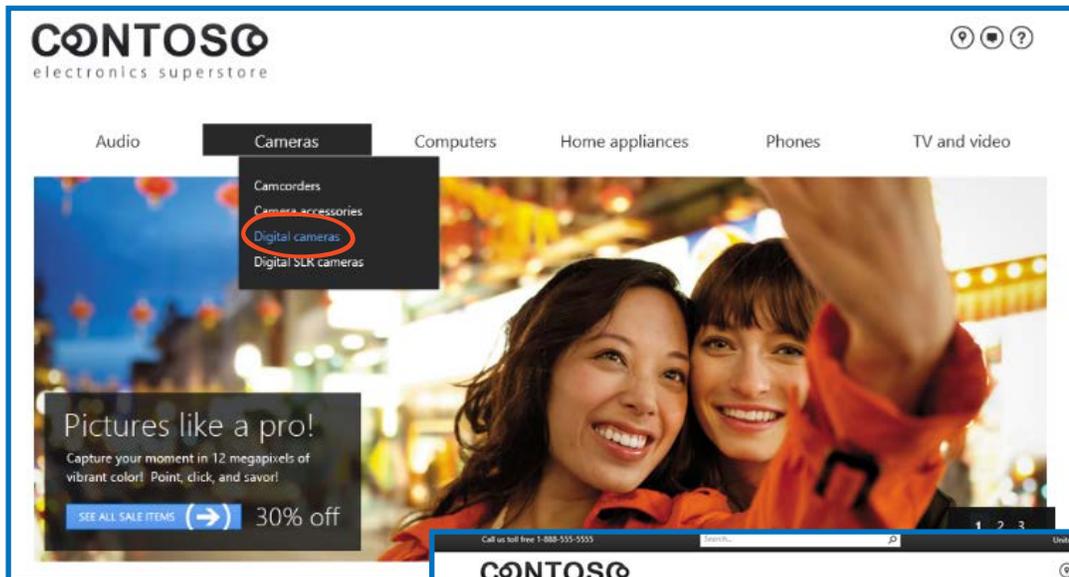
Site help
Contact customer support
Live chat

Follow us
Facebook
Twitter

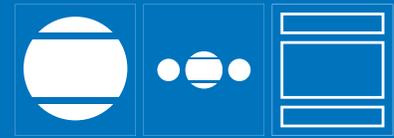
Navigate content by category



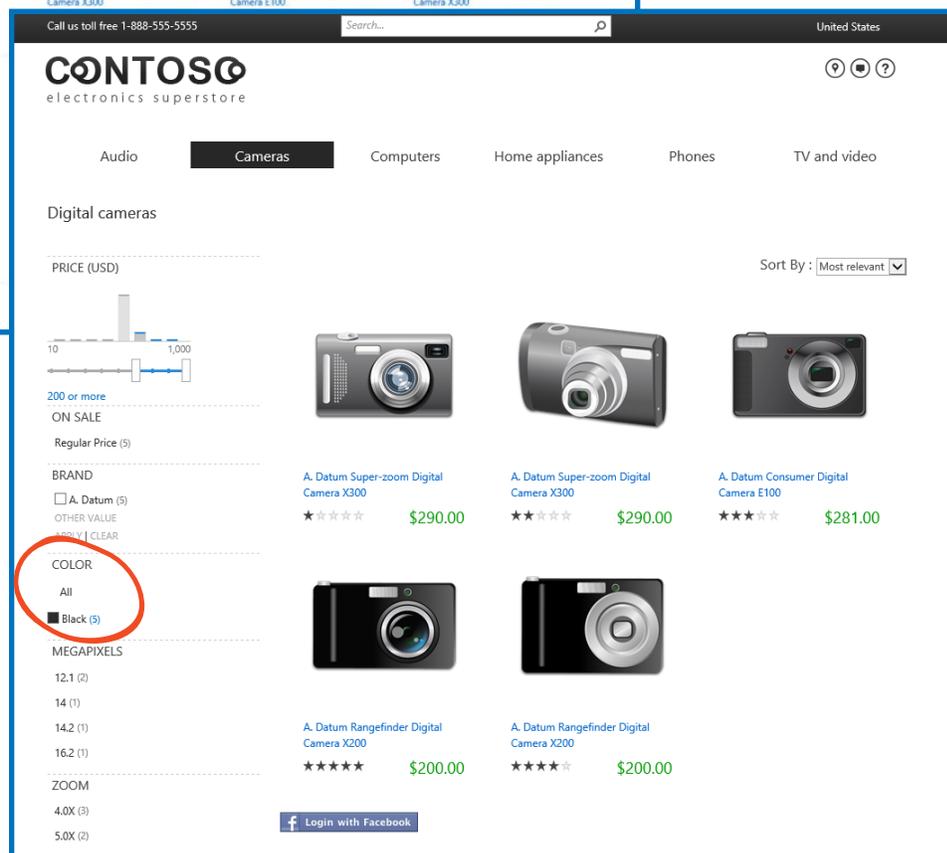
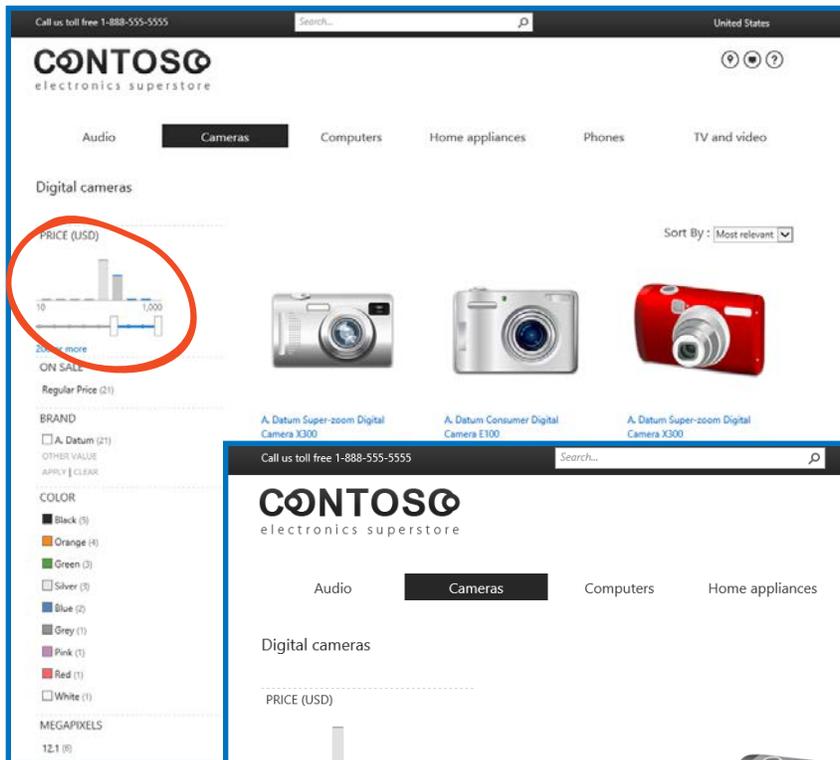
SharePoint makes your life as a content publisher easier—it helps you manage content on your end, while simplifying the user experience on the customer end.



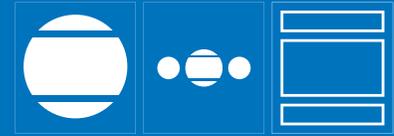
Refine content with built-in search



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.



Drive promotional campaigns



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

The left screenshot shows the Contoso electronics superstore website. The main navigation includes Audio, Cameras, Computers, Home appliances, Phones, and TV and video. The 'Computers' category is selected. A 'Tablets' section is visible, featuring a price filter (PRICE (USD)) ranging from 10 to 1,000. A 'BRAND' filter is also present, listing WWI (4), Proseware (4), Microsoft (1), and Fabrikam (4). The 'Microsoft Surface with Windows RT' product is highlighted with a red circle.

The right screenshot shows the product page for 'Microsoft Surface with Windows RT'. The price is \$499.00. The page includes a 'Product description', 'Specification', 'Customer reviews', and 'Accessories' section. A table of specifications is provided:

Product description	Specification	Customer reviews	Accessories
OS	Windows RT, Microsoft Office Home and Student 2013 RT Previews		
Dimensions	13.01 x 9.17 x 0.17 inches		
Weight	1.4		
Color	Various		
Memory	7		
Storage	64		
Screen size	10.6		
Display resolution	1366 x 768		
Aspect Ratio	139 (landscape)		
Windows	WinRT (RT) technology, Bluetooth 4.0 technology		
Graphics	Integrated		
Battery	Up to 8 hours mixed activity, 1-15 days idle life		
Camera	Two 12MP HD cameras, front and rear-facing		
Ports	Full-size USB 3.0, microSDXC card reader, Headphone jack, HD video out port, Cover port		

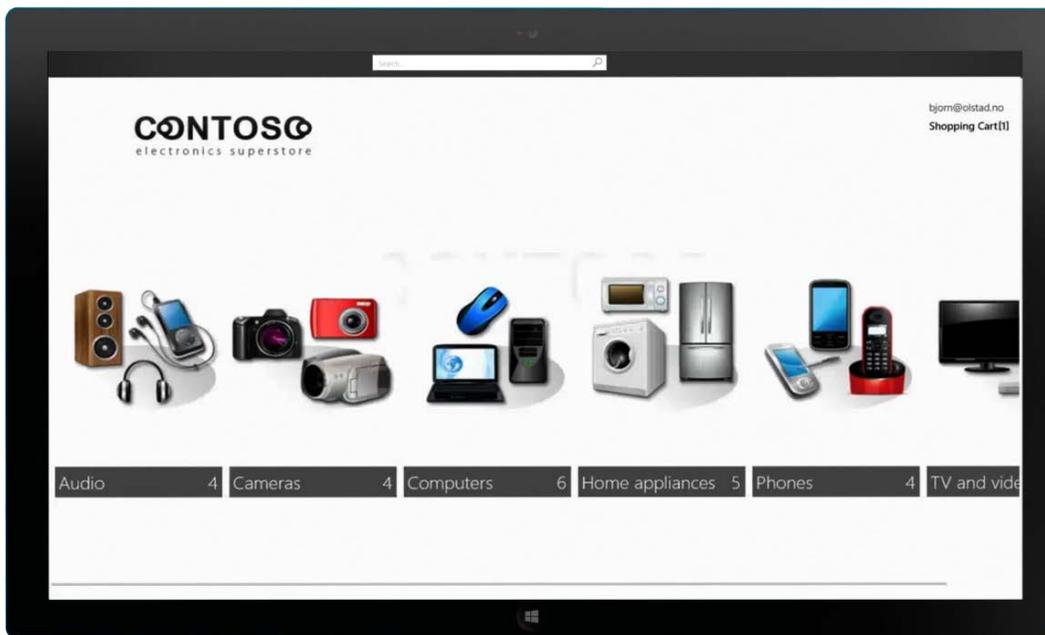
Below the specifications, a section titled 'People who like this product also like' is highlighted with a red box. It features four recommended products: 'Non-humid Traders' for \$23.59, 'WV 6008 USB Flash Memory 64GB' for \$79.00, 'WV 6008 USB Flash Memory 128GB' for \$99.99, and 'Fabrikam Earbud' for \$8.99.

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.



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