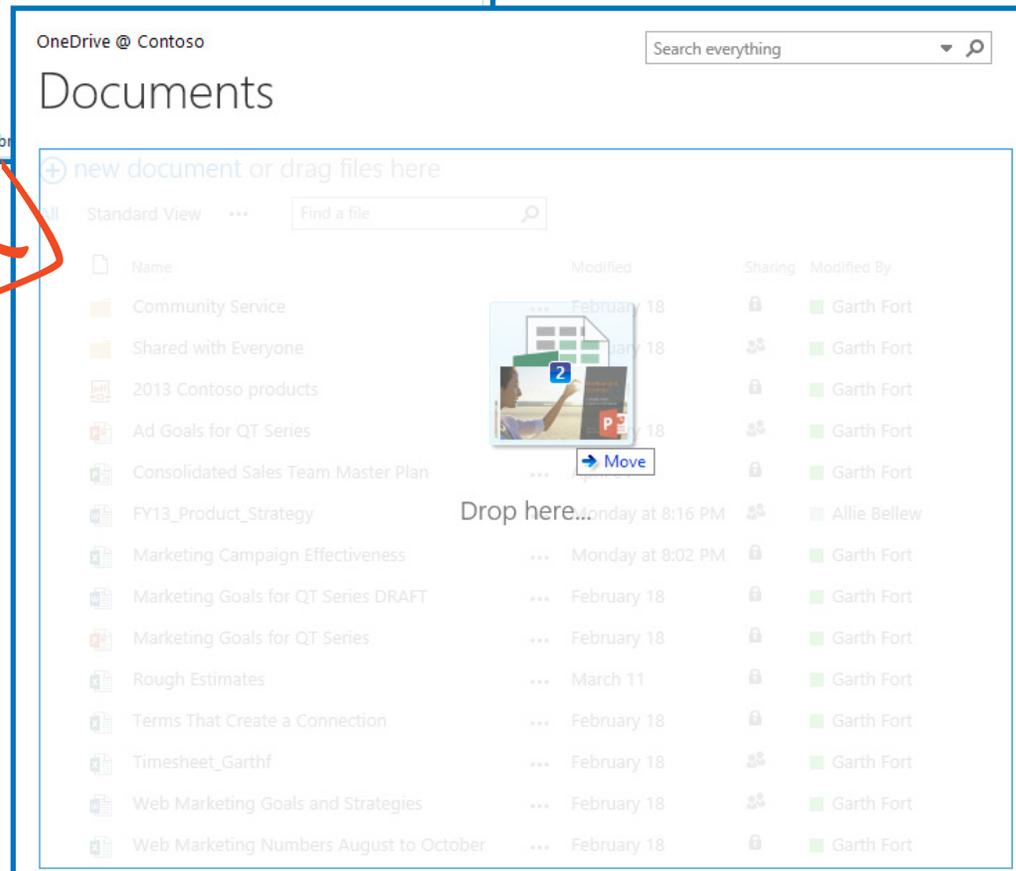
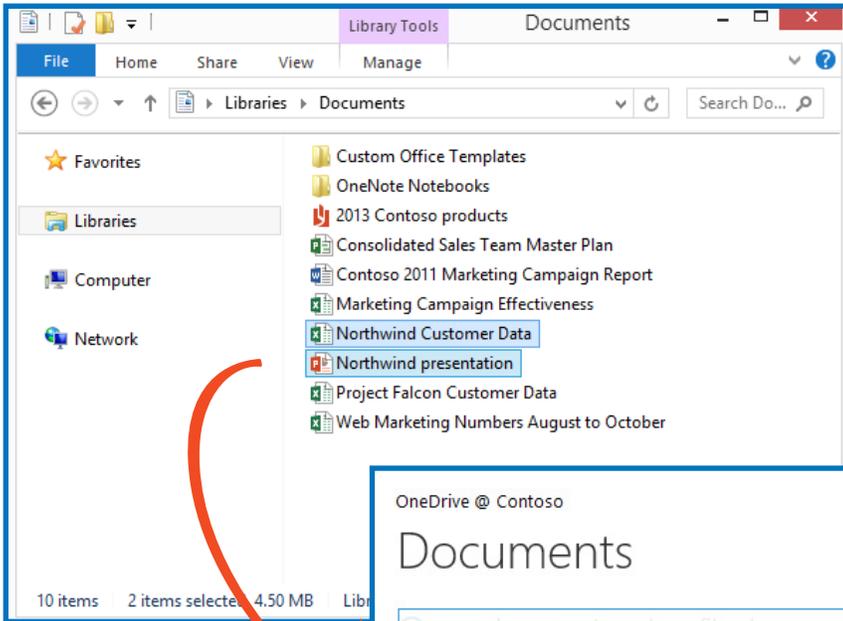


Store, sync, and share
your content

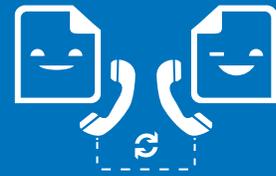
Store your content



Drag a document over to your OneDrive for Business folder and drop it in. Now that your content is stored in SharePoint you can easily share it with people and access it from virtually anywhere.



Store your content



Quickly perform routine tasks with the Hover Card, which shows you a live preview of your content along with relevant information and different options to choose from—like editing, sharing, following, and more.

OneDrive @ Contoso

Documents

+ new document or drag files here

All Standard View Find a file

- Name
- Community Service
- Shared with Everyone
- 2013 Contoso products
- Ad Goals for QT Series
- Consolidated Sales Team Master Plan
- FY13_Product_Strategy**
- Marketing Campaign Effectiveness
- Marketing Goals for QT Series DRAFT
- Marketing Goals for QT Series
- Northwind Customer Data
- Northwind presentation
- Rough Estimates

FY13_Product_Strategy.docx

FY13 STRATEGY
CONTOSO GLOBAL
Garth Fort & Alex Darrow

PAGE 1 OF 3

Changed by Allie Bellew on 4/22/2013 8:16 PM

Shared with Janet Schorr, Allie Bellew, and Alex Darrow

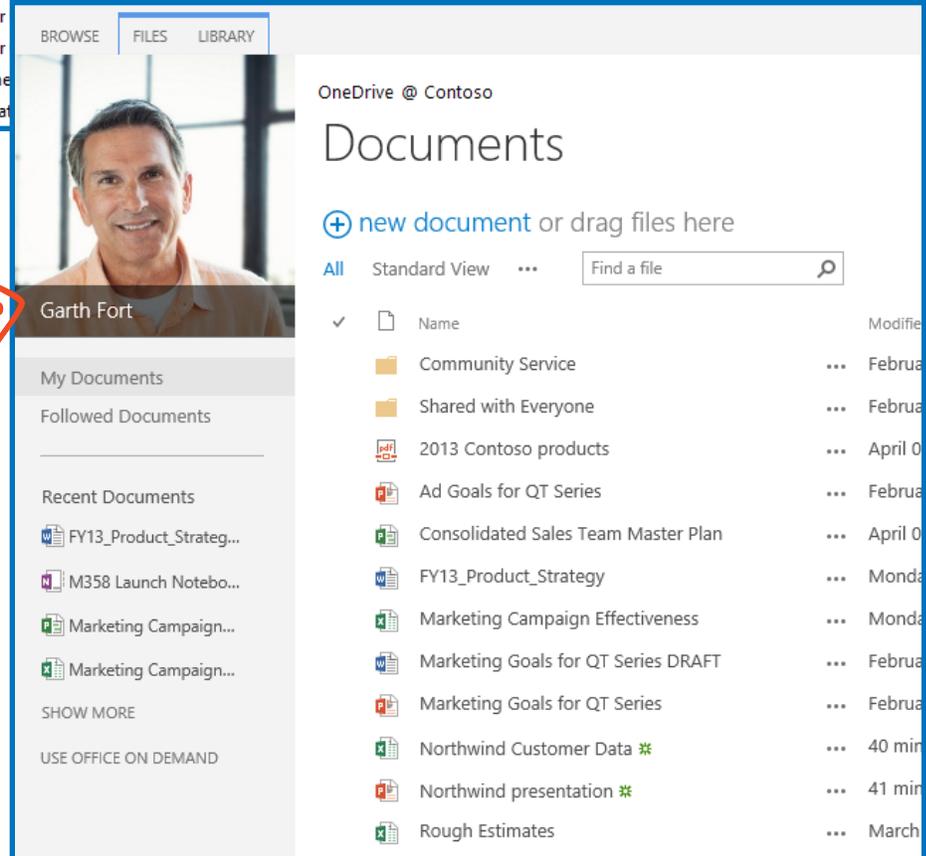
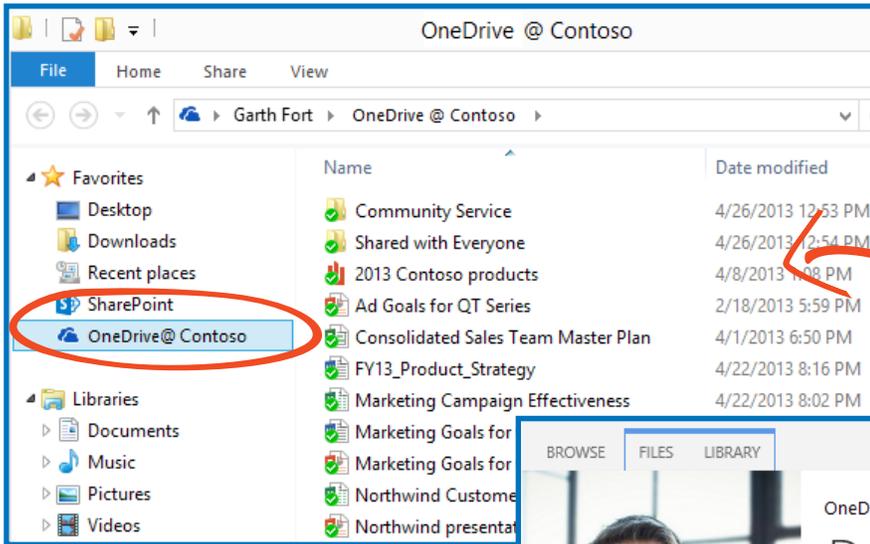
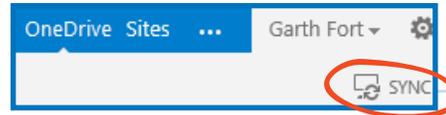
https://spusecase-my.sharepoint.com/personal/garthf_spusecase_on

EDIT SHARE FOLLOW

Stay in sync



Sync your content between OneDrive and your laptop with the click of a button so that you can always access it, even when offline.



Now you don't need to worry—you can access and edit your files while on the go, with all your changes automatically updated in SharePoint.

Share with colleagues



Need to share documents with others? Loop in your colleagues in just a few clicks.

Share 'Northwind presentation'

Only shared with you

Invite people

Allie Bellew x Can edit

Hi Allie, here is the presentation for tomorrow. Let me know if you have any question, thank you, Garth

Require sign-in

HIDE OPTIONS

Send an email invitation

Share Cancel

Thu 4/25/2013 6:16 PM

Garth Fort

Garth Fort has shared 'Northwind presentation'

To Allie Bellew

Action Items + Get more apps

Hi Allie, here is the latest version of our presentation for your review. Thank you, Garth.

Open Northwind presentation.pptx

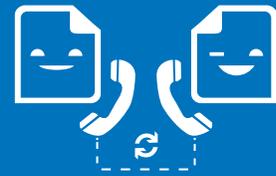
Follow this document to get updates in your newsfeed

Garth Fort Conversation with Garth Fort

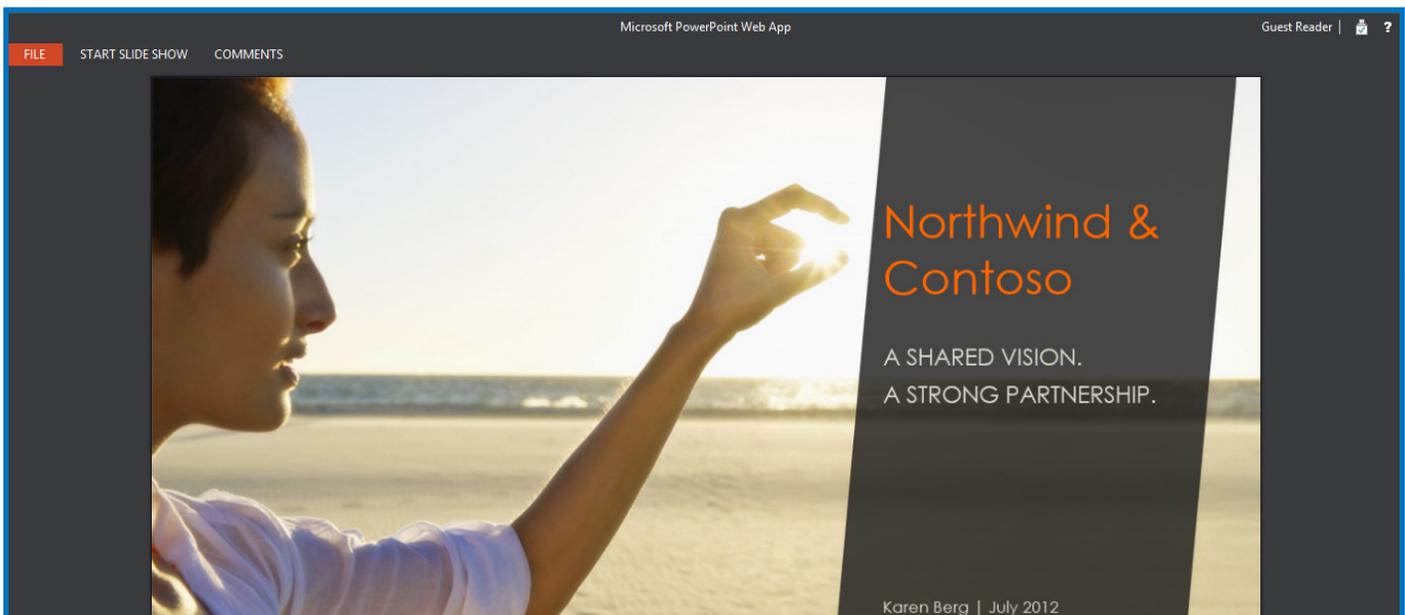
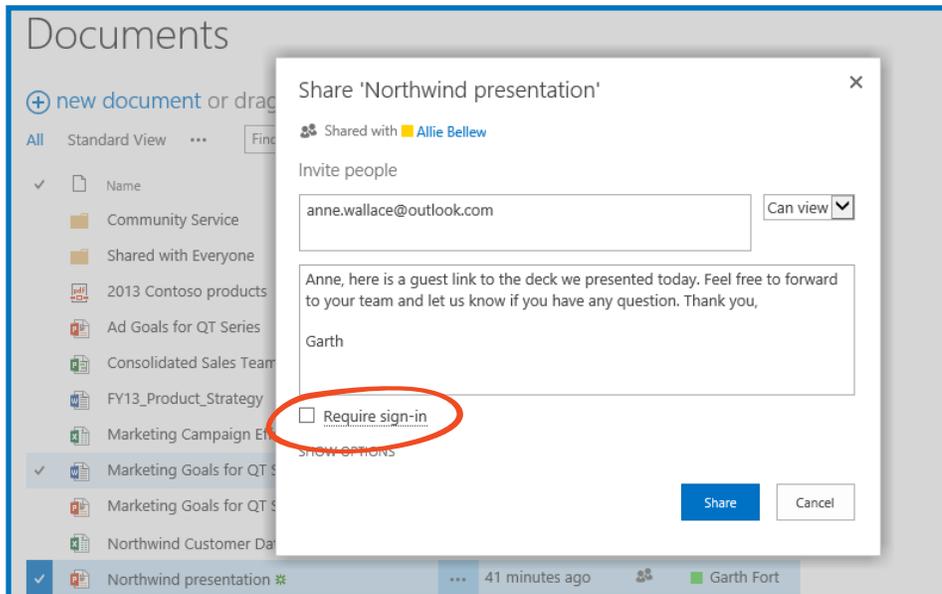
By default, they will get an email notification whenever you share content with them.

Now they can read or modify your content depending on what permissions you set.

Share with customers and partners



With Office 365, you can send guest links to documents and files to anyone.



They'll be able to view and edit files you share directly from any browser with Office Online.

Stay in control



Keep an eye on who can view or edit your documents with the Hover Card.

Northwind presentation.pptx

Changed by you on 4/25/2013 5:39 PM

Shared with Allie Bellew

Open to anyone with a [guest link](#)

https://spusecase-my.sharepoint.com/personal/garthf_spusecas

EDIT SHARE FOLLOW ...

Quickly change permissions or remove guest link access in just a few clicks.

Shared With

Open to anyone with a [guest link](#)

Garth Fort
Web Marketing Manager, Sales & Marketing
Owner

Allie Bellew
Product Manager, Marketing
Can edit ▼

- Can edit
- Can view
- Stop sharing

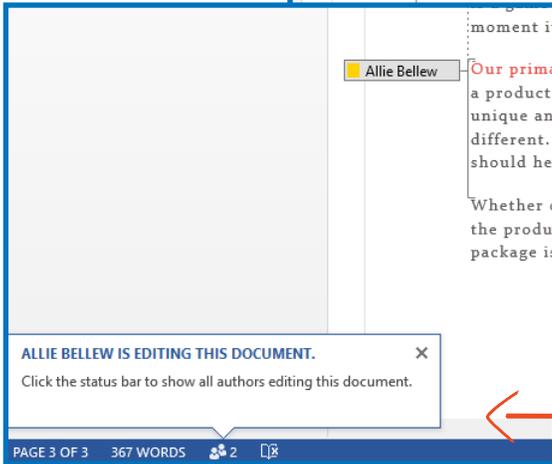
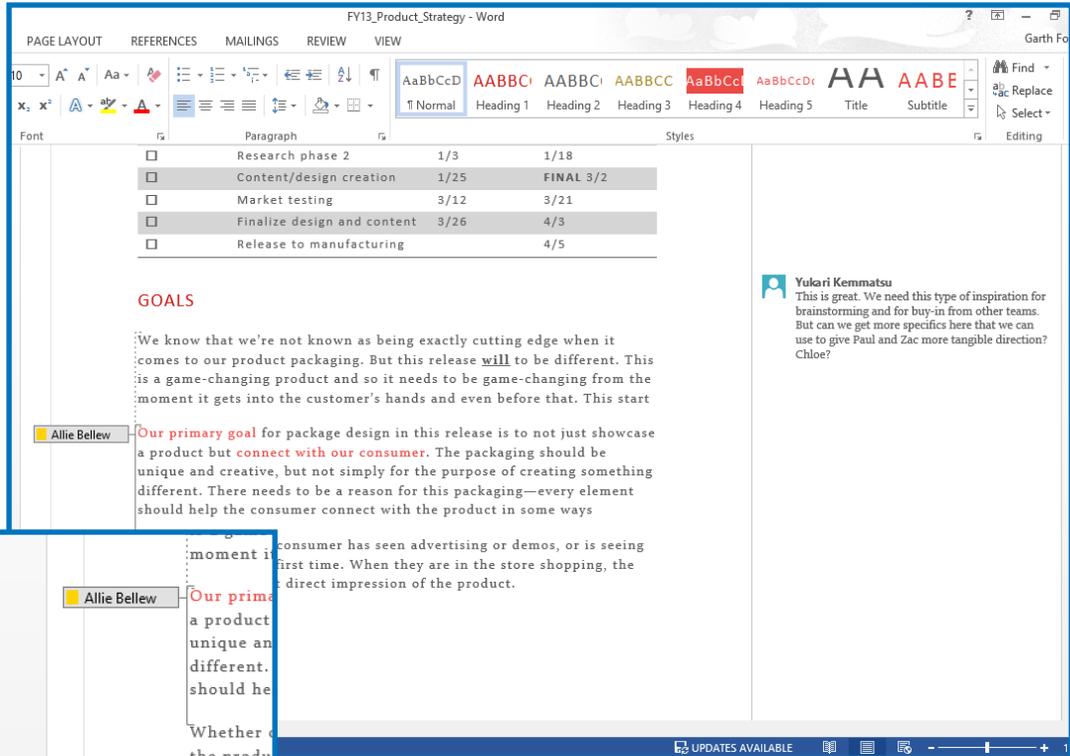
INVITE PEOPLE EMAIL EVERYONE ADVANCED

Save changes Close

Work together at the same time

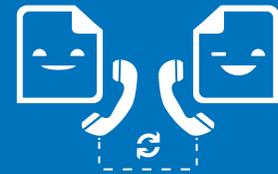


Store your content in SharePoint so that you can edit and review documents, spreadsheets, presentations, or notes together and at the same time.



If another editor starts working on a section of a document, you will receive a notification.

Work together at the same time



When editing a document simultaneously, users lock down specific sections of that document to avoid overlapping edits.

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

Allie Bellew 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.

GOALS

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needs
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Allie Bellew
Away (5 mins)
Product Manager, Marketing

Allie Bellew Our **primary goal** for package design in this
a product but **connect with our consumer**. T
unique and creative, but not simply for the p

To interact with other editors on a document, start a conversation with Lync. IM sessions, calls, and video conferences are just one click away.

Work together at the same time



Paragraphs are locked down until you choose to submit your changes. At that time, other contributors are automatically notified that updates are available.

We know that we're not known as being exactly cutting edge when it comes to our product packaging. But this release will 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.

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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.

UPDATES AVAILABLE

Updated sections are highlighted in green so that everyone can easily see new changes from other people.

GOALS

We know that we're not known as being exactly cutting edge when it comes to our product packaging. But this release will 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.

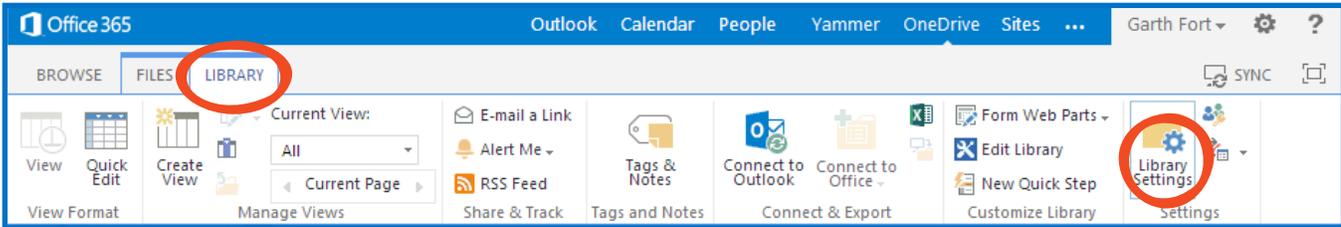
Our primary goal for package design in this release is to not just showcase a product but **connect with our consumer**. The packaging should be unique and creative, but not simply for the purpose of creating something different. There needs to be a reason for this packaging—every element should help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

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.

Keep track of changes



Activate versioning to keep track of all changes over time.



OneDrive @ Contoso

Documents ▸ Settings

List Information

Name: Documents
Web Address:
Description:

General Settings

- List name, description and navigation
- [Versioning settings](#)
- Advanced settings
- Validation settings
- Column default value settings**
- Rating settings
- Audience targeting settings
- Form settings

Require content approval for submitted items?
 Yes No

Create a version each time you edit a file in this document library?
 No versioning
 Create major versions
Example: 1, 2, 3, 4
 Create major and minor (draft) versions
Example: 1.0, 1.1, 1.2, 2.0

Optionally limit the number of versions to retain:

Keep the following number of major versions:

Keep drafts for the following number of major versions:

Who should see draft items in this document library?
 Any user who can read items
 Only users who can edit items
 Only users who can approve items (and the author of the item)

Require documents to be checked out before they can be edited?
 Yes No

OK Cancel

Version tracking keeps a record of all the changes made to your document by creating multiple versions of it.

Track version history



Point to a document to get a quick look at its version history from the Hover Panel, where you can access and revert to any version you want.

OneDrive @ Contoso

Documents

+ new document or drag files here

All Standard View Find a file

- Name
- Community Service
- Shared with Everyone
- 2013 Contoso products
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- Marketing Goals for QT Series
- Northwind Customer Data
- Northwind presentation

FY13_Product_Strategy.docx

FY13 STRATEGY
CONTOSO GLOBAL

Garth Fort & Alex Darrow

PAGE 1 OF 3

Changed by Allie Bellew on 4/27/2013 12:57 PM

Shared with Janet Schorr, Alex Darrow

https://spusecase-my.sharepoint.com/.../spusecase_on

EDIT SHARE FOLLOW

- View Properties
- Edit Properties
- View in Browser
- Edit in Browser
- Check Out
- Publish a Major Version
- Version History**
- Workflows
- Download a copy

Version History

Delete All Versions | Delete Minor Version

No. ↓	Modified	Author	Size
4.7	4/27/2013 12:57 PM	Allie Bellew	49.4 KB
4.6	4/26/2013 4:23 PM	Allie Bellew	49.3 KB
4.5	4/26/2013 3:45 PM	Allie Bellew	49.3 KB
4.4	4/22/2013 8:16 PM	Allie Bellew	48.7 KB
4.3	4/22/2013 8:13 PM	Allie Bellew	49.3 KB
4.2	4/1/2013 9:50 PM	Allie Bellew	49.2 KB
4.1	4/1/2013 9:43 PM	Garth Fort	45.2 KB
This is the current published major version			
4.0	4/1/2013 8:49 PM	Garth Fort	45.2 KB
3.3	4/1/2013 8:45 PM	Garth Fort	45.2 KB
3.2	4/1/2013 8:39 PM	Garth Fort	45.2 KB
3.1	4/1/2013 7:18 PM	Garth Fort	43.7 KB
3.0	4/1/2013 7:09 PM	Anne Wallace	49.5 KB
2.0	4/1/2013 4:01 PM	Garth Fort	48 KB

Title FY13_Product_Strategy

Track version history



Keep track of all changes to a document, and easily compare different versions of a document in Office.

Info
FY13_Product_Strategy

People Currently Editing
Last updated today at 10:29 AM
Allie Bellew
Garth Fort

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:
■ Comments
■ Document properties, document server properties, content type information and author's name
■ Headers and footers
■ Custom XML data
■ Content that people with disabilities are unable to read

Properties
Size 51.0KB
Pages 3
Words 371
Total Editing Time 2 Minutes
Title FY13_Product_Strategy
Tags Add a tag
Comments Add comments

Related Dates
Last Modified 4/27/2013 12:57 PM
Created 7/1/2012 11:06 PM
Last Printed

Related People
Author Garth Fort
Add an author
Last Modified By Allie Bellew

Related Documents
Open File Location
Show All Properties

Manage Versions

- 4.7: 4/27/2013 12:57 PM by Allie Bellew (current)
- 4.6: 4/26/2013 4:23 PM by Allie Bellew
- 4.5: 4/26/2013 3:45 PM by Allie Bellew
- 4.4: 4/22/2013 8:16 PM by Allie Bellew

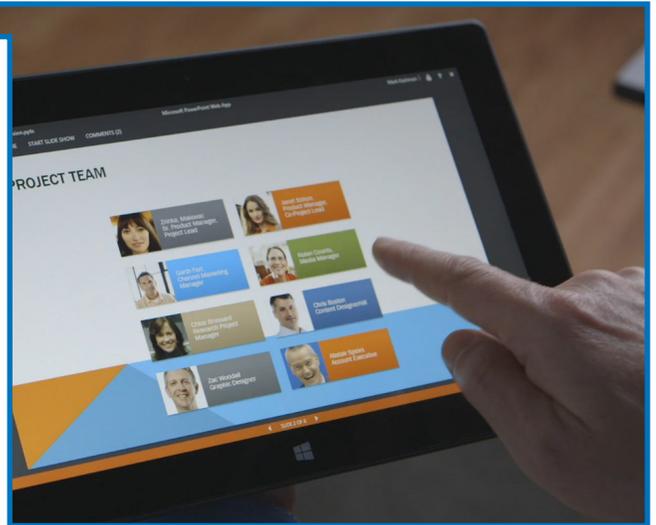
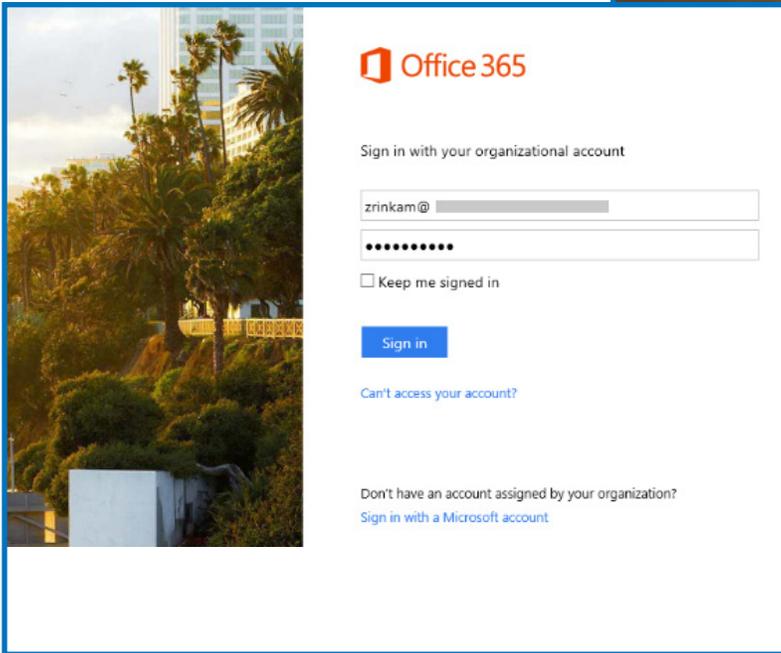
Manage Versions

- Refresh Server Versions List
Check the server for the latest versions
- Check Out
Edit a private copy and prevent other people from making changes
- Compare with Major Version
Compare this document with the last major version published on the server
- Compare with Last Version
Compare this document with the last version saved on the server
- Recover Unsaved Documents
Browse recent unsaved files

Get it done from anywhere



With Office 365, simply sign in from your browser and keep tweaking or reviewing content with Office Online.



Keep an eye on your resources while on the go with the native integration of OneDrive on Windows Phone 8—and OneDrive apps for both Surface RT and iPad respectively available in the Windows Store and App Store.

