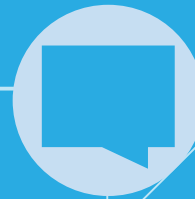


Getting to know

 SharePoint



The New Way to Work Together

SharePoint is about giving you and the people you work with a better way to get things done together. That means your content is stored and organized in one place. You can access it from virtually anywhere and share it with anyone.

And that's just the beginning. SharePoint gives you all kinds of ways to plan projects, stay in sync with each other, and work on content together. You also get a window into all of the information your organization stores in SharePoint, so it's easy to find the answers and people you're looking for.

Check out the scenarios in this book to see some of the ways SharePoint can help you work better together.

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Getting Started

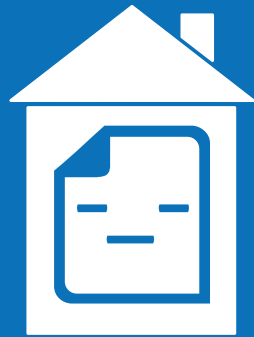


The new SharePoint is all about getting things done together.



Store, sync, and share your content

Think of OneDrive for Business as a central hub for all your content. You can fill it up with documents, organize them how you want, and easily share them with other people. There's only one document you have to deal with—and it's always in the same place and it's always up to date. Instead of lots of people creating multiple versions in different places, you can get everyone to work on the same document—even at the same time—and SharePoint will keep track of everyone's changes in one place. You don't even need to be at your desk to get work done together. You can keep reviewing and tweaking your content while on the go, even offline and from virtually any device.

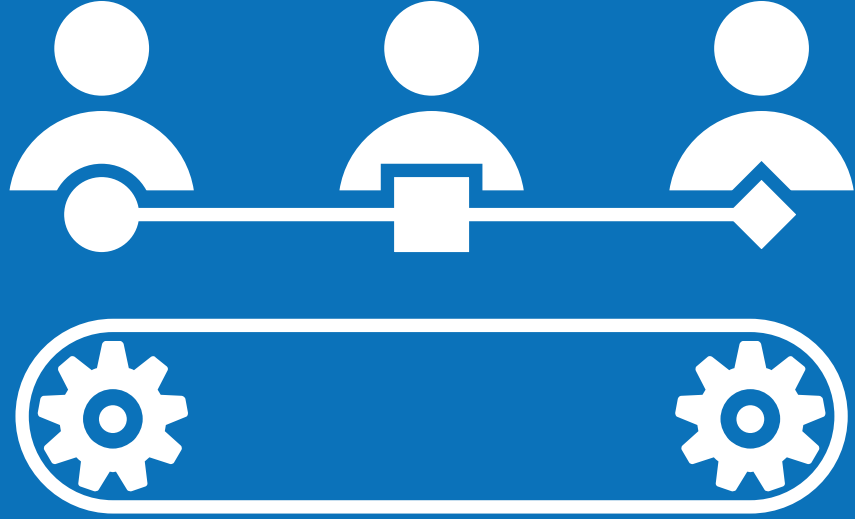


Keep everyone on the same page

Wouldn't it be great if you and your team had a single place where you could get work done together and stay in sync with each other? SharePoint is exactly that kind of place. It's a home base where you and your team can share and organize your resources—like notes, documents, schedules, conversations, and much more. No more running around to find what you need or get people what they need. Just go to your team site to get what you want, and then share your stuff instantly with the whole group.

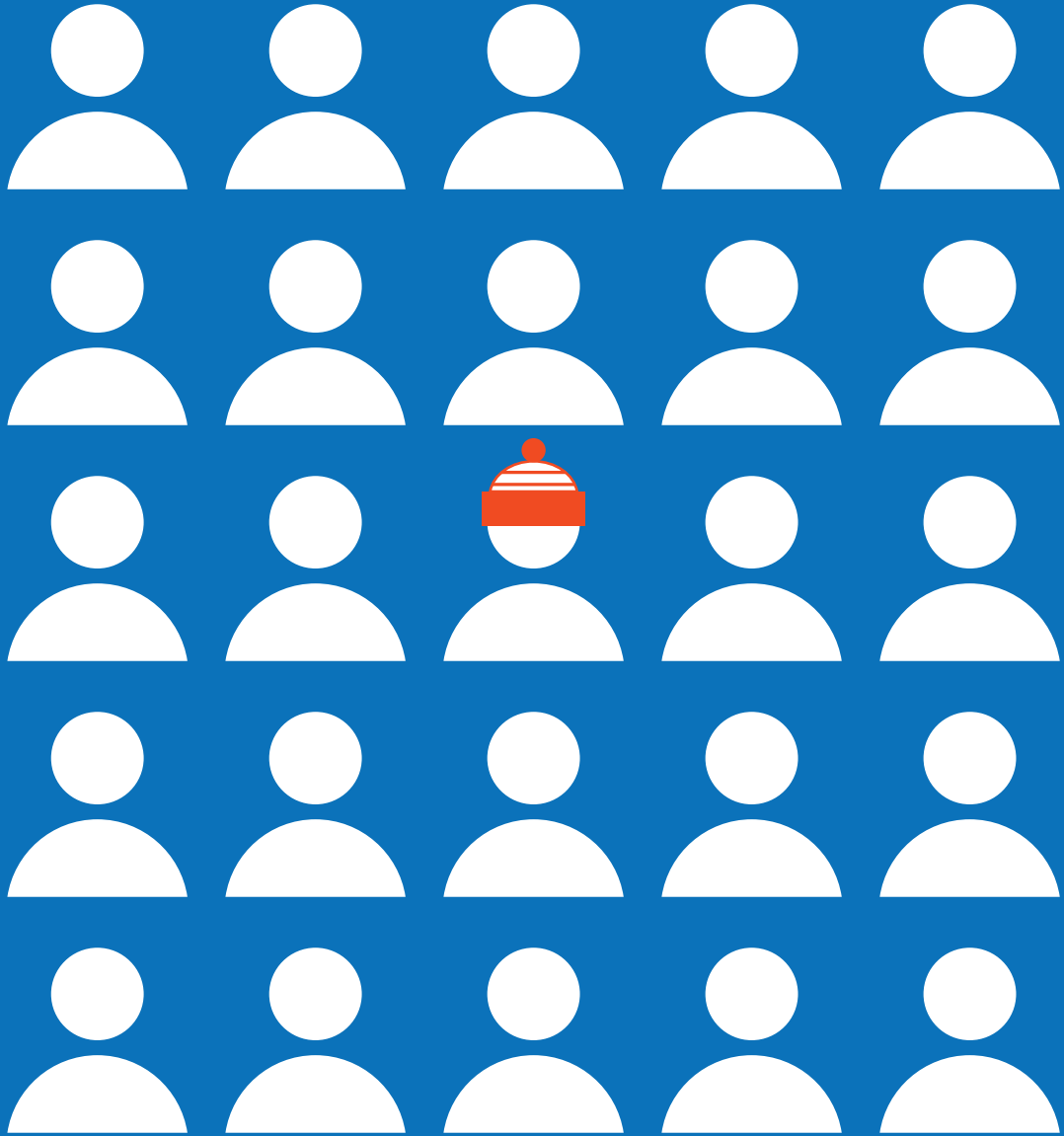
Stay on track and deliver on time

Isn't life grand—when all your projects are on track and you meet all your deadlines? SharePoint can make your life a lot easier by helping you organize teamwork around common milestones. You can make sure work gets done by assigning people tasks that can be tracked and prioritized. And, you can keep an eye on important details with a real-time summary of your project that warns you about delays and keeps next steps and milestones on your radar. When it comes to really big and complicated projects, you can use Project Professional to manage task dependencies, balance resource allocations, and easily generate status reports. No need to worry—this all stays in sync with your site, where you can all continue to work together to keep your project on track.



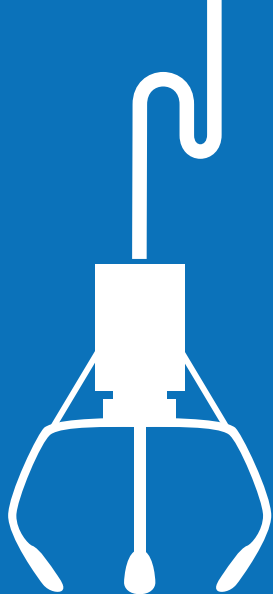
Find the right people

Things always seem to work out better when you find the right people for the job. The problem is: how do you find the right people without wasting lots of time tracking them down? SharePoint solves this problem. It gives you a single place to connect with experts across your organization, whether they're in the office down the hall or on the other side of the globe. Now, you can quickly get the answers and information you need to make the right decisions, avoid reinventing the wheel, and improve your work.



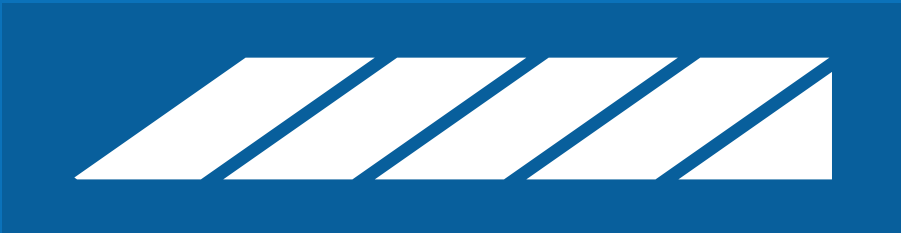
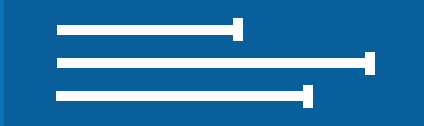
Find what you need

Wouldn't it be great if you could search for information at work just as easily as you do on the Internet? With SharePoint you can. First of all, you can do all of your searching from just one place. Second of all, you don't have to come up with the perfect keywords to find what you need. Whether you're looking for documents, videos, people, or conversations, SharePoint will help you save time and pinpoint exactly what you need—all from one place.



Make informed decisions

Making good decisions is not always just about good judgment or experience. It's also about collecting and making sense of lots of data. That's where PowerPivot comes in: it lets you easily combine massive amounts of data from multiple sources and build sophisticated models out of it. But data alone isn't enough—it needs to be expressed clearly to make a powerful impact on people. That's what Power View is for. It lets you explore, visualize, and present data in compelling ways, and create exciting dashboards that you can quickly share with others in SharePoint. Now people can easily dig into your data to make great decisions and new discoveries.



Niagara  Region

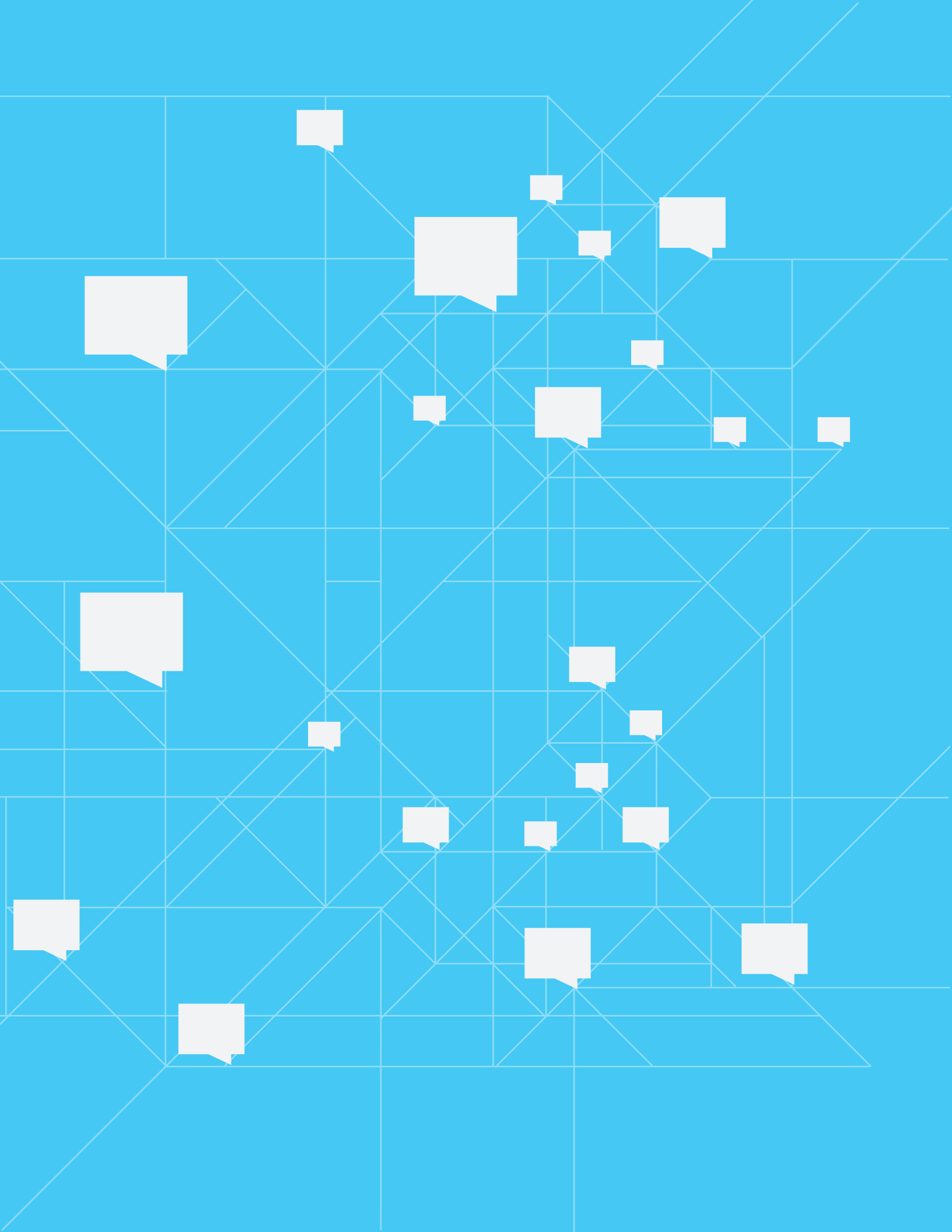
“ We have a lot of data, and SharePoint 2013 allows us to extract value from it. Instead of just storing it, we can turn it into information and insights. ”

Paul Di Felice, Associate Director for Consulting and Analysis,
Regional Municipality of Niagara



HR AND INTERNAL COMMUNICATIONS

SharePoint helps keep your whole organization in sync.



Onboard new employees

First days are stressful—for both new employees and the HR department. There's a lot to learn and a lot to tell. Where do you begin? SharePoint can be the single hub for everything that a new hire needs on its first day, and beyond. You can make it easier for people to connect with their peers or mentors, understand the business, and ramp up rapidly. You can take advantage of automatic task routing and use forms built right into your site, leading to less paperwork and faster completion. Better processes, less time, smoother onboarding. What's there to stress about?

NEW
EMPLOYEE

-  WELCOME VIDEO
-  EMPLOYEE HANDBOOK
-  TRAINING

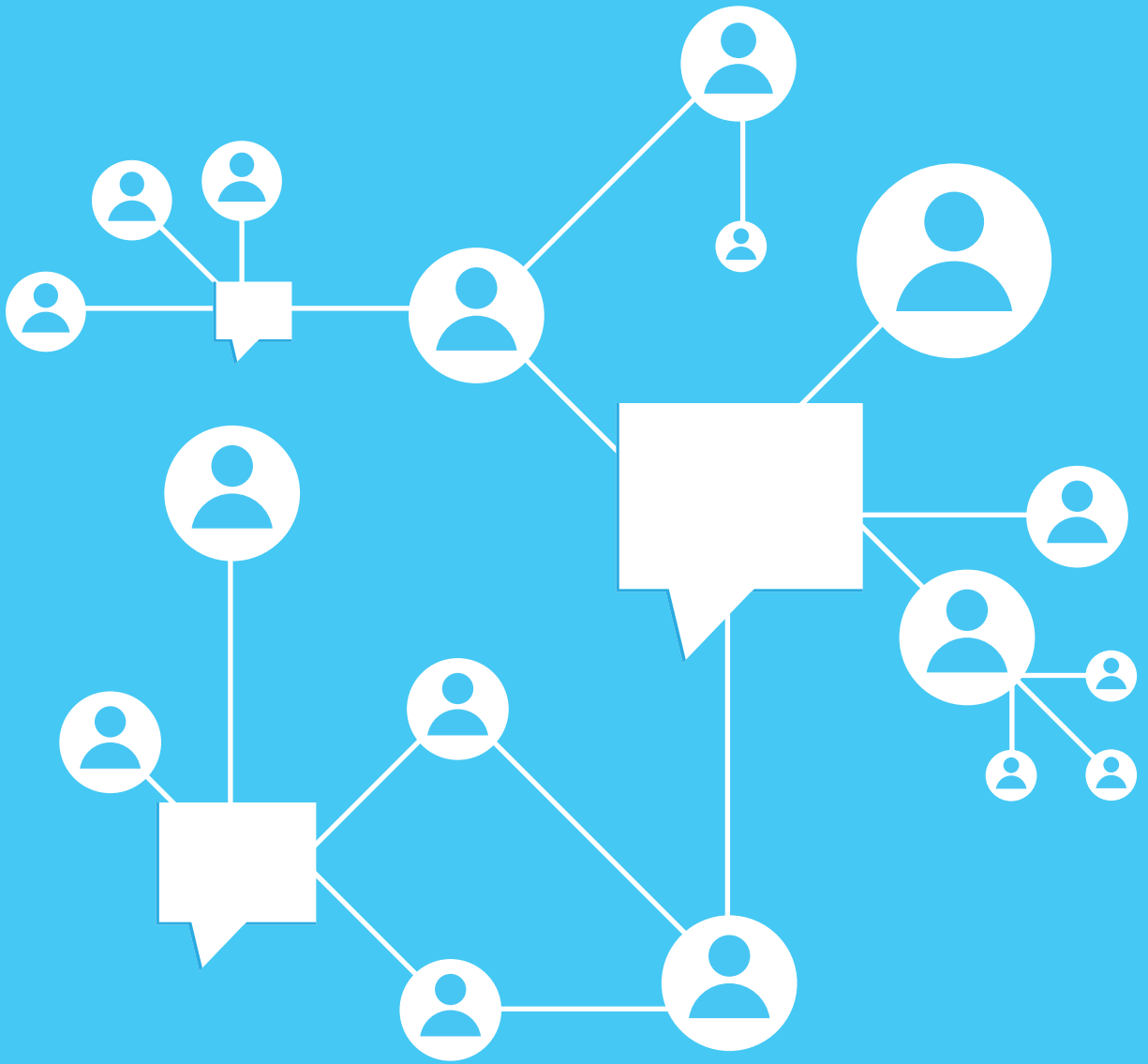


ONBOARD

WORK
DAY

Keep everyone informed

Your company has a unique story, but like any great tale, it needs people to make it come alive. How do you get your employees excited about your vision? How do you get them talking about ideas... and talking to each other? SharePoint makes it easy to keep everyone engaged. It's a one-stop shop where people can find the latest news and information. It can be a great place for people to have live discussions, give real-time feedback, and share experiences. SharePoint is like a "social glue" that keeps your employees and your vision moving forward together.



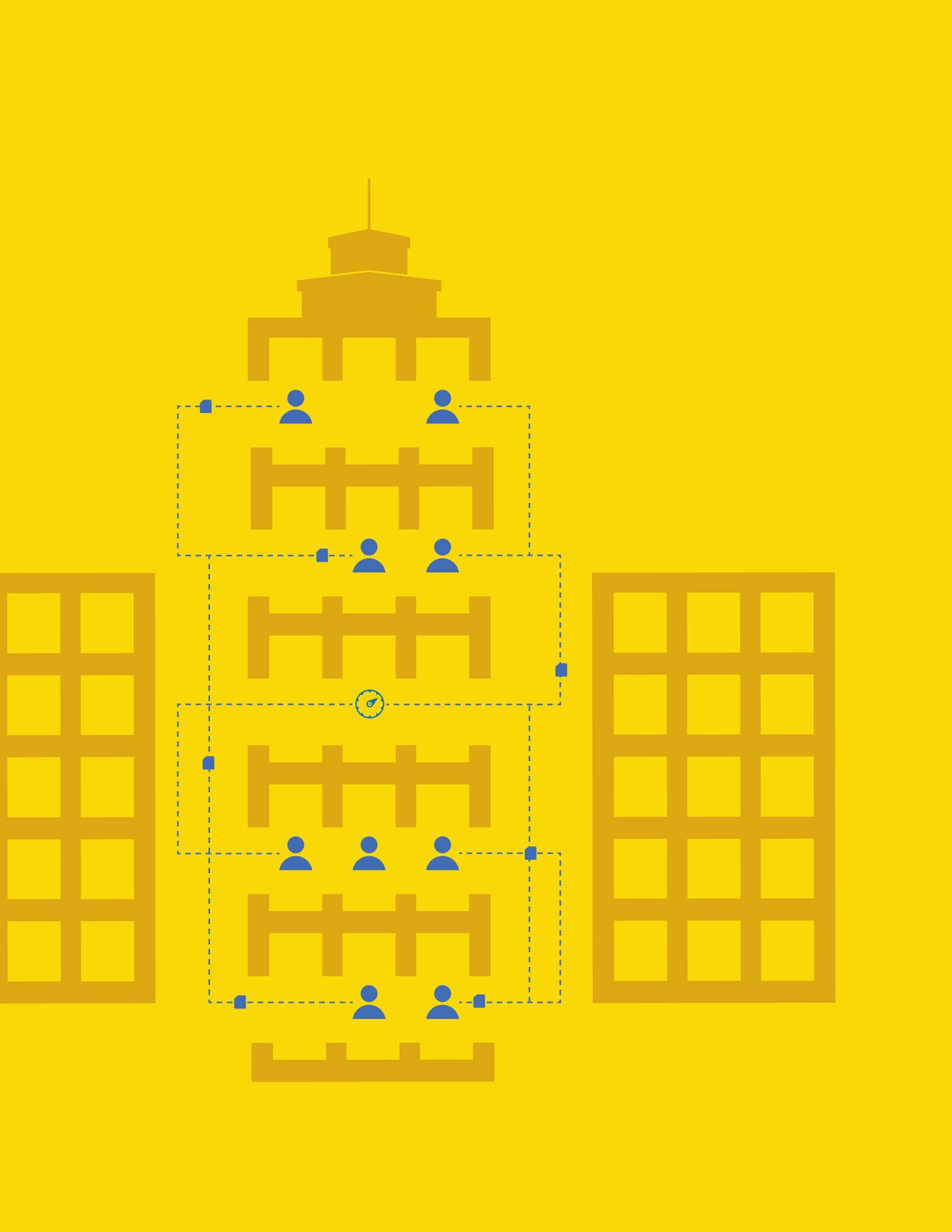
R&D

PRODUCTION

OPERATIONS

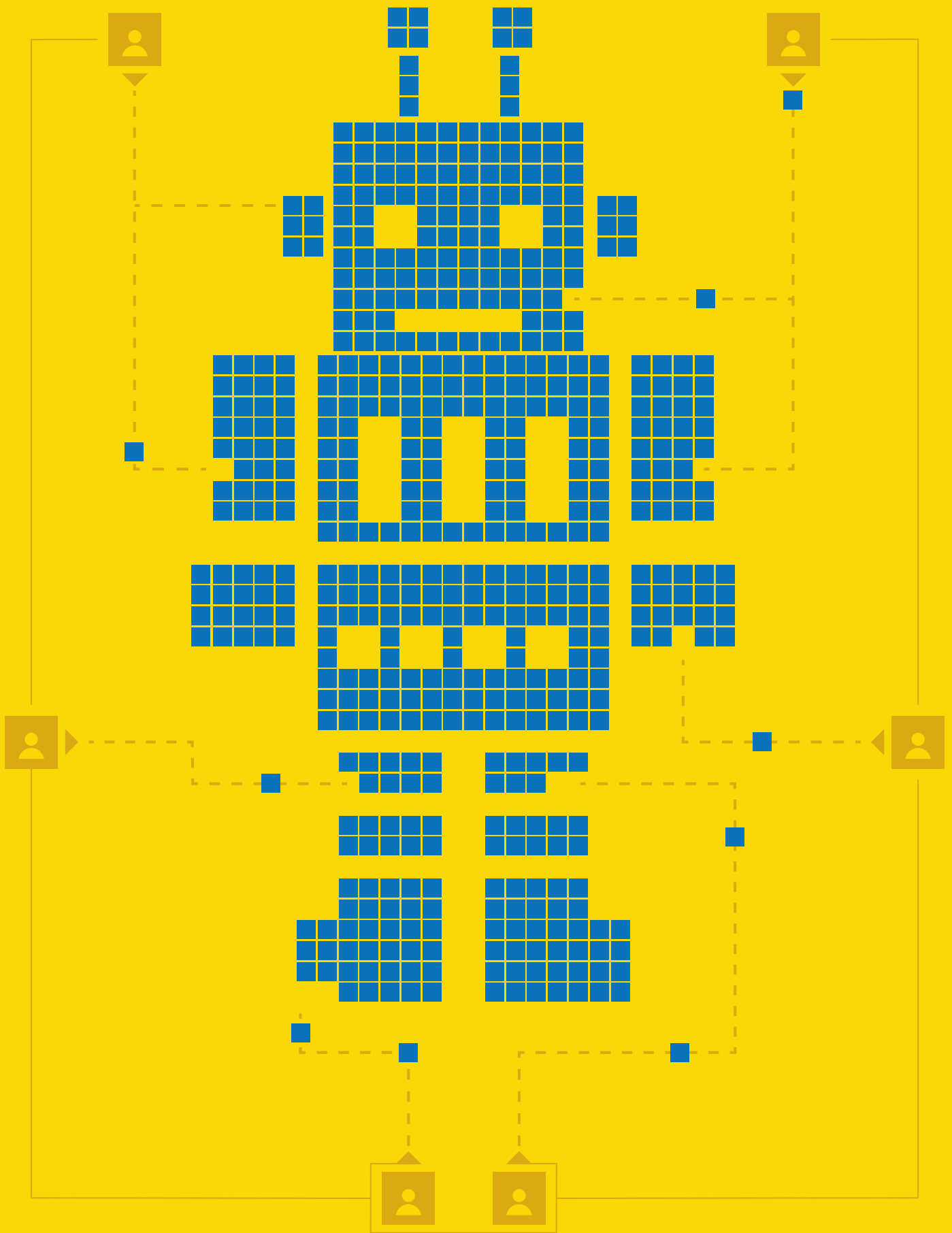
SharePoint helps make processes and people more productive.





Share your knowledge

With SharePoint, your knowledge isn't limited to the people in your immediate circle. SharePoint lets you share what you know with as many people as you want, whether they're in your department or in another country. So don't let your good ideas, valuable experience, and expert knowledge go to waste. You can capture and organize best practices in one place, organize them however you need to, and refine them with your peers. Now people in your organization can easily discover what you know. And sharing works both ways, too. It's just as easy for you to discover other groups' best practices.

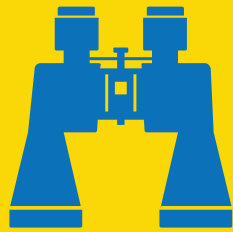


Boost business processes

Do you ever wish you could improve your business processes and help people save time? With SharePoint you can. For example, automating recurring approval or review processes is easy and doesn't take much time with built-in workflows. With Visio you can work with others to design and model processes that run in SharePoint. Once processes are in place, you can keep an eye on how well they're performing for your team, department, or the entire organization. Whenever you need to you can refine your processes or create reports from them.



SUBMIT



MONITOR



REPORT

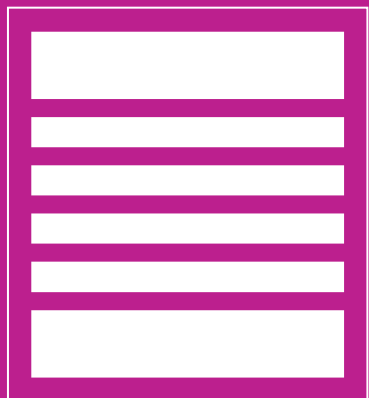
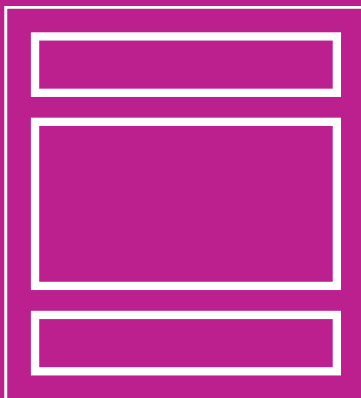
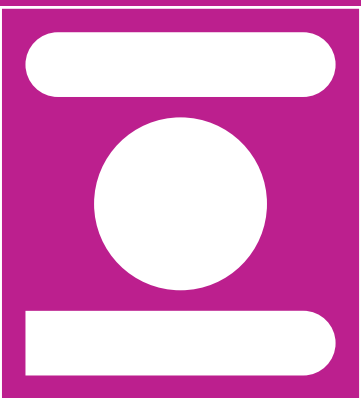
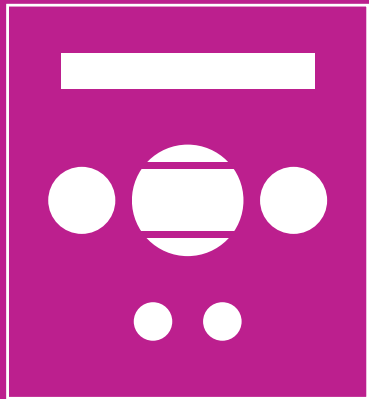
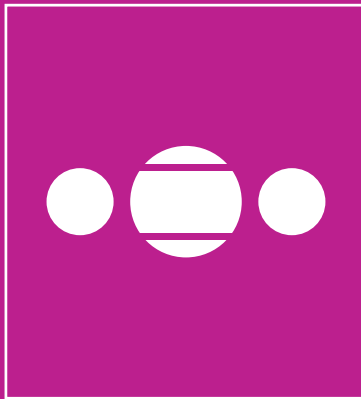
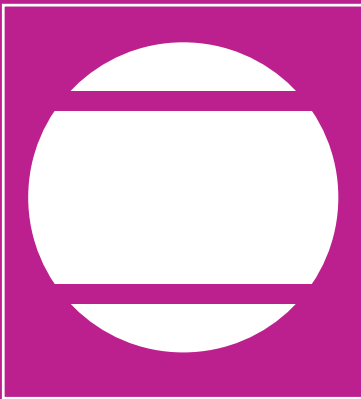
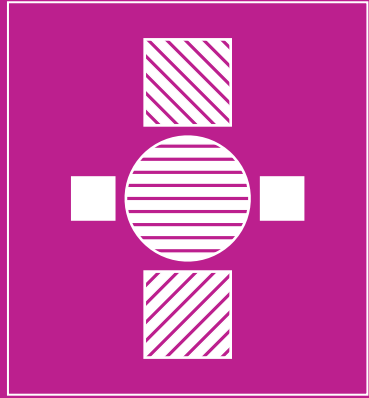
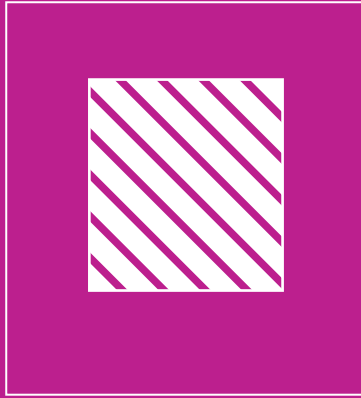
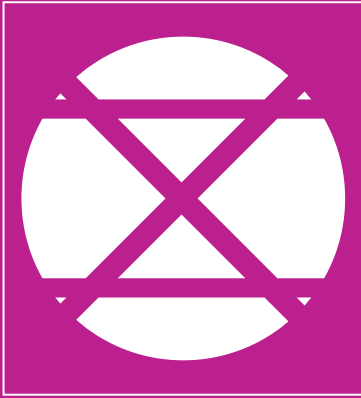
SALES MARKETING

SharePoint helps you deliver more engaging and effective customer experiences.



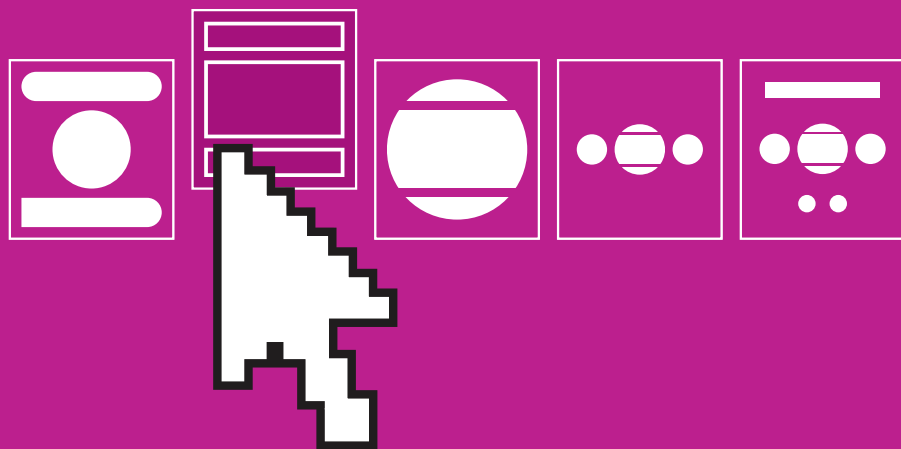
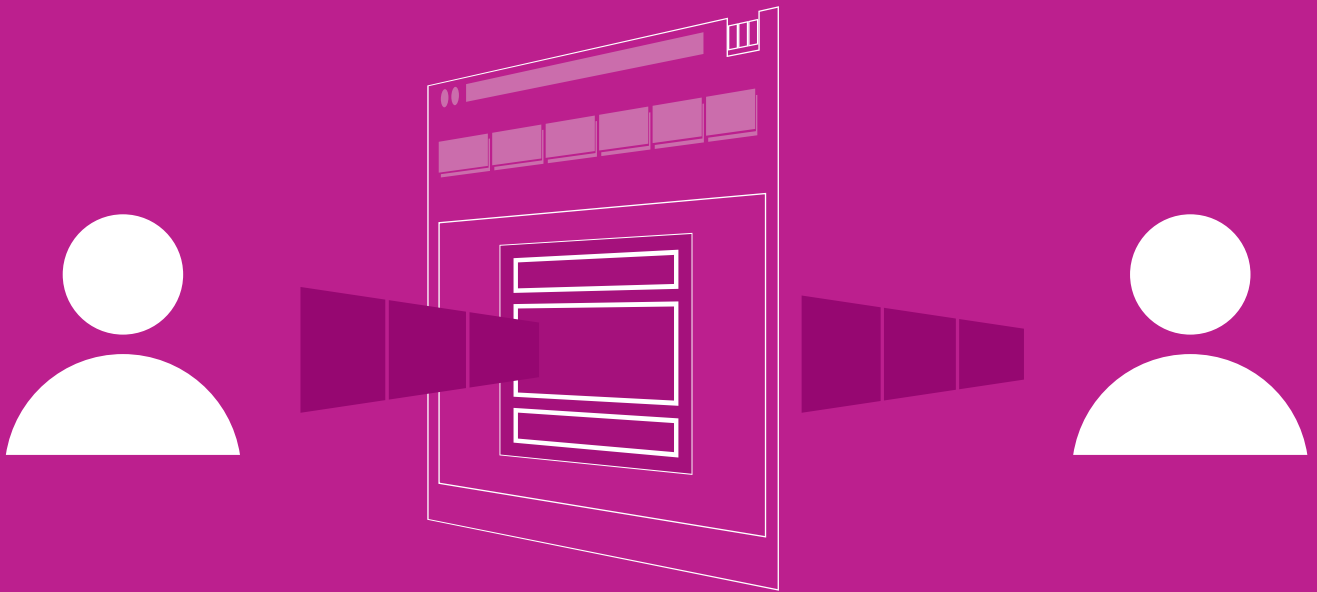
Make your customers and partners happy

People want to find what they need right away without digging around or being distracted by irrelevant content. SharePoint can help you make your customers and partners happy by giving them what they really want—relevant information, recommendations, and insights into their data. With SharePoint, you can build either simple and dedicated portals or public-facing websites so that your customers and partners easily get what they need.



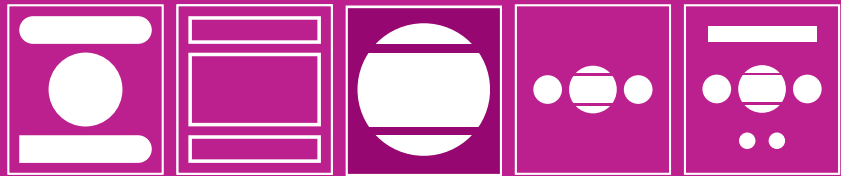
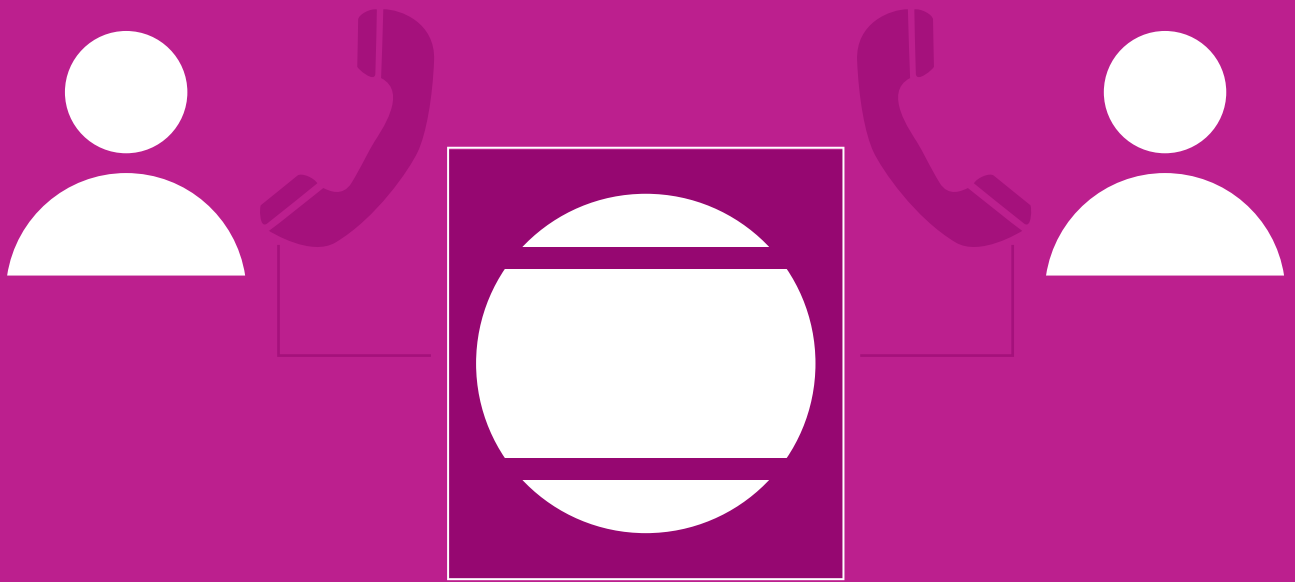
Engage your audience online

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. Not only are your SharePoint sites accessible from any device, but they also deliver targeted, highly relevant content and personalized recommendations to your audience around the globe. Building a global brand is now easier than ever, and SharePoint also helps you stay in compliance with copyright and other legal requirements by ensuring consistency across all of your sites.



Align your teams

Deals are won and lost depending on how closely marketing and sales teams are aligned. That's how important communication is and that's why SharePoint gives people a better way to stay in sync. SharePoint is the place where sales representatives can access the most up-to-date marketing information, even when on the road, so that messaging is consistent. It's also where sales and marketing teams can have conversations, share ideas, and refine content together. Best of all, they can share best practices and knowledge on customers, competitors, or sales processes, making it easier to act on new opportunities and close deals more quickly.





FINANCE &
ACCOUNTING

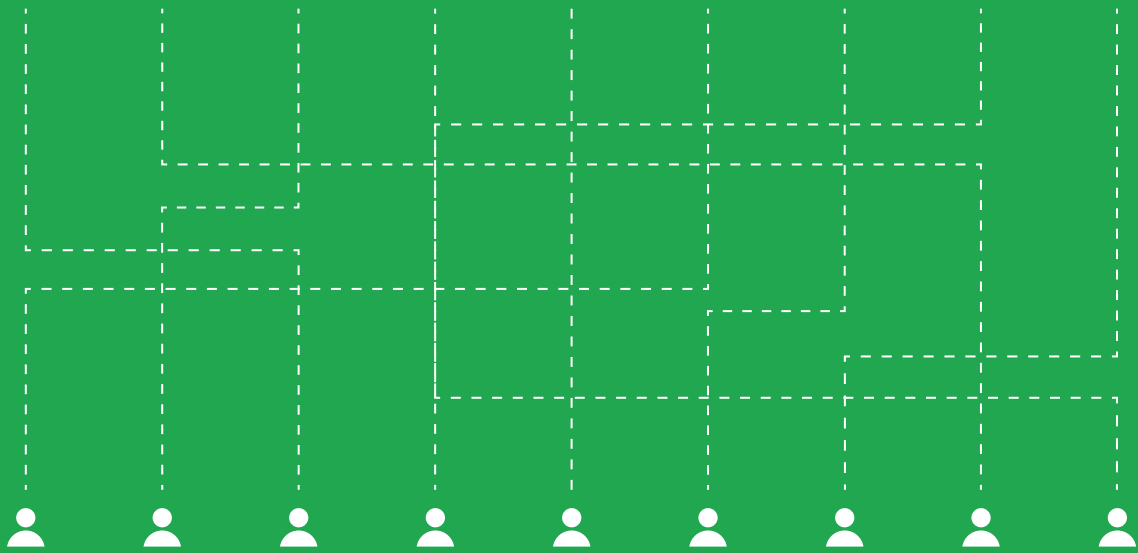


SharePoint makes it easier to crunch the numbers
with other people.

Crunch the numbers together

Crunching the numbers doesn't have to be difficult. SharePoint lets you gather a lot of information from different people and different departments into a single spreadsheet. Best of all, you can work with more than one person—even your whole team if you want—on the same spreadsheet at the same time. Crunching the numbers together doesn't just make your life easier, but it also helps boost productivity and can lead to more insights that can be easily shared with anyone in your organization.

B u d g e t i n g



LEGAL

SharePoint can help assist you in achieving legal and regulatory compliance.

Help meet compliance needs

Trying to make sense of all the rules, laws, and regulations you need to follow is hard enough without retrofitting your whole IT infrastructure to comply with them. You won't run into this problem with SharePoint because it's built to make compliance easy and straightforward. In fact, with SharePoint you can automate many of the processes for managing, protecting, and preserving critical data, and even create retention schedules to manage the entire life cycle of your organization's digital assets. If you ever need to respond quickly to litigation or audits, you can use self-service eDiscovery to help get what you need immediately without involving IT.



DISCOVERY



RETENTION



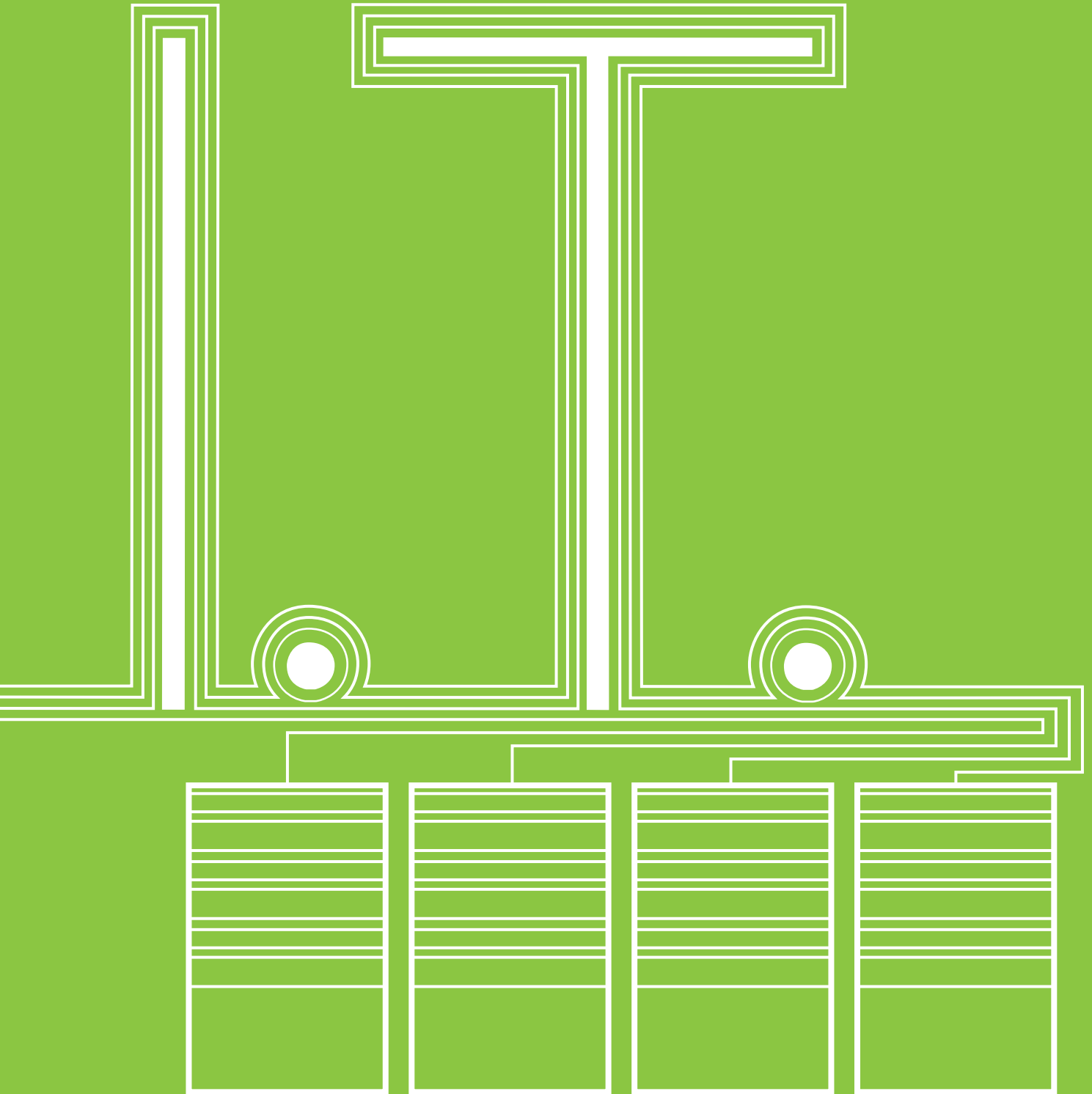
ARCHIVE

“ The tight integration of the Office Suite with SharePoint 2013 will enable true eDiscovery which, for our enterprise, was the original goal for deployment of SharePoint system-wide. ”

Denise Wilson, Senior Manager, Platform Engineering,
Microsoft Collaboration Services, United Airlines

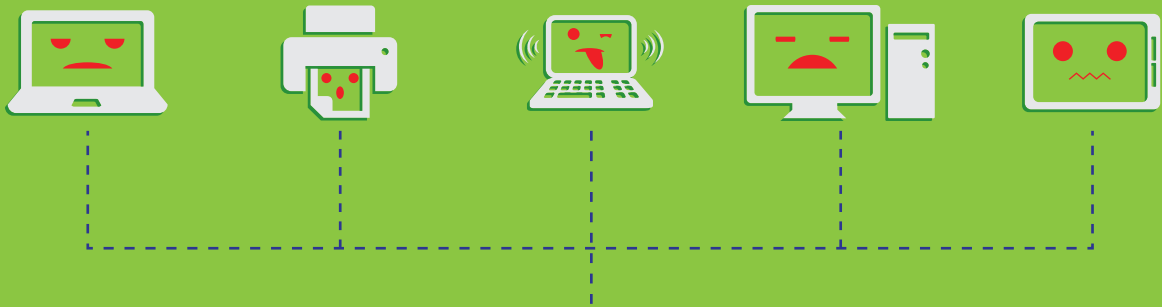
INFORMATION TECHNOLOGY

SharePoint helps balance IT and business needs.



Provide the right support

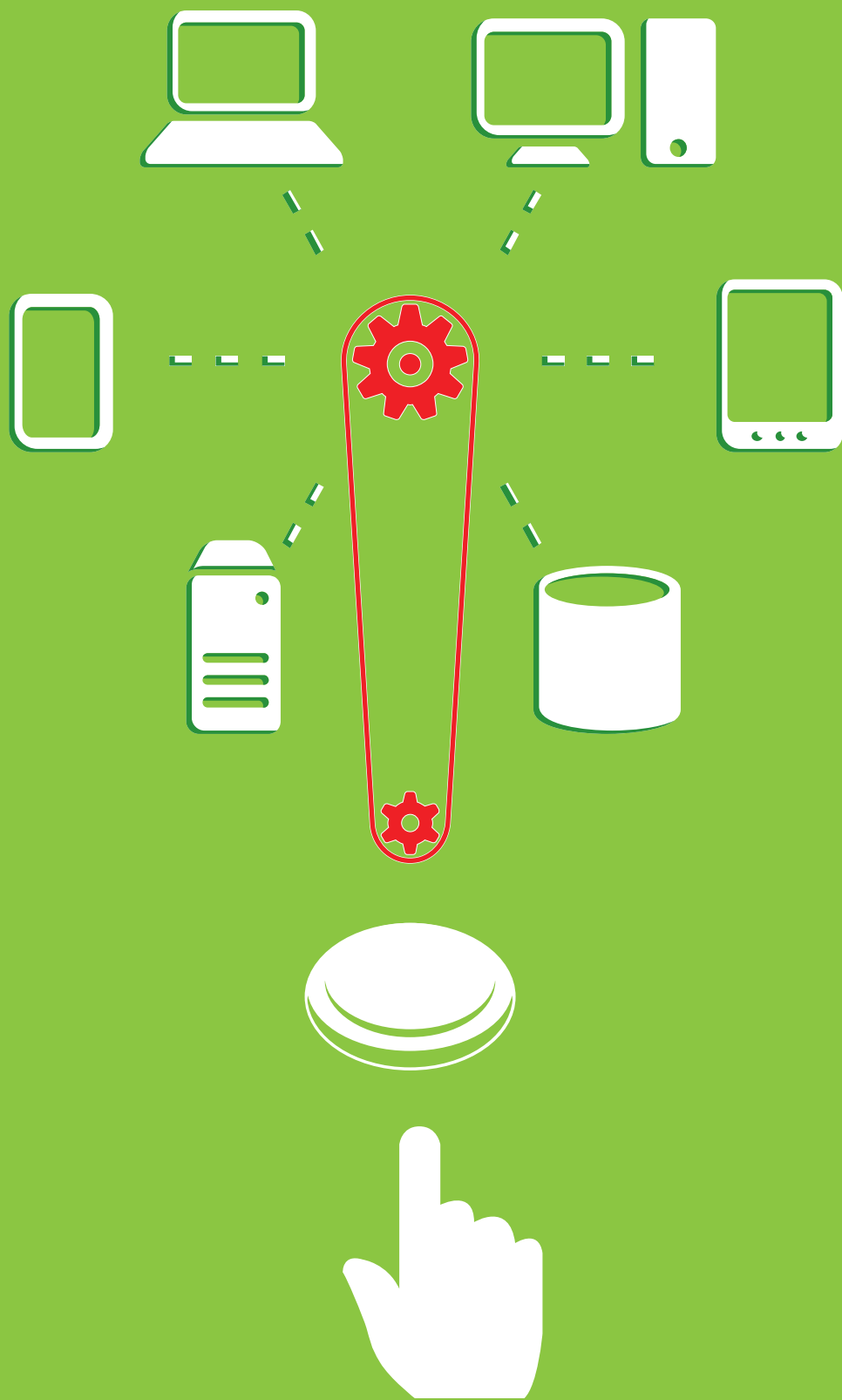
SharePoint can help you take your IT support beyond the telephone—way beyond. Think of it as a virtual helpdesk. A one-stop shop where people can get in touch with IT, browse through a shared knowledge base, and submit ticket requests to get help. The result? Quicker answers to common problems. Better system maintenance with regular health checks. And faster, more focused conversations between people and IT—all without ever being placed on hold.



Empower people and stay in control

It's a common dilemma: How do you strike a balance between the needs of IT and the needs of users? IT needs centralized control over security and compliance to better manage risks. People want more flexibility in SharePoint to work together. So who's right?

With SharePoint, everyone's right. IT can make SharePoint more open and provide a safety net so that people's sites comply with IT controls, permissions, and policies. It's a win-win situation.





Creating a safer
Cambridgeshire

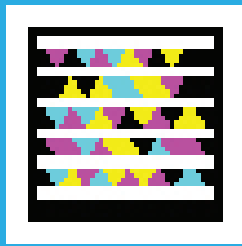
“ With SharePoint 2013,
we can input information
in one place and then deliver
that information to anyone
in the organization, anytime,
anywhere. People can work
together to collect intelligence,
complete investigations
quickly, and provide effective
public services.

”

Ian Bell, Head of ICT, Cambridgeshire Constabulary

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