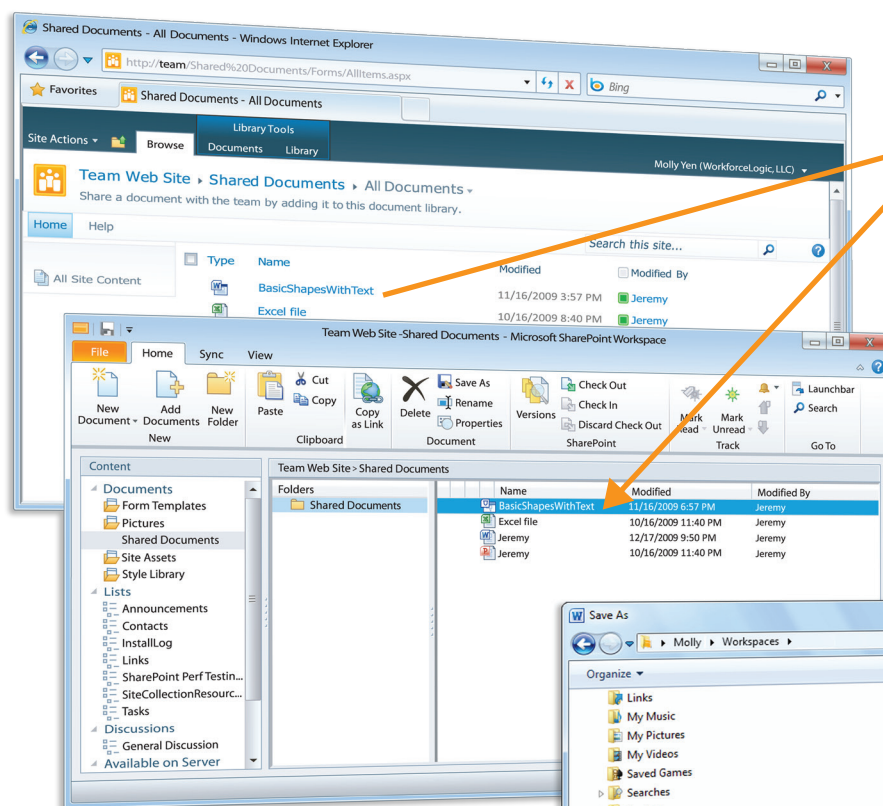


## You can take it with you.

Get fast, anytime, anywhere access to your Microsoft® SharePoint® Server 2010 content. Synchronize SharePoint content with Microsoft® SharePoint® Workspace on your desktop to access, view, and edit files on your time, from wherever you are. Cross-team collaboration is way easier because you and your team can work offline in different places and automatically synchronize changes when you're back online.<sup>1</sup> Plus, new features mean you can do more in less time than ever before.

**Create your own** personal, synchronized copy of a SharePoint site in SharePoint Workspace. You can take all or only selected content offline.

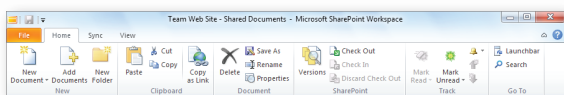


**Synchronize** SharePoint libraries and lists to your computer with just a few clicks, then update documents and lists offline. Synchronize to the server automatically when you're back online.

**Search quickly** through your local copies with Windows® Search. Pinpoint results exactly the way you want.

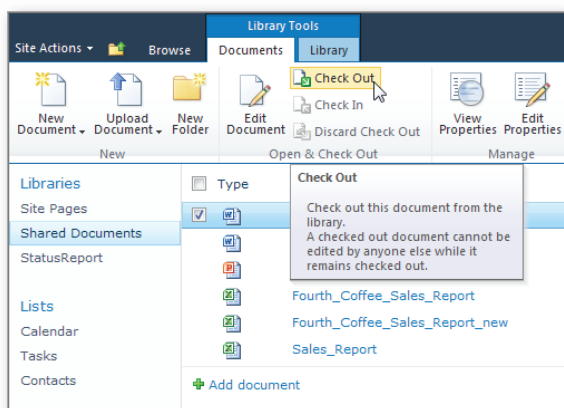
## Do fast stuff faster

SharePoint Workspace 2010 now has the Ribbon. Personalize it for one-click access to the tools you use most. Get rich, full-screen access to the Microsoft® Office Backstage™ view, an enhancement from the traditional file menu, where you can set alerts, share, and manage accounts with just a few clicks.



## Take control of your docs

Features like Check In/Check Out and the ability to review files stored on the server make it easy to control your documents. Access is easy, too; just drag-and-drop to import files seamlessly from other Microsoft® Office 2010 applications, like Microsoft® Outlook® 2010, right into a workspace.



## Work better with lists

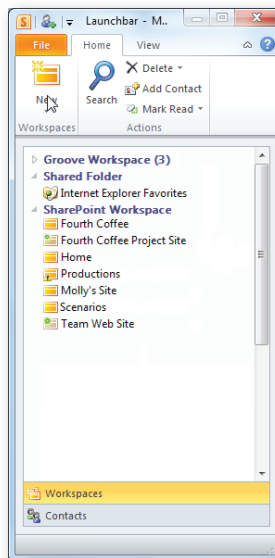
SharePoint Workspace supports most standard list types like Discussion, Announcements, Links, and custom lists. Lists created or customized by Microsoft® InfoPath® 2010 are fully supported, too.

## Edit outside the box

Business Connectivity Services connects to external data sources like read-and-write access to line-of-business applications. Put that together with the SharePoint Workspace offline capability, and you can review and even make changes to your external data, then have SharePoint Workspace synchronize your changes directly to the external data source.

## Keep a finger on it

The Launchbar is the place to view all your workspaces at once. See which workspaces have people working in them and which ones have new stuff. And get alerts for new SharePoint content that has synchronized to your computer.

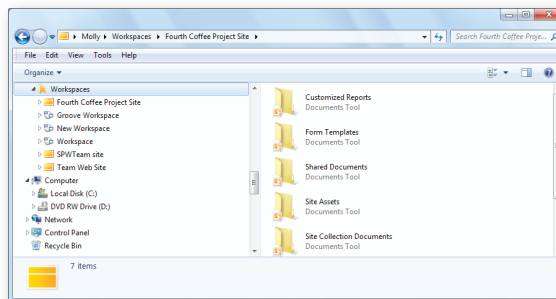


## Share files with almost anyone

Create Groove workspaces to share documents with others beyond the firewall. See quickly who's working in the space and whether content is new, updated, or unread.

## Come in through Windows

Get quick access to the same files in SharePoint Workspace through Windows Explorer. Browse them in your local folders or even use save directly from apps into those same folders.



► Discover everything you can do with Microsoft® Office 2010 at [www.microsoft.com/office2010](http://www.microsoft.com/office2010)