Microsoft® SharePoint 2010

SharePoint® win

Work together on content using Microsoft® OneNote® 2010

Using Microsoft® SharePoint® 2010 and OneNote 2010, you can capture ideas and thoughts with coworkers during a brainstorming session – on the same notebook, at the same time.

To collaborate on a notebook using OneNote:

1. Post your OneNote 2010 content to a SharePoint 2010 site.

2. Co-authoring is automatically enabled when multiple individuals open the document for editing at the same time.

3. As you and others edit the same notebook, your changes sync automatically in near real-time. When someone makes an edit, their alias will show up next to the highlighted section they are editing.

4. When you save and reopen the notebook, all edits will appear with the author's alias next to it, allowing you to follow up with each author. You can even search content by who authored it.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

PHEL

FLUSEU

YDPRTVOCYIUIT

PRODUCTIVITY

USEFUL

HELP

Answers

Microsoft

SharePoint® win

Share and update content with a Document Workspace

A Document Workspace is a Microsoft® SharePoint® 2010 site created for document sharing. The site enables you to share files, update them and keep people informed about their status. When you open your copy of a document that is stored in a Document Workspace, you can get updated versions of the document with the click of a button, eliminating the need to manage document revisions manually.

You can create a Document Workspace from a document, or create an empty site and add documents to it later.

Note: If the Create Document Workspace option is not available, ask the site owner to give this permission to you or to create the workspace site for you.

To create a Document Workspace site based on a document:

1. Open the document library where the document is stored.

2. Point to the name of the document, click the arrow that appears, point to Send To, and then click **Create Document Workspace.**

3. Click **OK.**

To create an empty Document Workspace site:

1. Go to the Web site where you want to add the Document Workspace site. Click **View All Site Content**, and then click **Create** on the All Site Content page.

2. Under Filter By: Site, click on **Document Workspace.**

3. Enter the information about the Document Workspace site that you want to create, such as the title and the last part of the Web site address.

4. Select **More Options** if you would like to add a description, edit the permissions of the site, or edit the top link bar of the new site.

5. Click **Create.**

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

ROWK

UTHLSE

MCMOTICAOUNIN

Answers

WORK

SLEUTH

COMMUNICATION

Microsoft® SharePoint 2010

SharePoint® win

Get mobile

Accessing your Microsoft® SharePoint® 2010 site online from a mobile device lets you enjoy productivity and collaboration benefits, even when you are away from the office. Use your mobile device to connect to SharePoint 2010 to access information, collaborate with colleagues view updated site content and stay connected.

The mobile version of a site lets you see only some elements of a site that you would see in the desktop version, such as lists, libraries, the search feature and My Site. The user-interface is simple and intuitive so you can start using your site right away. The key tasks that the mobile version offers are viewing items in lists and libraries and opening Office documents from the site.

To access a SharePoint site with your web-enabled phone:

You can access your site with a Windows phone by opening the phone's web browser and entering the **Uniform Resource Locator** (URL) of your SharePoint site. If you are using a non-Windows phone, you can enter the URL in the browser or, to see an optimized mobile view, you can just append **/?Mobile=1** to the URL. For example, if your site is called http://fabrikam.com, then the mobile version of the URL would be http://fabrikam.com/?Mobile=1.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

REFE

FECOEF

LISTBUGN

Answers

FREE

COFFEE

BUSTLING

SharePoint® win

Access and share content from virtually anywhere with My Site

Each My Site has a My Content section where you can add different types of content, such as documents, blogs and other pages.

To add documents to your My Site:

1. Visit your My Content page by doing one of the following:

   - If you are already viewing a page on your My Site, such as your My Profile or My Newsfeed page, click **My Content.**

   - If you are viewing another page on your SharePoint 2010 site, click your name, and then click **My Site.** When your profile appears, click **My Content.**

2. Click **Add document** under the library where you want to store the document, such as Shared Documents, and a window will pop up allowing you to choose a document to upload.

A word about permissions:

You can choose whether you want other people to have access to the content in the My Content section. By default, your My Site has two libraries for storing documents – a Shared Document library for documents that you want others to view, and Personal Documents that are only visible by you.

To customize permissions of a library or specific documents, select the **Manage Permissions** button. This enables you to specify the specific users who are able to view a sensitive document.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

GOJ

LECHSUDE

ADECCPYNELOI

Answers

JOG

SCHEDULE

ENCYCLOPEDIA

SharePoint® win

Edit Microsoft® Excel® 2010 spreadsheets from virtually anywhere

With Microsoft® Excel® Web App, you can access and edit a spreadsheet from virtually anywhere you have access to a web browser.

To use Excel Web App:

1. Post your Excel 2010 content to a SharePoint 2010 site.

2. To modify your spreadsheet, click **Edit** next to the File tab. The document will open in your browser with Microsoft® Office Web Apps.

3. A Ribbon with many familiar commands will appear, allowing you to update text, colors and other elements in your document.

4. You are now ready to make changes right in your internet browser – no need to open up a separate program.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

TTLAO

PYODEL

MRLEAPDONI

Answers

TOTAL

DEPLOY

PALINDROME

SharePoint® win

Edit Microsoft® Word® 2010 documents from virtually anywhere

With Microsoft® Word® Web App, you can view, edit and share your documents from any web browser – even from a mobile device.

To access and edit documents from almost anywhere:

1. Post your Word 2010 content to a SharePoint 2010 site.

2. To modify the document, click **Edit** next to the File tab. The document will open in your browser with Microsoft® Office Web Apps.

3. A Ribbon with many familiar commands will appear, allowing you to update text, colors and other elements in your document.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

MRA

ZAWIDR

HGHGHTELIID

Answers

RAM

WIZARD

HIGHLIGHTED

SharePoint® win

Keep content safe and sound using permissions

People and group lists offer a unified place to find, communicate with and manage people and their permissions – including support for custom fields such as Department, "Office #" and Area of Focus. You can also use the new Person field type to create rich displays of lists of people. As a site administrator, you can view all users and groups that have been granted access to your site.

To view users and groups:

1. On the home page of the site or site collection, click the **Site Actions** menu, point to **Site Settings** and then click **People and Groups.**

2. On the People and Groups page, in the Quick Launch, do one of the following:

   • To view all users who have been added directly to the site, added to a group or inherited from a parent site, click **All People.**

   • To view all SharePoint 2010 groups that are available to this site, click **Groups**.

To change the group list:

1. On the home page of the site or site collection, click the **Site Actions menu**, point to Site Settings, and then click **People and Groups.**

2. On the People and Groups page, on the Quick Launch, click **Groups.**

3. On the People and Groups: All Groups page, click the **Settings menu**, and then click **Edit Group Quick Launch.**

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

PZA

BRYLIAR

GAVSUONADATE

Answers

ZAP

LIBRARY

ADVANTAGEOUS

SharePoint® win

Organize and store rich media

Rich Media Asset Libraries let you easily store, organize and find rich media assets, such as image, audio or video files on your local computer or network.

For a video on the new rich media support features in MIcrosoft® SharePoint® 2010, see:
http://office.microsoft.com/en-us/sharepoint-server-help/video-manage-digital-assets-VA101863478.aspx

To create a Rich Media Asset Library:

1. On the Site Actions menu, click **More Options.**

2. Under Filter By: Library, select **Asset Library**.

3. Enter a Name for your new Asset Library.

4. Select **More Options** if you would like to add a description, specify whether the new Asset Library will show up on the Quick Launch and/or decide if the library should create new versions of items each time that item is edited. That's a good way to make sure these assets don't get edited and saved over.

5. Click **Create**. You are now ready to add the desired rich media to the library.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

OYJ

LITHBE

NEIGRODZA

Answers

JOY

BLITHE

ORGANIZED

Microsoft®

SharePoint® win

Learn more about your company and co-workers with the Organization Browser

The Organization Browser provides a rich Silverlight browsing experience that allows people to navigate through their organizational structures to see peers, direct reports and management chains. This My Site feature can be used to understand the structure of an organization as well as to connect with colleagues.

To View your Organization Browser:

1. Navigate to your My Profile and select the **Organization** tab.

2. Your Organization Browser will pop up, giving you a simple understanding of how you fit into the organization. You can also click on colleague's names to navigate to their My Profile and see their Organization Browser.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

BJO

MOCUTEM

NMNSGASTIE

ASSIGNMENT

COMMUTE

JOB

Answers

Microsoft SharePoint 2010

SharePoint® win

Edit Microsoft® PowerPoint® 2010 presentations from virtually anywhere

Brought to you by:

That's Why
I Use SharePoint®

iusesharepoint.com

Be prepared to deliver your presentation anytime with Microsoft® PowerPoint® Web App. Whether you're on the road or just away from your PC, you can run your slide show in high fidelity and make last-minute edits directly from a Web browser.

1. Post your PowerPoint 2010 content to a SharePoint 2010 site.

2. To modify your presentation, click **Edit** next to the File tab. The document will open in your browser with Microsoft® Office® Web Apps.

3. A Ribbon with many familiar commands will then display, allowing you to update text, colors, and other elements in your document.

4. You are now ready to make changes right in your internet browser – no need to open up a separate program.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

RELAN

NTCUOFIN

MEVHICEATNE

ACHIEVEMENT

FUNCTION

LEARN

Answers

Microsoft

SharePoint® win

Respectful communication with real-time presence

The real-time presence smart tag icon is displayed virtually everywhere a person's name appears in the system. This tag tells users whether a person is online and available for a phone, instant messaging, or two-way video conversation.

To view a colleague's presence and communicate in real-time:

1. Scroll over the status square next to a colleague's name to view their Real-Time presence.

2. Click on the **action icons** to send the colleague an email, an instant message, or start a phone conversation. Click on the **arrow** to view more information about the colleague.

Note: Microsoft® Lync® Server 2010 or Microsoft® Office Communications Server 2007 R2 is required.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

VIRTSE

LIDEDANE

POOMCOTISIN

COMPOSITION

DEADLINE

STRIVE

Answers

Microsoft® SharePoint® 2010
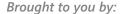
SharePoint® win

Locate experts in your organization

Find the right person using their responsibilities, memberships, past projects, content or other attributes with People and Expertise Search. Profile information from My Sites is used to generate search refiners that help locate the right resource quickly.

To search for a person on a SharePoint 2010 site:

1. Enter the name of the person you are looking for in the search box at the top of every My Site page or in the search box of any other SharePoint site and select **People** while searching.

2. The results page will display people whose information matches your search query. For example, the results may display people who match both the specialty and the name searched.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

CETSR

COUNROPEN

PALICTINOPA

APPLICATION

PRONOUNCE

CREST

Answers

SharePoint® win

Quickly recognize the right content using search preview

Thumbnails and previews make the results of a search query visual, allowing users to recognize the right content quickly.

Note: Only available with FAST Search for Microsoft® SharePoint® 2010.

To search using thumbnails and previews:

1. Enter your search query into the search box on the desired SharePoint 2010 site.

2. On the results page, thumbnails and previews of certain file formats, like Microsoft® PowerPoint® and Word®, will appear as part of the search results.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

OHSW

SORPESW

MOETROCANPYR

Answers

SHOW

PROWESS

CONTEMPORARY

SharePoint® win

Keep related documents together with Document Sets

Document Sets provide a way to manage a group of related content as a single entity. Each Document Set has its own version history, workflow and shared metadata, while each item within it retains its own specific properties.

You need permission to create a Document Set content type. But once the Site Collection Administrator or Site Owner has created a content type, you can create a new Document Set.

To create a new Document Set:

1. Go to the document library that has been configured to support Document Sets.

2. Click the Documents tab of the Library Tools ribbon.

3. Click New Document, and then click Document Set or the name of the Document Set you want to create (if your organization has created customized Document Set content types they may have unique names).

4. In the New Document Set dialog box, type a name and description for the Document Set you are creating, and then click OK. When the Document Set is created, the browser displays the Welcome Page for the Document Set.

Note: If this Document Set is configured to automatically create documents when you create a new instance of it, these documents appear in a Web Part on the Welcome Page. If no default content has been specified for this Document Set, an empty Document Set folder is created, and you can add or upload files to the folder to make them part of the Document Set. You can add only files that are of the same content types as those allowed within the Document Set.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

MFRIMAF

GHTSTREN

CEFNESIVEFEST

Answers

AFFIRM

STRENGTH

EFFECTIVENESS

Microsoft® SharePoint 2010

SharePoint® win

Stay up-to-date with RSS Feeds

You can stay updated on changes to documents and list items on your Microsoft® SharePoint® 2010 site by receiving notifications of changes as Really Simple Syndication (RSS), if your site is configured to send them.

To create and receive alerts for a list or library:

1. In the list or library where you want to create the alert, click the Library or List tab on the Ribbon.

2. In the Share & Track group, click **Alert Me** and then click **Set alert on this library**. (In a list, the command will say Set alert on this list.)

3. On the New Alert page, in the Alert Title section, change the title for the alert if you want. The title appears in the subject line of the alert email message and is also used for managing alerts.

4. In the Delivery Methods section, select the method of delivery you want for your alerts.

NOTE: If the Text Message (SMS) options are grayed out, you might not have a mobile phone number saved on the site. To save a mobile phone number, at the top of the site, click your name, and then click My Settings. Then on the User Information page, click Edit Item. If you have saved a mobile phone number and the options are still grayed out, the site might not be configured for outgoing e-mail and SMS alerts. Contact your server administrator.

5. If the Change Type section is available, choose the types of changes that you want to be notified about.

6. In the Send Alerts for These Changes section, specify whether you want to be alerted for all types of changes, or for specific changes, such as when anything changes or only when someone changes an item that you created or recently changed.

7. In the When to Send Alerts section, choose how frequently you want to receive the alerts, such as immediately or in a daily or weekly summary, and at what day or time.

8. Click **OK**.

Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

RIPA

JSTAUD

ONELENEBVCE

Answers
PAIR
ADJUST
BENEVOLENCE

Microsoft®

SharePoint® win

Promote your expertise with Ask Me About on your My Site

My Site is a personal site that gives you a central location to manage and store your documents, content, links and contacts.

Use the Ask Me About feature to describe your projects, responsibilities, and areas of knowledge. These keywords will appear in the Ask Me About section on your profile, and colleagues can click on a keyword to ask you a question with your Note Board. By default, this information displays to everyone and privacy categories cannot be applied to it.

To edit your Ask Me About section:

The details in your profile create a list of properties that is generated by everyone in your company who has entered values. This allows you to determine whether the items are already in the company list.

1. Do one of the following:

   • If you are already viewing someone's profile or a page on your My Site, click **My Profile.**

   • If you are viewing a different type of page on your SharePoint 2010 site, click your name in the upper right corner, and then click **My Profile.**

2. Under your picture, click **Edit My Profile.**

3. Click inside the **Ask Me About** box.

4. To add keywords, type text in the box, and separate multiple keywords with semi-colons. If the **Suggestion** box appears, and you see a keyword in the list that looks appropriate, click the keyword.

5. To delete text, select it, and then press **Delete**.

6. Once all changes have been made, click **Save and Close.**

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have...

Mediterranean Quinoa with Mint Feta Pine Nuts
Recipe reprinted with permission from the book <u>Feeding the Whole Family</u> and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 4   TAKES: 30 minutes

WHAT YOU NEED
   1 cup quinoa
   1 ¾ cup water
   ½ teaspoon sea salt
   ¼ cup toasted pine nuts
   ¼ cup olive oil
   ¼ cup lemon juice
   3 tablespoons chopped mint
   3 tablespoons chopped Italian parsley
   ¼ cup currants
   ⅓ cup crumbled feta cheese

WHAT YOU DO
Wash, rinse and drain quinoa. Place in a 2-quart pot, add water and salt, bring to boil, lower heat and simmer with lid on until all water is absorbed (15-20 minutes). Don't stir the grain while it is cooking. Test for doneness by tilting the pan to one side, making sure all of the water has been absorbed. Remove lid and let rest 5-10 minutes.

Dry toast pine nuts in skillet or 300 degree F. oven until they begin to change color and give off aroma. Combine olive oil, lemon juice, mint and parsley in a large bowl Add currants and toasted pine nuts and toss. Using a fork, add cooked warm quinoa a little at a time. Crumble feta over the top. Toss well. Serve at room temperature.

Source: Cookus Interruptus

SharePoint® win

Work together on spreadsheets using Microsoft® Excel® 2010

Use Microsoft® Excel® Web App to edit a workbook with your colleagues at the same time – whether they're across the hall or across the globe.

To share your spreadsheets with Excel Web App:

1. Open an Excel 2010 file from your SharePoint 2010 site, and confirm that it opens in the browser (not in the Excel desktop application).

2. If you see the Home and Insert tabs next to the File tab, you are ready to edit. Otherwise, to begin editing the file online, click the **Edit** button that appears next to the File tab.

3. When someone else opens and edits the workbook in Excel Web App while you have it open, you will see the number of editors in the workbook on the Status bar at the bottom-right corner of the screen. Click that notification to see the names of all current editors.

4. As you and others edit the same workbook, your changes sync automatically in near real-time.

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have…

French Lentils with Sage Butter
Recipe reprinted with permission from the book <u>Feeding the Whole Family</u> and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 4   TAKES: 10 minutes
                                    (not counting roasting squash)

WHAT YOU NEED
   3 cups cooked French lentils
   1 tablespoon butter
   3 tablespoons finely chopped fresh sage
   2 tablespoons finely chopped fresh thyme
   1/3 cup sultana (golden) raisins
   2-3 scallions, chopped
   1 tablespoon extra-virgin olive oil
   2-3 tablespoons balsamic vinegar
   1 teaspoon maple syrup
   1 teaspoon Dijon mustard
   ½ teaspoon salt
   4 roasted squash halves
   Optional garnish:
   ¼ cup walnuts, toasted in oven

WHAT YOU DO
(Need to know how to cook the lentils? One cup French lentils and 2 cups water or stock and a bay leaf, bring to boil, turn down to simmer, cover and let it do its thing until all the water is absorbed)

Place cooked lentils in a large bowl. Taste and adjust salt if necessary. Heat a skillet over medium heat. Add butter. When butter begins to sizzle add herbs, raisins and scallions. Sauté until raisins are soft and scallions are bright – a minute or two. Turn heat off and add olive oil, vinegar, syrup, mustard and salt. Stir well to incorporate and pour over cooked lentils. Toss gently. Serve lentils in the center of the roasted squash. Garnish with toasted walnuts that have been roughly chopped if desired.
Source: Cookus Interruptus

Microsoft SharePoint 2010

SharePoint® win

Share knowledge with Enterprise Wikis

Brought to you by:

That's Why I Use SharePoint®

iusesharepoint.com

An Enterprise Wiki is a publishing site for sharing and updating large volumes of information across an enterprise. If your organization needs a large, centralized knowledge repository that allows people to store and share information, then an Enterprise Wiki may be the right solution.

Before you create an Enterprise Wiki, you must ensure that other services that it depends on are enabled at the central administration and site collection administration levels. For more information, see the person who manages your site.

For a video about using the Enterprise Wiki site template, see: http://office.microsoft.com/en-us/videos/video-enterprise-wiki-site-template-VA101915641.aspx?CTT=1

To Create an Enterprise Wiki Site:

1. On the site where you want to create an Enterprise Wiki, click **Site Actions**, and then click **New Site**.

2. In the Create dialogue box, click **Enterprise Wiki**. Depending on how your site is set up, **Enterprise Wiki** might be displayed on the Featured Items page.

3. Type a title and a URL name for the site.

4. To set unique permission or the navigation inheritance for the site, click **More Options.**

5. Click **Create**.

Note: You can configure the site permissions and other site settings for the Enterprise Wiki site, from the Site Actions menu.

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have...

Asian Noodle Salad with Toasted Sesame Dressing
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 4-6   TAKES: 25-30 minutes

WHAT YOU NEED
Salad:
1 8-ounce package soba noodles
¼ cup chopped cilantro leaves
¼ cup toasted sesame seeds

Dressing:
2 tablespoons toasted sesame oil
3 tablespoons tamari or shoyu
3 tablespoons balsamic vinegar
1 tablespoon maple syrup
1 tablespoon hot pepper oil

WHAT YOU DO
Cook soba noodles according to package directions. Drain and rinse in colander. To toast sesame seed, place in a dry skillet over medium heat. Keep seeds moving until they give off aroma, pop and begin to change color. Remove and set aside.

Combine dressing ingredients (toasted sesame oil, tamari, vinegar, maple syrup, and hot pepper oil) in small bowl; whisk together. Place drained noodles in a large bowl. Add dressing, cilantro and sesame seeds; toss gently. Add optional ingredients and toss again.
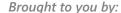
Source: Cookus Interruptus

Microsoft

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SharePoint® win

Extend your network using colleague suggestions

When you add people as colleagues, you can follow their activities in your newsfeed, which helps you stay connected with updates.

Microsoft® SharePoint® 2010 recommends colleagues that you might want to follow based on people you frequently send mail to from a SharePoint compatible email program, like Microsoft® Outlook® 2010. You can view the recommendations from your colleagues list, as well as receive suggestions for colleagues in email.

To view your colleague suggestions:

1. If you are viewing someone's profile or a page on your My Site, click **My Profile.** If you are viewing a different type of page on your SharePoint site, click your name in the upper right corner and then click **My Profile.**

2. Click **Colleagues.**

3. Click **View Suggestions.**

4. When prompted whether to view suggestions from your messaging programs, click **Yes** if you feel comfortable receiving suggestions based on people you frequently email.

5. To add any of the suggested colleagues, select the check boxes next to their names, and then add them as you would any colleague.

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have...

Lemon and Fresh Herb Roasted Chicken
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 4   TAKES: 1 hour 20 minutes

WHAT YOU NEED
    1 whole free-range chicken (about 4-5 pounds)
    2 tablespoons fresh rosemary
    3-4 tablespoons fresh oregano or marjoram
    4-6 cloves garlic
    2 teaspoons sea salt
    Freshly ground black pepper
    Zest of one lemon
    2 tablespoons lemon juice

WHAT YOU DO
Preheat oven to 450 degrees F. Cut chicken into 8 parts first removing legs and thighs, then the wings, and finally the breast, which is divided in half. Discard back, neck and organs or use back and neck to make stock for later use. Place chicken pieces in a 9 X 13 baking dish.

Remove leaves from rosemary and oregano and place with garlic and salt on a wooden cutting board. Chop together until finely minced and put into a small bowl. Add pepper and zest to bowl with herbs and mix. Coat both sides of each chicken piece with herb mixture, using a brush or by rubbing it on. Make sure the breasts are bone side up.

Put pan into oven and immediately lower temperature to 400 degrees F. If your oven runs hot, turn it down to 350. Let chicken roast, uncovered, for 1 hour or until meat is tender and skin has browned nicely. Remove from oven and sprinkle lemon juice over the meat before serving.

Source: Cookus Interruptus

SharePoint® win

Stay informed on topics you care about

Tags and notes enable you to easily remember and classify content, as well as connect with people and related information in your organization. You can view your tags and notes on your profile, on other people's profiles that you have permission to view, and on the Microsoft® SharePoint® 2010 pages that you have added tags or notes to.
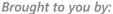
Tags in your organization have a profile page, where you can find content that contains the tag, as well as use the tag to connect with people who have related interests.

Click here for a video on how to use tags and notes to share information with colleagues:
http://office.microsoft.com/en-us/sharepoint-server-help/video-use-tags-and-notes-to-share-information-with-colleagues-VA102465712.aspx

To view a tag profile:

The details in your profile create a list of properties that is generated by everyone in your company who has entered values. This allows you to determine whether the items are already in the company list.

1. Do one of the following:

- If you are already viewing the tag, such as in a Newsfeed or on a colleague's profile, click the tag.

- If the tag isn't already displayed under the Activities for list on the right, click the tag in your tag list on the left, and then click **the tag's name** under Activities for tag.

2. To change how many items are displayed on the Tag Profile page, under Tagged Items, click **All** or **Popular within last 60 days.**

3. To search for information related to a tag, under Tagged Items, click the **See all results for this tag** in search link.

Life win

WHAT TO HAVE FOR DINNER

Admit it, you're already thinking about it. So why not have...

Mary's Kalamata Tapenade
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 4   TAKES: 10 minutes

WHAT YOU NEED
- ½ cup kalamata olives, rinsed and pitted
- 3 teaspoons capers
- 2 small clove garlic
- ½ cup pine nuts
- 2 teaspoons fresh lemon juice
- 2 teaspoon fresh basil (2-3 leaves)
- Black pepper, freshly ground
- 2 teaspoons olive oil

WHAT YOU DO
Put all ingredients in food processor. Use the pulse button until mixture is finely chopped or spread-like - your call. Tapenade can be tightly covered and refrigerated for a week or more. The flavor will intensify with age. Serve on fresh warm bread.

Source: Cookus Interruptus

Microsoft® SharePoint® 2010

SharePoint® win

Edit Microsoft® OneNote® 2010 workbooks from virtually anywhere

Whether you're finishing up a project or brainstorming on a new one, Microsoft® OneNote® Web App gives you on convenient place to keep all your ideas and information.

1. Post your OneNote 2010 content to a SharePoint 2010 site.

2. To modify your notebook, click the file name in the document library to open it automatically with Microsoft® Office® Web Apps.

3. A Ribbon with many familiar commands will appear, allowing you to update text, colors, and other elements in your document.

4. You are now ready to make changes right in your internet browser – no need to open up a separate program.

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have...

Thai Steak Salad
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus*

Interruptus. Want to watch how to make it? **Click here.**

SERVES: 4   TAKES: 1 hour 20 minutes

WHAT YOU NEED
⅓ cup lime juice
⅓ cup olive oil
¼ cup packed fresh cilantro, chopped
1-2 cloves garlic, minced
¼ teaspoon hot pepper oil or hot pepper sauce
3 teaspoons honey or sugar
1 teaspoon sea salt
Freshly ground pepper
1 pound sirloin or flank steak, 1-inch thick
3-4 cups salad greens, washed, dried and torn
½ small red onion, cut into half moons
½ cucumber, peeled, seeded, cut into half moons

WHAT YOU DO
Combine lime juice, oil, cilantro, garlic, hot pepper oil, honey, salt and pepper in a small bowl. Whisk together and set aside. Place meat between 2 sheets of plastic wrap and pound on both sides to tenderize. Remove wrap and place meat in a shallow pan. Pour half of the dressing over the meat. Cover and marinate in the refrigerator for at least 1 hour or up to 12 hours.

Preheat oven to 400 degrees F. Heat a cast iron or oven safe skillet with a teaspoon or so of oil. Place marinated steak in skillet and brown for a few minutes on each side. This is a good time to salt and pepper the meat. Transfer steak to the oven for 7-8 minutes. Check center for doneness (red for medium rare, pink for medium) and remove from oven when it is redder than you desire.

Transfer meat to a carving board and let rest 10 minutes before slicing into thin slices on a diagonal against the grain of the meat. To assemble place a small bed of noodles on each plate. Toss the greens, onion, and cucumber with almost all of the remaining dressing and divide among 4 plates. Top each plate of with salad with an equal portion of steak slices and a drizzle of dressing.

Source: Cookus Interruptus

Microsoft

SharePoint® win

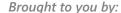## *Keep your presentations current with a PowerPoint Slide Library*

Slide Libraries help you share, store and manage Microsoft® PowerPoint® 2010 slides. When you publish a presentation to a slide library, the slides upload as individual files, so they can be modified and tracked independently. The library maintains a link to the presentation, so that you are notified when slides change. It also allows you to sort slides, check them out and can help keep track of history.

To add slides to a PowerPoint Slide Library:

1. On the Site Actions menu, click **More Options**.

2. Under Libraries, click **Slide Library**, and then click **Create**.

Note: Slide Libraries can be created in only certain types of sites, such as a Team Site and Document Workspace. If you do not see Slide Library under Libraries, the type of site you are working on does not support Slide Libraries.

3. On the New page, under Name, type a name for the library. The name appears in any navigation links that you set up.

4. Under Description, type an optional description. Check the boxes for the Navigation and Slide Version History if wanted.

5. Click **Create**.

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have...

June's Chili Con Grass-Fed Carne
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus*

Interruptus. Want to watch how to make it? **Click here.**

SERVES: 8   TAKES: 1 Hour30 minutes

WHAT YOU NEED
1 tablespoon butter or olive oil
1 small onion, chopped
1 clove garlic, minced
1 pound ground beef
1 teaspoon or more sea salt
½ teaspoon cinnamon
1 teaspoon cumin
1 tablespoon chili powder
1 dried chipotle chili
1 teaspoon sugar
1 14.5-ounce can diced tomatoes with green chilies
1 15-ounce can kidney beans
1 8-ounce can tomato sauce

WHAT YOU DO
Melt the butter in a large heavy pot. Sauté the onion and garlic in the fat until onion is translucent. Add the meat, break into chunks and sauté until the meat is browned. Add salt, spices and sugar and stir. Then add tomatoes, beans and tomato sauce. Cover and simmer about 1 hour or longer. The longer it cooks, the thicker it becomes. Garnish with shredded cheese or chopped onion if desired.

Source: Cookus Interruptus

SharePoint® win

Keep track of to-dos with a Project Task List

A Project Task List displays a collection of tasks or work items that are part of a project. This tool lets you manage and track progress on a project, and you can even assign people to tasks so they know what they need to do.

To create a project tasks list:

1. Click **All Site Content** on the lower left hand section of the screen, and then click **Create** on the All Site Content page.

Tip: In most cases, you can use the Site Actions menu instead to complete this step.

2. Under the Tracking category, click **Project Tasks**.

3. In the Name box, enter in a name for the Project Tasks list.

4. Select **More Options** if you would like to enter a description for the list or if you want to create a link to this list on the Quick Launch.

5. If an email notification section appears, you can set up your task list so that a notification is sent to someone when they are assigned a task.

Note: A server administrator must first enable email settings for this option to appear.

6. Click **Create.**

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have...

Rosemary Red Soup
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 6-8   TAKES: 50 minutes

WHAT YOU NEED
   3 medium carrots, chopped
   1 beet, chopped (2 if small)
   1 tablespoon extra-virgin olive oil
   1 large onion, diced
   2 tablespoons fresh chopped rosemary or 2 teaspoons dried
   1 tablespoon fresh oregano or 1 teaspoon dried
   1 cup dried red lentils
   2 bay leaves
   4-5 cups water or stock
   2-3 tablespoons light miso

WHAT YOU DO
Scrub and chop carrots and beet. Remove tops of beet if present. No need to peel unless vegetables are not organic. Heat oil in a 4-quart pot; add onion and sauté until soft. Add carrots and beet; sauté a few minutes more. Finely chop rosemary and oregano leaves, if using fresh herbs. Wash and drain lentils. Add herbs, lentils, bay leaves, and water or stock to sautéed vegetables; bring to a boil. Lower heat and simmer 40 minutes. Remove bay leaves. Let soup cool and puree in small batches in blender or use an immersion blender. Dissolve miso in ½ cup water and stir into pureed soup. Gently reheat before serving if needed and garnish with sour cream if desired.

Source: Cookus Interruptus

SharePoint® win

Provide feedback by rating content

Ratings let you provide feedback on content, thereby helping other people identify useful or relevant content on the site. Ratings can be used on a list, library or Web page – as long as the owner of the site has made the feature available. Ratings typically appear as a column of stars in a list, library or Web page, or on the properties page of a list item.

To rate content in a list or library:

Note: The ratings feature must first be enabled.

1. On the Quick Launch, click the **name of the list or library** whose content you want to rate. If the list or library is not on the Quick Launch, click **Site Actions,** click **View All Site Content** and then click the **name of the list or library.**

2. In the Rating (0-5) column, next to the item you want to rate, hold your mouse pointer over the number of stars that you want to assign to the item. The number of stars associated with the rating will change color. The greater the number of stars you select, the higher the rating.

3. **Click to assign your rating.** You will see a message that your rating has been submitted. After your rating is submitted and averaged with other ratings, it will be applied to the overall rating associated with the item.

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it.
So why not have...

Nappa Cabbage Slaw with Toasted Almonds
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 4　　　　　　TAKES: 20 minutes

WHAT YOU NEED
　⅓ cup raw almonds, toasted and
　roughly chopped
　½ napa cabbage, shredded or thinly sliced
　(~ 4 cups)
　2 scallions, chopped fine
　¼ cup chopped cilantro
　2 tablespoons lime juice
　2 tablespoons rice vinegar
　1 teaspoon tamari
　1 tablespoon sugar
　3 tablespoons olive oil
　2 teaspoons toasted sesame oil
　½ teaspoon sea salt

WHAT YOU DO
To toast almonds, place whole almonds in a baking pan and toast in a 300-325 degree F. oven for 10-15 minutes, until the color begins to darken and they give off a rich nutty aroma. Combine lime juice, vinegar, tamari, sugar, oils and salt in a salad bowl. Whisk to incorporate. Prepare vegetables and chop almonds. Put in bowl and toss gently until mixed with dressing. Taste for salt and adjust if necessary.

Source: Cookus Interruptus

Microsoft® **SharePoint** 2010

SharePoint® win

Create engaging sites by adding rich media

Browse for images, videos, audio and other rich media on your local computer or network and insert them with ease into your Microsoft® SharePoint® 2010 site.

To add rich media:

1. Navigate to the page you want to edit by adding rich media.

2. Select **Edit Page** from the Site Actions menu. You can also click on the **Edit** icon on the Page tab to begin editing.

3. Click the **Insert** tab under Editing Tools in the Ribbon. You can add rich media to any editable regions of the page, which are surrounded by a blue border.

4. Once you complete all your edits, click **Save & Close** to finish.

BONUS: SharePoint 2010 enables live preview and playback while editing a SharePoint page, which make it easier to add the right content to your site.

Life win

WHAT TO HAVE FOR DINNER

Admit it, you're already thinking about it. So why not have...

Massaged Kale with Apples and Gorgonzola

Recipe reprinted with permission from the book <u>Feeding the Whole Family</u> and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 6   TAKES: 15 minutes

WHAT YOU NEED
    1 bunch kale
    1 teaspoon sea salt
    1/3 cup sunflower seeds, toasted
    ¼ cup diced red onion
    1/3 cup currants
    ¾ cup diced apple, (½ apple)
    ¼ cup olive oil
    2 tablespoons unfiltered apple cider vinegar
    1/3 cup gorgonzola cheese, crumbled

WHAT YOU DO
De-stem kale by pulling leaf away from the stem. Wash leaves. Spin or pat dry. Stack leaves, rollup and cut into thin ribbons (chiffonade). Put kale in a large mixing bowl. Add salt, massage salt into kale with your hands for 2 minutes. To toast seeds, put in a dry skillet over low to medium heat and stir constantly for a few minutes until they change color and give off a nutty aroma.

Put kale in a fresh bowl and discard any leftover liquid. Stir onion, currants, apple and toasted seeds into kale. Dress with oil and vinegar and toss. Taste for salt and vinegar, adding more if necessary. When at desired flavor, toss in cheese.

Source: Cookus Interruptus

SharePoint® win

Take your content offline with SharePoint Workspace

A Microsoft® SharePoint® 2010 Workspace gives you access to SharePoint site content at any time, whether or not you are connected to your network. It is your own personal copy of the SharePoint site, or selected lists and libraries you choose to take offline and synchronize from that site.

You can share content updates with other SharePoint users and receive content updates that others by synchronizing the workspace with the SharePoint site.

Note: The easiest way to create a SharePoint Workspace is directly from the SharePoint site.

To create a SharePoint Workspace:

1. Click the **Site Actions** menu on the SharePoint site in which you would like to create a SharePoint Workspace.

2. Select **Sync to SharePoint Workspace.** This will open the Microsoft SharePoint Workspace program on your computer.

Life win

WHAT TO HAVE FOR DINNER
Admit it, you're already thinking about it. So why not have...

Emerald City Salad
Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show *Cookus Interruptus*. Want to watch how to make it? **Click here.**

SERVES: 6-8 TAKES: 20 minutes

WHAT YOU NEED
- 2 ¼ cups water or stock
- 1 tablespoon butter
- 1 teaspoon sea salt
- 1 cup wild rice (black; ½" long)
- ¼ cup lemon juice
- ¼ cup olive oil
- 1 clove garlic, minced
- ½ cup chopped fennel bulb, core removed
- ½ of a red or yellow pepper, diced
- ½ cup chopped red cabbage
- ½ cup chopped Italian parsley
- 2 cups very finely chopped dark leafy greens (6-7 leaves of chard, kale, or collards)
- Salt and pepper to taste
- Pecorino or gorgonzola cheese (optional)

WHAT YOU DO
Bring water or stock to a boil. Add butter, ½ teaspoon of the salt and rice. Bring to boil again, cover, lower heat and simmer 60-65 minutes. Check to see that until all water is absorbed by tipping the pan to one side.

Combine lemon juice, olive oil, garlic and remaining ½ teaspoon of salt in a large serving bowl. Add fennel, red pepper, cabbage, parsley and then the greens.

Once rice is fully cooked, cool until it quits steaming but is still warm, and then spread like a blanket on top of the greens. When the rice cools to room temperature, toss rice, vegetables and dressing together. Taste the salad and adjust seasonings, some extra salt and/or lemon may be required. Garnish with cheese if desired.

Source: Cookus Interruptus

SharePoint® win

Stay connected to the people and topics you care about

Your My Site includes a My Newsfeed page where you can see your colleague's activities, keep track of content you and your colleagues have tagged and share status updates. If you see items you want to respond to, you can click on your colleagues' names to visit their profiles.

Everything you share with your colleagues will show up on the Recent Activities section of your My Profile. You can also check a colleague's Recent Activities section to see what they've been up to and working on.

To check your Newsfeed for updates:

- If you are already viewing someone's profile or a page on your My site, click **My Site** in the upper left corner. You can also click **My Newsfeed.**

- If you are viewing a different type of page on your SharePoint 2010 site, click your name in the upper right corner, and then click **My Site**.

To view a colleague's Recent Activities:

- Visit their profile and scroll down to find the Recent Activities section under the Overview tab.

Life win

FRIENDS WITH BENEFITS
(Not like that...)

Office friendships can increase employee satisfaction and make people more productive at work. So get to know your coworkers!

Invite them to lunch, ask them about stuff other than work and make your office a little friendlier (your Newsfeed can help!).

SharePoint® win

Share updates and ideas through a blog

A Microsoft® SharePoint® 2010 blog is a great way for you or your organization to quickly share information and spark a dialogue as people comment on your posts. Once you create a blog in SharePoint 2010, you can set up categories and customize the blog settings.

For a video on blogging in SharePoint, see: http://office.microsoft.com/en-us/sharepoint-server-help/video-create-a-blog-VA101887977.aspx

To create a blog:

Note: You must have permission to create a site.

1. Click **Site Actions**, and then click **New Site**.

2. In the Create dialog box, click the **Blog** site template.

3. In the Title box, type a name for your blog site.

4. In the URL name box, type the last part of the Web address that you want to use for your blog site.

5. Do one of the following:

   • To quickly create your blog according to the default settings, click **Create**.

   • To customize some of the site settings, such as set unique permissions, select **More Options.**

6. In the Permissions section, do one of the following:

   • If you want to use the same permission and groups as the parent site, click **Use same permissions as parent site.**

• If you want to set up unique permission for the blog, click **Use unique permissions**. If you select unique permissions. Set up permissions after you finish entering the settings on the current page.

• To display the top link bar from the parent site on pages in your blog, click **Yes** in the Navigation Inheritance section.

7. Click **Create**.

8. If the Set Up Groups for this Site page appears, set up the visitors, members, and owners of the site.

Life win
BLOG IT OUT

There are millions of blogs in existence – ranging from online diaries to corporate blogs to blogs about cats that look like celebrities.

That number may sound intimidating, but your blog doesn't have to compete with all of that. As long as you've got info that's useful for you and your organization, you need to get the word out.

SharePoint® win

Spark a conversation with Discussion Boards

Discussion boards are forums where site users can start or join conversations about different topics. Most Microsoft® SharePoint® 2010 site templates include the ability to create discussion boards, and many sites have a built-in discussion board called Team Discussion.

To access the built-in Team Discussion board:

1. On the Quick Launch, click **Team Discussion**. If Team Discussion does not appear, click **All Site Content**, and then click **Team Discussion** under Discussion Boards.

2. To change the settings for this discussion board, on the Settings menu, click **Edit Item.** Make the necessary changes to the title, description, or any other settings. Click **Save**.

3. Return to your discussion board by clicking its name in the navigation bar.

To create a new discussion board:

Click **View All Site Content**, and then click **Create** on the All Site Content page. You can also use the Site Actions menu to complete this step.

1. Under Communication, click **Discussion Board.**

2. Type a name for the discussion board.

3. Select **More Options** if you would like to specify whether you want the discussion board to appear on the Quick Launch.

4. Click **Create.**

Life win
OFF–TOPIC

Discussion boards, like regular conversations, can sometimes veer off topic. If something you read on a board sparks another thought, consider starting a new thread to cover it. That way, not only can you avoid "hijacking" the ongoing discussion, but people who are interested in the same topic you are can find your discussion more easily.

SharePoint® win

Get in sync with Group Calendars

A group calendar enables you to see multiple calendars at the same time. This tool is particularly helpful for scheduling team meetings, because you can see the availability of both team members and conference rooms.

To configure a calendar as a group calendar:

Note: To change calendar settings, you must have at least the design permission level for the site.

1. In a calendar, in the ribbon, click the **Calendar** tab, and then click **List Settings.**

2. Under **General Settings**, click **Title, description and navigation.**

3. In the **Group Calendar Options** section, set **Use this calendar to share member's schedules** to **Yes**. This enables you to create events in the calendar with attendees.

4. If you want to use this calendar to scheduled resources, such as conference rooms, as well as people, set **Use this calendar for resource reservation** to **Yes**. This enables you to create events in the calendar that include resources, such as conference rooms.

Note: If the Use this calendar for resource reservation option is not available, the Group Work Lists feature is not enabled for the site.

5. Click **Save**.

To view multiple users' calendars as a group calendar:

Note: The view created using the following procedure is temporary. Each time you refresh the browser, only the initial calendar will display.

1. Go to the group calendar and click the **Calendar** tab in the ribbon.

2. In the ribbon, in the Scope group, click **Day Group or Week Group.**

3. In **Add Person**, type the name of the person or group whose calendar you want to view and then click the check names icon. You can also click the **Browse** icon, and search for the person or group.

Life win

SCHEDULE A PLAY DATE

Now that you can see people's calendars and know when they're busy, you can also see when they might have time to join you for lunch to celebrate the end of a tough project or task.

Scheduling some celebration time around major milestones helps to make sure no one feels overworked or under appreciated.

SharePoint® win

Stay on the same page with a Meeting Workspace

A Meeting Workspace site is a Web site for centralizing all the information and materials for one or more meetings. Before the meeting, you can publish the agenda, attendee list and documents you plan to discuss so that all attendees can access them. During or after the meeting, use the Meeting Workspace to publish the meeting results and track tasks.

To create a Meeting Workspace:

1. Go to the Web site where you want to add the Meeting Workspace site. Click **View All Site Content** under the Site Actions menu, and then click **Create** on the All Site Content page.

2. Under Filter By: All Categories, select **Meetings** and then click on the **Meeting Workspace** that best fits your needs.

There are five meeting workspace templates you can choose from:

- **Basic Meeting Workspace:** Designed to plan, organize and track your meeting.

- **Blank Meeting Workspace:** Creates a blank Meeting Workspace site for you to customize based on your requirements.

- **Decision Meeting Workspace:** Designed for reviewing documents and recording any decisions that are reached at the meeting.

- **Social Meeting Workspace:** Helps you to plan social occasions, such as a company picnic or a party for your team.

- **Multipage Meeting Workspace:** Provides the basics to plan, organize, and track your

meeting with multiple pages. It includes two blank pages for you to customize based on your requirements.

3. Enter the information about the Meeting Workspace site that you want to create, such as the title and the last part of the Web site address.

4. Select **More Options** if you would like to add a description, assign permissions or edit the navigation bar of the new site.

5. Click **Create.**

Life win
MEETING OF THE MINDS

If you work in an office, you probably spend tons of time in meetings.

Here are three tips that can help make that time more efficient:

1. **Publish an agenda in advance – and follow it.**

2. **Start the meeting on time and on topic.**

3. **Set aside a certain amount of time for discussion on each topic and hold people to the allotted time.**

SharePoint® win

Network the smart way by adding colleagues to groups

When you add people as colleagues, you can follow their activities in your Newsfeed, which helps you stay connected with updates like when they receive a promotion or update their profiles. You can organize your colleagues into groups, to help you easily browse and manage your colleagues list.

To add a colleague to a new group:

1. Do one of the following:

   • If you are already viewing someone's profile or a page on your My Site, click **My Profile.**

   • If you are viewing a different type of page on your SharePoint 2010 site, click your name in the upper right corner, and then click **My Profile.**

2. Click **Colleagues.**

3. Select the check box next to the colleague or colleagues you want to add to a new group, and click **Edit Colleagues.**

4. In the Add to Group section, select whether or not to add the person to your team. You can use the My Team privacy category to provide access to some details that you don't want to share with all your colleagues.

5. To create a new group, click **New group**, and then type the name of the group.

6. In the Show To section, select a privacy category under Show this colleague to, if you only want to show this colleague to a specific set of people, such as just your manager.

7. Click **OK.**

Life win
MAKE IT PERSONAL

If it's allowed where you work, decorate your work space with objects or art that inspires you. Bring in a houseplant or two, or - if you have a green thumb of death - photos or posters that you love.

SharePoint® win

Informally connect with colleagues using Note Board

If you meet someone knowledgeable in a meeting, you might want to connect with them later and ask them a question. You can do this by visiting their profile and leaving them a note on their Note Board.

When you leave a note on someone's profile, it is typically displayed until the person receives newer notes. Depending on how your organization has set up My Sites, the person may also receive an email notification of your note.

Click here for a video on how to use tags and notes to share information with colleagues:
http://office.microsoft.com/en-us/sharepoint-server-help/video-use-tags-and-notes-to-share-information-with-colleagues-VA102465712.aspx

To leave a note on someone's profile:

1. Browse or search for the person's profile where you want to leave a note. If the person's name appears on a SharePoint 2010 site, such as next to a document they recently modified, you can click their name to visit their profile.

2. Under Note Board, type a note in the box.

3. Click **Post.**

Life win
DINING IN

Many people eat lunch at their desks so they can get more done, but this can actually make you feel hungrier sooner after lunch. So take a break, eat with coworkers who also bring their lunches or find a pleasant place to sit and eat outside. You'll be happier – and fuller – for having done so.

SharePoint® win

Add to-dos to your Project Task List

A project task list in Microsoft® SharePoint® 2010 displays a collection of tasks that are part of a project. After you create a project task list, you can add tasks, assign resources to a specific task, update progress and view task information on a timeline.

To add a task to a project tasks list:

1. If the project task list is not open, click **its name** on the Quick Launch.

Tip: If the name of your list does not appear, click All Site Content, and then click the name of your list.

2. On the New menu click **New Item** and select **Task.**

3. In the Title section, type a name for the task.

4. In the Priority section, click **High, Normal, or Low** to indicate the relative importance of this task compared with other tasks in your project task list.

5. In the Task Status section, click the **status of the task.**

6. In the % Complete section, type a number as a percentage value that indicates the extent to which the task is complete.

7. In the Assigned To section, type the name of the person who will complete the task. Only one person can be assigned to a task.

    Click **Check Names** to determine if the person's name is found in the membership provider service that is used for authentication. See your server administrator if the name is not found in the membership provider service.

8. In the Description section, type a description of the task.

9. In the Start Date and Due Date sections, enter the start date and finish date for the work that is performed on the task. Use the date picker to quickly enter a date.

10. Click **Save** to add the task to your project task list.

Life win

TO-DO: MAKE TO-DO LIST

When you make a to-do list, include one or two items you've already done, so you can feel the immediate joy of crossing things off. Sometimes you just need to celebrate the small achievements.

SharePoint® win

Easily save documents from Microsoft® Office® 2010 to Microsoft® SharePoint® 2010

When you save a document in a library on your organization's SharePoint 2010 site, you and your colleagues have a central location to access that document. Not only does this let you share the document by sending a link rather than an attachment, it also enables everyone to make revisions in one copy and eliminates the need to worry about multiple versions. SharePoint even keeps track of versions, in case you need to retrieve a previous one.

To save from Microsoft® Office® Word®, PowerPoint® or Excel® 2010:

1. Click the File tab, and then click **Save & Send.**

2. Click **Save to SharePoint.**

3. Click **Browse** for a location.

Note: If you are saving the document to a SharePoint location you have already used, click its name.

4. In the File name box, type the web address of the document library, such as http://fabrikam/ shared documents, and then press **Enter**.

5. Type a name for the file, and then click **Save**.

To Save From OneNote® 2010:

1. Click the **File** tab, and then click **Share**.

2. Click **the notebook** you want to save.

3. Click **Network**, and then click a **document library** in the list of locations. If the document library you want is not listed, click **Browse** to locate it.

4. Click **Share Notebook.**

5. OneNote gives you an opportunity to send a link to the notebook. If you want, click **Email a Link**, and compose an email message.

Note: If you share your notebook in a document library where Office Web Apps are configured, the email message contains two links. One link opens the notebook in the OneNote desktop application, and the other link opens the notebook in OneNote Web App.

Life win
MELLOW OUT

If you're feeling stressed at work, try implementing a five-minute meditation routine. Meditation can take many forms, so try and find the one that works for you. Close your eyes and breathe deeply. Light a candle and dim the lights. Or listen to music and really focus on the words. Find the meditation style that's right for you and use it when life is about to send you over the edge.

SharePoint® win

Find the right people, the first time

The people and expertise search engine in Microsoft® SharePoint® 2010 uses phonetic matching and nickname expansion to help find the right people, the first time.

With SharePoint 2010 search, you can find the person you are looking for without worrying about misspelling or knowing full names. The search system indexes names based on phonetic spelling and also includes common nicknames. This way, searches for "Geoff" will return results for "Jeff," while searches for "Bill" will also show results for "William."

To search for a person on a SharePoint site:

1. Every My Site page or SharePoint site has a search box. Simply type the name of the person you're looking for into that box and select **People** while searching.

2. The results page will display people whose names match exactly, as well as common expansions for nicknames.

Life win
HYDRATE, HYDRATE, HYDRATE

People are like plants. We get droopy when we don't have enough water. If you find a mid-afternoon slump coming on, try reaching for a glass of H2O before you hit the coffee pot - you might be surprised at how much perkier being hydrated makes you feel.

SharePoint® win

Keep collaboration on track with a Team Site

A Team Site is a great tool for keeping your team up to speed. Team Sites are central locations for storing files, posting project schedules and communicating with team members in one easy to use place.

Note: You can create your Team Site as a sub-site of an existing page on your company intranet. To create the sub-site, you must be an administrator or a member of a site group with Create Sub-site permissions. If you are not an administrator, contact the site administrator to join the appropriate site group.

For a video on the different features of a Team Site, see: **http://office.microsoft.com/en-us/videos/video-team-site-template-VA101915789.aspx?CTT=1**

To create a Team Site:

1. Go to the Web site where you want to add the Team Site.

2. In the top left corner, open the Site Actions menu and select **New Site.**

3. Select **Team Site** in the new window, and enter the last part of the Web site address.

4. Select **More Options** if you would like to add a description, edit the permissions of the site, or edit the top link bar of the new site.

5. Click **Create**.

Life win
BRAG (A LITTLE)

Don't assume that people know about your successful new project that came in under budget and on schedule. Make your triumphs known so people understand just how awesome you really are.

SharePoint® win

Share knowledge with Wikis

A wiki is a site designed for groups of people to quickly capture and share ideas by creating simple pages and linking them together. A wiki is a great tool to help your team collect ideas, assemble content from numerous sources and plan together as a team.

To create a wiki page:

By default, a team site is a wiki. That's also true of other types of sites. Therefore, you can start from your team site or another type of site and begin creating wiki pages there.

1. Navigate to the site in which you would like to create a new wiki page.

2. Click **Site Actions** and select **New Page**.

3. Enter in a name for the new wiki page and click **Create**.

To create a wiki page library:

If you prefer to manage your wiki separately, you can create a wiki library that is separate from the Site Pages library.

1. On the site where you want to create the wiki page library, click **Site Actions**, and then click **More Options.**

2. In the Create dialog box under the Library type, click **Wiki Page Library**.

3. In the Name box, type a name for the library, such as Wiki Pages. Select More Options if you would like to add a description or specify whether or not you want the library will appear on the Quick Launch.

4. Click **Create**.

To edit a Wiki Page:

1. On the wiki page that you want to edit, click the **Page** tab on the ribbon, and then click **Edit**.

2. Type any text you want. Editable areas of the page are surrounded by a blue border.

3. Use the buttons on the ribbon to format text, and insert other content, such as pictures, tables, hyperlinks, and Web Parts.

4. To add wiki links to other pages, type the name of the page surrounded by double square brackets: [[Page Name]]. For example, to add a wiki link to a page named "Project Dates," type: [[Project Dates]]

Note: If the page that you are linking to does not exist yet, a placeholder link with a dotted underline will appear on the page after you save the edited page.

5. When you are finished editing the page, click **Save & Close**. You can add or change content later by clicking **Edit**. If you created a placeholder link, you can click the link to create that page.

Life win
BREAK IT UP

Even if you can't go outside, take a ten-minute break each hour. Short breaks can boost your retention level and also prevent eyestrain and headaches from looking too long at a computer screen.

SharePoint® win

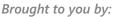## *Protect your edits by checking files in and out*

When you check out a file from a library on a Microsoft® SharePoint® 2010 Services site, you can edit, save, close and reopen the file – but **no one else can edit the file or see the changes until you check it back in.** Checking out a file prevents multiple people from making changes at the same time, which helps to avoid conflicts and confusion over changes. Checking files in and out also gives you more control when you track versions, because a version is created only when you check a file in, not each time that you open and close the file.

To check out a file for editing:

1. If the library is not already open, click its name on the Quick Launch. If the name of your library does not appear, click **View All Site Content**, and then click the name of your library.

2. To check out a document, point to the file name, click the arrow that appears, and then click **Check Out**.

2a. In a picture library, click the file, and then in the properties that appear, click **Check Out**.

To check in a file:

1. Locate the document that you want to check in on the SharePoint site.

2. Point to the document, click the arrow and then click **Check In.**

3. On the Check In page, do one of the following:

   • Select **Check in document**.

   • Select **Check in changes saved to this document**, but keep the document checked out.

   • Select **Discard changes and undo check out.**

4. Enter any comments in the text box under Check In comments, and then click **OK.**

Life win
DOUBLE CHECK

Sometimes when we rush to get things done, we make mistakes or fail to proofread properly. So before you send that email or declare a project complete, go over everything one last time to check for errors. Taking a few minutes to catch a little mistake now could save hours - or days - down the road!
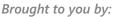
SharePoint® win

Work together on presentations using Microsoft® PowerPoint® 2010

Simultaneously edit a PowerPoint 2010 presentation with colleagues and talk about changes while editing, without leaving the program.

To co-author presentation in PowerPoint 2010:

1. Post your PowerPoint 2010 content to a SharePoint 2010 site.

2. Co-authoring is automatically enabled when multiple individuals open the document for editing at the same time.

3. You can also find the list of current editors on the Status bar at the bottom of your screen or, on the Info tab in Backstage view.

4. Hover your mouse over an editor's name to begin an instant messaging or phone conversation.

Note: When using co-authoring in PowerPoint 2010, you see the changes that others have made after you save the file.

Life win

FAKE IT 'TIL YOU MAKE IT

Feeling nervous about an upcoming presentation? Give yourself a little pep talk, reminding yourself how much you know about this subject or how long you've worked on this presentation. Then get out there and pretend to be the most confident person in the room. If you convince everyone else how comfortable you are, you may just convince yourself as well.

SharePoint® win

Work together on documents using Microsoft® Word® 2010

However you collaborate on your documents, the days of forwarding attachments in email are history. From this day forward, you never need to pass your document, struggle with reconciling version conflicts, merge changes, or track down the most up-to-date versions. Collaborate without confusion when you use Microsoft® SharePoint® 2010 to co-author documents in Word.

For a video about co-authoring in Word 2010 see: http://office.microsoft.com/en-us/videos/video-coauthoring-in-word-2010-VA101848883.aspx

To co-author a document in Word 2010:

1. Post your Word 2010 content to a SharePoint 2010 site.

2. Co-authoring is automatically enabled when multiple individuals open the document for editing at the same time. In Word 2010, you see the names of other people where they are editing.

3. You can also find the list of current editors on the Status bar at the bottom of your screen or on the Info tab in Backstage view.

4. Hover your mouse on an editor's name to begin an instant messaging or phone conversation.

Note: When using co-authoring in Word 2010, you see the changes that others have made after you save the file.

Life win

NOT-JUST-SPRING CLEANING

Set aside an hour or so every month to clean off your desk. File papers, wipe down your computer and phone with a paper towel or baby wipe, and use an air compressor to clean any dust out of your keyboard. Getting rid of the clutter can make you feel more organized and in control.
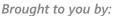
SharePoint® win

Make important connections by adding colleagues

The Colleagues feature helps you to keep track of your colleagues – what they're up to, where they are and whether they are available. When you add people as colleagues, you can follow their activities in your Newsfeed.

You can add someone as a colleague when you visit his or her profile:

1. Use search to find the person's My Site, or if his or her name appears as a link on your site, click the name.

2. Under his or her picture, click **Add as Colleague.** Note: If you're already following that person, the Add as colleague link will not be displayed.

3. In the **Add to Group** section, select whether or not to add the person to your team. You can use the My Team privacy category to provide access to some details that you don't want to share with all your colleagues.

4. Under **Add to Group**, do one of the following:

   • To add a colleague to an existing group, click **Existing group** and select a group from the drop-down list. Groups help you organize and easily browse through your colleague list, but you cannot apply unique privacy categories to each group.

   • To create a new group for this colleague, click **New group,** and then type the name of the group. You can add other colleagues to this group later.

5. In the **Show To** section, select a privacy category under Show this colleague to, if you only want to show this colleague to a specific set of people, such as just your manager or just your colleagues.

6. Click **OK.**

To add someone as a colleague from your My Site:

1. Click **Colleagues**.

2. Click **Add Colleagues.**

3. Follow steps 3 – 6 above.

Life win

LEARN SOMETHING NEW

Just because you're out of school doesn't mean you should ever stop learning. If you're looking for a challenge or to try something new, consider taking an adult education course. You could look for something related to your field, or take a class on a topic that you've always wanted to learn more about - like cooking or painting.

SharePoint® win

Share thoughts and updates informally

Your My Site profile is a way to track and share information about yourself, your responsibilities and interests.

Your status message, which appears next to your picture on your My Site profile, is a way to tell colleagues what you are currently thinking about or working on. Each time you change your status message, it will appear in the Newsfeed of the people who are keeping up with you.

To add or edit your status update:

1. Do one of the following:

   • If you are already viewing someone's profile or a page on your My Site, click **My Profile**.

   • If you are viewing a different type of page on your SharePoint site, click your name in the upper right corner, and then click **My Profile**.

2. Click the **What's happening?** text in the status balloon.

3. Type your brief update.

4. Press **Enter.**

Life win
BE IN THE LOOP

Knowing what's going on within your organization can help you stay up-to-speed on what's expected of you and prepared for what's coming up. So ask questions about what everyone's working on, share news about your own projects and use your SharePoint 2010 Newsfeed to stay in the know.

SharePoint® win
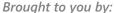
Find important content and pages with tag clouds

Tags and notes enable you to easily remember and classify content, as well as connect with people and related information in your organization. You can view your tags and notes on your profile, on other people's profiles that you have permission to view, and on the Microsoft® SharePoint® 2010 pages to which you have added tags or notes.

Click here for a video on how to use tags and notes to share information with colleagues: http://office.microsoft.com/en-us/sharepoint-server-help/video-use-tags-and-notes-to-share-information-with-colleagues-VA102465712.aspx

Using tag clouds:

As tags are collected over time, they are added to a list that some people call a **"tag cloud,"** which people can view on your profile and can help you sort tags alphabetically and by how often you use them. People can also view more information about a tag, as well as recent activities related to a tag, such as when someone has applied that tag. The tags you use most often appear larger than the rest of the tags.

Note: When you specify that a tag is private, other people cannot see the fact that the tag was added to the Web page, although the tag text is public. Other people do not see the tag in the user's tag cloud, unless the user who added the tag also applied the same tag to another Web page without making the tag private.

Life win
GO FOR THE GOAL

Set clear, measurable goals for yourself and timelines for when and how you'll accomplish them. From small goals, like better organizing your files, to big goals, like getting a promotion, having a plan will help you make these dreams a reality.

SharePoint® win

Tag and flag interesting content

Your My Site profile is a way to track and share information about yourself, such as your responsibilities and interests.

Notes and tags can make it easier for people to find relevant content and knowledgeable people. Notes to other people can help encourage informal dialogue, and enable people to easily connect, while tags help people find content quickly.

Click here for a video on how to use tags and notes to share information with colleagues: **http://office.microsoft.com/en-us/sharepoint-server-help/video-use-tags-and-notes-to-share-information-with-colleagues-VA102465712.aspx**

To add tags and notes to pages on a SharePoint 2010 site:

Note: If the I Like It and Tags and Notes buttons are not available on your page, you can use the Tags and Note Board tool from your browser.

1. Browse to the page on a SharePoint Server site that you want to add tags and notes to.

2. Do one of the following:

   • To quickly tag content to remember later without adding other tags or notes, click the I **Like It** button.

   • To add other tags and notes, use the following steps:

3. Click the **Tags & Notes** button.

4. Type tags that will help you remember and classify the content on the page. Separate tags with semicolons. You may be prompted with tags as you type, if they have already been used or created before.

5. To make a tag private, select the **Private** check box. People will not see that you have tagged the content, but the tag itself will be public.

6. To also write a note about the page, click **Note Board**, and type a note.

7. Click **Save.**

Life win
SWITCH IT UP

In a rut? Change something about your routine. Find a different route to work, or walk a little farther to a lunch spot you've never been to before. You may be surprised at how a tiny change can make a big difference in your perspective.