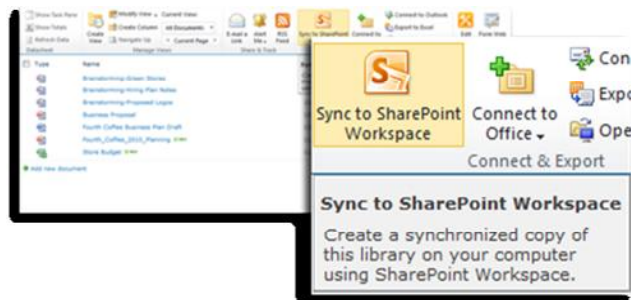


Microsoft SharePoint Workspace 2010 Overview

Microsoft® SharePoint® Workspace 2010¹ expands the boundaries of collaboration by allowing fast, anytime, anywhere access to your Microsoft SharePoint team sites. Synchronize SharePoint Server 2010 content with SharePoint Workspace so you can access, view and edit files anytime and anywhere from your computer. Working across teams is also much easier when you can co-author documents simultaneously with other people in SharePoint Workspace and automatically synchronize changes to Microsoft SharePoint Server without additional steps. SharePoint Workspace 2010 ushers in an entirely new way of working with your SharePoint team sites.

1 On the go? Take SharePoint Workspace with you

Isn't it time you got things done according to your schedule? Synchronize SharePoint Server 2010 libraries and lists to your computer with just a few clicks. Easily update documents and lists offline, and be confident that everything will automatically synchronize to the server when you're back online.



2 Redefine the way you work together

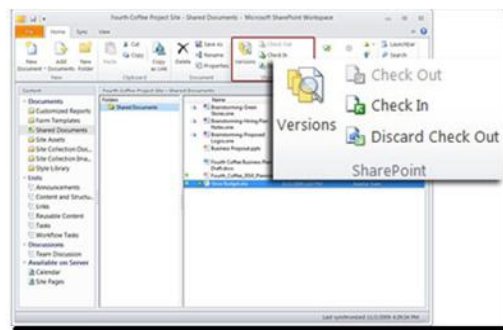
Save time by editing documents, spreadsheets or presentations with other people, and be assured that your changes are tracked and updated in SharePoint Workspace and on SharePoint Server. With co-authoring, you don't have to work in the same room as your peers to get team projects done. You can simultaneously work together on Microsoft Word 2010 and Microsoft PowerPoint® 2010 files posted in SharePoint Workspace from different locations.²

3 Quickly and easily find what you need

SharePoint Workspace 2010 includes powerful integration with Windows Search, so you can easily search through your local copies for content. With support for customized queries, you can pinpoint your results exactly the way you want.

4 Review and manage documents with ease

Support for SharePoint features such as Check In and Check Out make it easy to control your documents. You can also easily review versions stored on the server — leaving you in control of your content. Features such as drag and drop from anywhere are supported — even other Office applications such as Microsoft Outlook®, right into a workspace!



5 Easily work with your SharePoint lists

SharePoint workspaces can contain most standard SharePoint list types, including Discussion, Announcements, Links and custom lists. Form previewing and editing are provided through Microsoft InfoPath® 2010 technology. SharePoint lists customized by InfoPath will be fully intact.

6 Access and make changes to external data sources

SharePoint's Business Connectivity Services (BCS) enables connections to external data sources, including read and write access to line-of-business applications. When combined with SharePoint Workspace's offline capability, you can review your external data inside SharePoint Workspace and even make changes to the data. SharePoint Workspace synchronizes your changes directly to the external data source.

¹ SharePoint Workspace 2010 is the new name for Microsoft Office Groove.

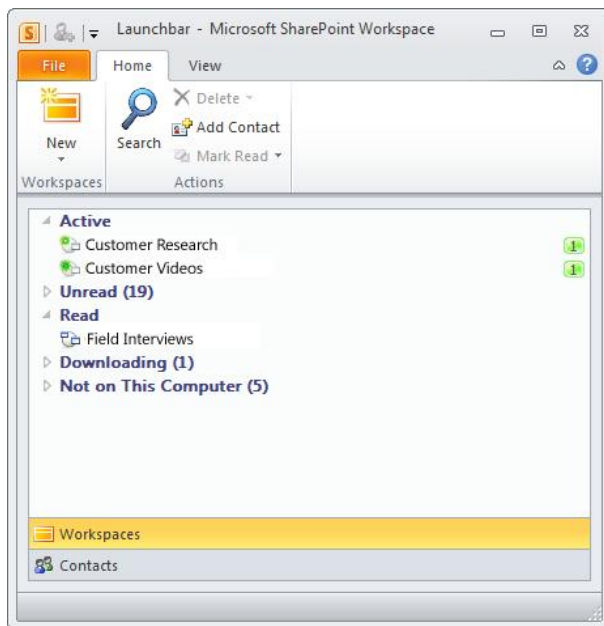
² Requires Microsoft SharePoint Server 2010.

7 Get quick access to SharePoint content from Windows Explorer

After synchronizing your SharePoint content to your computer, you can quickly access the same files from Windows® Explorer. This makes it easier than ever to work with your files from a SharePoint site — browse them in your local folders or even use save directly from applications into those same folders.

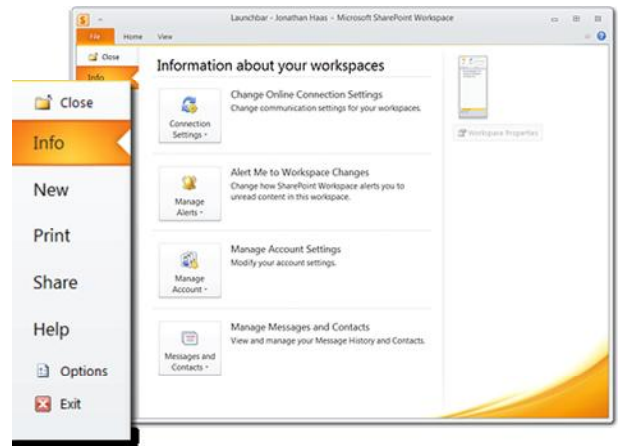
8 Check for updates at a glance

The Launchbar lets you easily view all the workspaces of which you are a member. You can see which workspaces currently have people working in them and which have new materials you haven't seen. You even get alerts for new SharePoint content that has synchronized to your computer.



9 Do things faster

SharePoint Workspace 2010 uses the Ribbon to enable you to access your favorite commands quickly and create custom tabs to personalize the experience to your work style. In the new Microsoft Office Backstage™ view, you can set alerts, share, print and manage accounts with just a few clicks.



10 Share your files with almost anyone

You don't need access to SharePoint Server to get your work done in SharePoint Workspace. You can create local, SharePoint Workspaces to share documents with others and see at a glance what content is new, updated or unread.

This information is about pre-release software and therefore is subject to change. It is provided without warranty of any kind, express or implied.