

Intranet and Team Spaces

Definition

Intranet – A private network that uses Web technologies for the sharing of information internally, not world wide.

.

Survey of use

External audiences

- 51% rarely
- 19% often
- Marketing and education focus
- Drive people to county offices

Internal audiences

- 91% often
- 9% rarely
- Sharing of information
- Communicating with colleagues

Partners identified as an audience that crosses the External and Internal needs.

Rarely: Up to once a month

Often: Monthly to several times a day

Survey / Interview Comments

- “Create a central place to file and easily retrieve written materials...a database that can be used at the county level.”
- “...sites for resources/teaching material access.”
- “Be the location that employees can find personnel, procedural and policy information.”
- “I use the web as my filing cabinet.”

Benefits of an Intranet Portal

- **Division-wide**

- Reduce the time/cost of communicating critical information
- Connect employees with the information they need
- Enable collaboration and teamwork

- **Teams**

- Help teams locate critical information needed to program effectively
- Connect county staff with subject matter experts across the Division
- Reduce meetings and time spent preparing information

- **Administration**

- Targeted communication channels
- Rapidly deploy Divisional taskforce sites
- Policy review distribution tools

Microsoft SharePoint

Extending Microsoft Office to the web

Scenarios

- Collaborate on documents
- Share Information
- Manage virtual teams

Key Features

- Versioning, Check-in/Check-Out
- Shared calendars and discussions
- Office client Integration




Jeff Ford - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://sea-srv1:22132/Person.aspx?accountname=CONTOSO\Jeff> Go Links

My Home **My Profile**



[View All Site Content](#)

Jeff Ford As seen by: **Everyone**

IT
Provide training and technical assistance around cooperative strategies for local community/economic development projects. Assist faculty in applied research of emerging cooperative strategies.

Details

Responsibilities: Cooperative community and economic development

Contact Information

Work e-mail: Jeff@Contoso.com

[Edit Details](#)

Availability

Unable to contact free/busy service.

Organization Hierarchy

- Jeff Ford

Documents

My Site | Home | Sales

Type	Name	Last Modified	Location	View Properties
There are no items to show in this view.				

Colleagues

General

- Susan Burk

In Common with You

In this space, other people who view your page will see things they have in common with you such as:

- First manager you both share
- Colleagues you both know
- Memberships you both share

Memberships

SharePoint Sites

- Sales
- Home
- Manage Memberships

Links

General

- UWEX Home
- Add Link
- Manage Links

Trusted sites

Home - IT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://sea-srv1/sites/IT/default.aspx

Welcome Qin Hong | Help | Send Feedback

IT

Home IT Admins IT Procedures Teams Site Actions

View All Site Content

Documents

- Shared Documents

Pictures

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Surveys

Sites

- IT Admins

People and Groups

Site Hierarchy

- IT Admins
- IT Procedures
 - Shared Documents
 - Announcements
 - Calendar
 - Links
 - Tasks
 - Team Discussion

Information Technology Department Home Page

Announcements

Help Desk expands !NEW 7/24/2006 11:59 AM
by Qin Hong
Please welcome the two newest members of our Help Desk team, Joe Lemon and David McHugh.

Exchange Migration is priority !NEW 7/24/2006 11:58 AM
by Qin Hong
The Exchange migration is a priority for a smoothe and succesful transition. We need to make sure that Lisa has all the training support needed and that the Help Desk is informed of all problems.

- Add new announcement

Calendar

7/24/2006 12:00 PM **Exchange Migration Training !NEW**
Training on the new features Exchange brings to the familiar Outlook environment. Focuses on shared-calendars and server email boxes.

- Add new event

Microsoft Windows SharePoint Services

Links

- Planning and Results
- Add new link

Local intranet

2007
Jan Feb Mar
Apr **May** Jun
Jul Aug Sep
Oct Nov Dec
Today is Monday, July 24, 2006

- View All Site Content
- Discussions**
 - Team Discussion
- Documents**
 - Shared Documents
- Lists**
 - Calendar
 - Tasks
- People and Groups**
- Pictures**
- Sites**
- Surveys**
- Recycle Bin**

Calendar

Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events.

New Actions Settings View: **Calendar**

May, 2007 Expand All Collapse All Day Week **Month**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	2007 Ubran Extension Conference		9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Home > Teams > Team Discussion > Need a ride to Urban Extension conference
Team Discussion

- View All Site Content
- Discussions**
 - Team Discussion
- Documents**
 - Shared Documents
- Lists**
 - Calendar
 - Tasks
- People and Groups**
- Pictures**
- Sites**
- Surveys**
- Recycle Bin

Use the Team Discussion list to hold newsgroup-style discussions on topics relevant to your team.

View: Flat

Posted By	Post
-----------	------

Started: [Reply](#) | [View Properties](#)



Need a ride to Urban Extension conference
If anyone is driving to the conference in May, I could really use a ride.

Jeff Ford

Posted: [Reply](#) | [View Properties](#)



Why not fly?

Jeff Ford

Posted: [Reply](#) | [View Properties](#)



We don't have the funds, and besides, I'm afraid of flying!

Jeff Ford

Satisfaction with Sharepoint - New Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Tab

Address http://sea-srv1/Sales/Lists/Satisfaction%20with%20Sharepoint/NewForm.aspx?Source=http%3A%2F%2Fsea%2Dsrv1%2FSales%2FLists%2FSatisfaction%2520with%2... Go Links

Home Welcome Jeff Ford | My Site | My Links | Help | Send Feedback

Teams All Content Advanced Search Site Actions

Home News Reports Search Center Sites Teams Topics

Home > Teams > Satisfaction with Sharepoint > Respond to this Survey

Satisfaction with Sharepoint: New Item

Finish Survey Cancel

Are you satisfied with the new Sharepoint Intranet for Extension? *

	Very Unhappy		Meh		Extremely Pleased	
	1	2	3	4	5	N/A
Rate your satisfaction from Very Unhappy (1) to Extremely Pleased (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

I have used the new Intranet more than once.

Feedback

Finish Survey Cancel

Done Trusted sites

Network Documentation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://sea-srv1/sites/IT/ITAdmins/Network%20Documentation/Forms/AllItems.aspx

IT Welcome Qin Hong | Help | Send Feedback

IT Admins This List Site Actions

IT > IT Admins > Network Documentation

Network Documentation

View All Site Content

Documents

- Shared Documents
- Network Documentation

Pictures

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Surveys

Sites

People and Groups

Recycle Bin

New Upload Actions Settings View: All Documents

Type	Name	Modified	Modified By
	Network Configuration	3/3/2006 7:39 PM	Qin Hong
	Server Configuration	3/3/2006 7:39 PM	Qin Hong

- View Properties
- Edit Properties
- Manage Permissions
- Edit in Microsoft Office Word
- Delete
- Send To
- Check Out
- Connect to Outlook
- Alert Me
- Discuss

Done Local intranet

Microsoft Internet Explorer window titled "Create - Microsoft Internet Explorer". The address bar shows the URL: `http://sea-srv1/sites/IT/ITAdmins/_layouts/create.aspx`. The page content includes a navigation menu with "Home", "IT Admins", "IT Procedures", and "Teams", and a "Site Actions" dropdown. The main heading is "IT > IT Admins > Create Create Page". A "Picture Library" section is highlighted, with a description: "Create a picture library when you have pictures you want to share. Picture libraries provide special features for managing and displaying pictures, such as thumbnails, download options, and a slide show." Below this, there are five columns of options: Libraries, Communications, Tracking, Custom Lists, and Web Pages. A mouse cursor is hovering over the "Picture Library" option in the Libraries column.

Libraries	Communications	Tracking	Custom Lists	Web Pages
<ul style="list-style-type: none">Document LibraryForm LibraryWiki Page LibraryPicture LibraryData Connection Library	<ul style="list-style-type: none">AnnouncementsContactsDiscussion Board	<ul style="list-style-type: none">LinksCalendarTasksProject TasksIssue TrackingSurvey	<ul style="list-style-type: none">Custom ListCustom List in Datasheet ViewImport Spreadsheet	<ul style="list-style-type: none">Basic PageWeb Part PageSites and Workspaces

Home - IT Blog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://sea-srv1/sites/IT/ITAdmins/ITBlog/default.aspx Go Links

IT Welcome Qin Hong | Help | Send Feedback

IT Blog This Site

Home IT Admins IT Procedures Teams Site Actions

Categories

- Category 1
- Category 2
- Category 3

Add new category

Blog List

There are no items in this list.

Add new link

Links

- Photos
- Archive
- Archive (Calendar)

Add new link

IT > IT Admins > IT Blog

7/24/2006

Welcome to your Blog!

To begin using your site, click Make a new blog post under Admin Links to the right.

What is a Blog?

A Blog is a site designed to help you share information. Blogs can be used as news sites, journals, diaries, team sites, and more. It is your place on the World Wide Web.

Blogs are typically displayed in reverse chronological order (newest entries first), and consist of frequent short postings. With this Blog, it is also possible for your site visitors to comment on your postings.

In business, Blogs can be used as a team communication tool. Keep team members in touch by providing a central place for links, relevant news, and even gossip.

Posted By Qin Hong at 12:11 PM | [Permalink](#) | [Email This Post](#) | [Comments \(0\)](#)

[View RSS Feed](#)

Admin Links

- Make a New Post
- Manage Posts
- Manage Comments
- Manage Categories
- Manage Blog List
- All Content
- Set Blog Permissions

http://sea-srv1/sites/IT/ITAdmins/ITBlog/Lists/Posts/NewPost.aspx?Source=/sites/IT/ITAdmins/ITBlog/ Local intranet

Deployment Tasks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://sea-srv1/sites/IT/ITAdmins/Lists/Deployment%20Tasks/gantt.aspx

IT Welcome Qin Hong | Help | Send Feedback

IT Admins This List

Home IT Admins IT Procedures Teams Site Actions

IT > IT Admins > Deployment Tasks

Deployment Tasks

View: Project Tasks

New Actions Settings

Title	7/23/2006					7/30/2006					8/6/2006					8/13/2006					8/20/2006					8/27/2006				
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Define hardware...																														
Identify projec...																														

Title	Assigned To	Task Status	Priority	Due Date	% Complete
Define hardware requirements NEW	Greg Weber	Not Started	(2) Normal	8/4/2006 12:00 AM	
Identify project team NEW	Qin Hong	Not Started	(1) High	7/26/2006 12:00 AM	

Local intranet

People and Groups - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://sea-srv1/sites/IT/ITAdmins/_layouts/people.aspx?MembershipGroupId=6

IT Welcome Qin Hong | Help | Send Feedback

IT Admins Home IT Admins IT Procedures Teams Site Actions

IT > IT Admins > People and Groups



People and Groups: IT Members

Group Description: Use this group to give people contribute permissions to the SharePoint site: IT.

Groups

- IT Members

New Actions Settings View: Detail View

Picture	Name	About Me	Job Title	Department
	Greg Weber			
	Qin Hong			

E-Mail Users
 Send an e-mail to selected users.

Call/Message Selected Users
 Call the selected users

Remove Users from Group
 Remove selected users from this SharePoint group.

View All Site Content

Documents

- Shared Documents
- Network Documentation
- IT Admins WikiLibrary

Pictures

Lists

- Calendar
- Tasks
- Deployment Tasks
- Deployment Issues

Discussions

- Team Discussion

Surveys

Sites

Done Local intranet

Mail

Favorite Folders

Drag Your Favorite Folders Here

All Mail Folders

All Mail Items

- Mailbox - Qin Hong
 - Deleted Items
 - Drafts
 - Inbox
 - Junk E-mail
 - Outbox
 - RSS Feeds
 - Sent Items
 - Search Folders
- SharePoint Lists
 - Deleted Items
 - IT Admins - Network
 - Search Folders

Mail

Calendar

Contacts

Tasks

IT Admins - Network Docume...

Search IT Admins - Network Documentati...

Arranged By: Availability Downloaded on top

Downloaded Documents

Network Configuration.docx	3/3/2006	
Qin Hong		
Server Configuration.docx	3/3/2006	
Qin Hong		

Network Configuration.docx

Changed By: Qin Hong
Checked Out To:
Last Changed: 3/3/2006 5:39:23 PM
Size: 16 KB