

## SharePoint Online

In today's information economy, companies realize more than ever that people are their most important asset. Companies also understand that having a communication and collaboration solution that helps their people work better together is essential. Finding the right solution, however, can be a challenge. Communications technologies change quickly. Security concerns are rampant. And company IT resources may be spread thin.

That's why many organizations today are turning to Microsoft SharePoint® Online<sup>1</sup>. SharePoint Online provides a single, integrated location where employees can efficiently collaborate with team members, find organizational resources, search for information, manage content and workflow, and leverage business insight to make better-informed decisions. Based on Office SharePoint Server 2007, this Microsoft-hosted solution enables employees to easily create and manage custom team and project-focused sites for collaboration, including security-enhanced document sharing. Users get the flexibility and customization they need to truly work efficiently across teams. Microsoft handles setup, provisioning, ongoing maintenance and upgrades of your Office SharePoint Server infrastructure. This reduces the IT workload and frees your IT staff to work on core strategic initiatives that can help move your business forward.

## How It Works

SharePoint Online leverages redundant and geographically dispersed data centers. Each data center houses a reliable infrastructure needed to support the service. SharePoint Online helps simplify IT management by removing a company's need to deploy, configure, monitor and update/upgrade a collaboration solution on premises. From the Microsoft Online Administration Center, service administrators can create new site collections and sites, and enable access to specific users. With SharePoint Online, your enterprise can be up and running quickly with

the tools your users need to communicate and collaborate effectively.

SharePoint Online offers you a comprehensive set of functionality spread across the Portal, Collaboration, Search, Content Management and Business Process and Forms workloads. Key features include:

- Shared document and meeting workspaces
- Content management features for documents and Web content
- Document libraries with version control
- Seamless integration with Microsoft Office 2007 and Office SharePoint Designer
- Standard templates including wikis, blogs, and surveys
- E-mail alerts when documents or other items have been changed or added to a site
- RSS feeds for SharePoint libraries and lists
- Low-cost user licenses for "deskless workers" who use a PC on a limited basis
- Language support for English, French, German, Spanish, and Japanese
- Use of HTTPS to help keep Internet access secure
- Antivirus scanning with Microsoft Forefront™ Security for SharePoint
- Sign In application that provides single sign-on capability
- 99.9% scheduled uptime with financially backed Service Level Agreements
- Web form and 24/7 phone-based Tier 2 support for IT administrators

## Migration

Many customers have existing collaborative platforms or older versions of SharePoint Server. Working with our partners, Microsoft can help you develop a strategy for migration to SharePoint Online.

<sup>1</sup> This document describes the Microsoft SharePoint Online Standard offering only.



# Microsoft SharePoint Online

Portal	Audience targeting lets information owners decide how SharePoint groups get information.
	Site Manager feature allows changes to a SharePoint site's navigation, security access, and general look and feel using an easy drag-and-drop tool.
	Interact with SharePoint sites using Microsoft 2007 Office programs and Office SharePoint Designer.
Collaboration and Social Computing	Users create and control collaborative workspaces using standard meeting and team site templates.
	Coordinate teamwork with shared calendars, e-mail alerts and notifications.
	Capture best practices and expertise using blogs, wikis, Really Simple Syndication (RSS) and surveys.
Content Management	Document workflow helps users collaborate on documents and manage project tasks by applying specific business processes to SharePoint site documents and items.
	WYSIWYG editor—and Office Information Panel and Action Bar—streamline site content authoring.
	Pre-built page layouts let content contributors focus on their jobs rather than publishing.
	Retention and auditing policies can define document retention and expiration periods, provide access control and security, and enable tracking.
Search	Users can locate content that is stored in lists, document libraries, and other locations in a SharePoint collection with security-trimmed search results displayed.
Business Process and Forms	Use online business forms and custom "no-code" workflows that move projects toward completion.
Standard Parameters	20 site collections
	250 MB per user, aggregated across the organization
	HTTPS connections help keep Internet access more secure
	Virus filtering via Microsoft Forefront Security for SharePoint
	Single sign-on capability via Sign In application
	Web form and 24/7 phone-based Tier 2 support for IT administrators
	Low cost "deskless worker" offer for users who do not currently have collaboration capabilities or use a PC on a limited basis



# Microsoft SharePoint Online

**Microsoft**  
GOLD CERTIFIED  
Partner

Client Support	Internet Explorer® 6.0 or later, Firefox 3.0 or later, Safari 3.1.2
Data Protection Service	Self-service document restore with a 30-day Recycle Bin recovery period
	Business continuity and disaster recovery provisions built into service delivery systems
Security	Regularly scheduled security assessments
	Continuous intrusion monitoring and detection
Service Level Agreements	99.9% scheduled uptime with financially backed service level agreement (SLA)
Directory Synchronization Tool	This Microsoft tool can synchronize your on-premise Active Directory® with the Microsoft Online Active Directory.
Admin Center	Centralized, Web-based access for configuration and administration of SharePoint Online. Centralized location for Directory Synchronization, Migration, and Sign-In tools.

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