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Tips & Tricks

SharePoint 3.0

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Customer Service Tech Tips: SharePoint 3.0

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The following Tips & Tricks are SharePoint 3.0-specific. If you are using an earlier version of SharePoint and would like to upgrade to 3.0, please contact Customer Service.

1. How do I get WSS 3.0 SharePoint contacts to show up in my Outlook?

For Outlook 2003 or 2007:

1. In your Web browser, go to the Microsoft Windows SharePoint Services contact list that you want to access within Microsoft Outlook.
2. Click **Actions > Connect to Outlook**.
 - ✓ A connect dialog displays.
3. Click **Yes**.
 - ✓ In Office Outlook 2007, the contacts are added under **Other Contacts** in **Contacts**, in the **Navigation** pane.

IMPORTANT NOTE: Outlook 2003 is read-only for contacts. Outlook 2007 is read and write (assuming you have permissions). If you delete a contact from this list in Outlook 2007, it will also delete them from the SharePoint site.

2. How can I see my WSS 3.0 SharePoint Calendar and my Personal Calendar in Outlook 2007?

To view your SharePoint calendar and personal calendar in Outlook 2007:

1. In a Web browser, find the SharePoint calendar to which you want to link, and open it.
2. Click **Actions > Connect to Outlook**.
 - ✓ A connect dialog displays.
3. Click **Yes**.
4. In Outlook 2007, in the **Calendar** view, the SharePoint calendar is added in the **Other Calendars** area.
5. To display several calendars at once, click the checkboxes for the calendars you want to view.
 - ✓ The calendars display in overlay mode. To switch between calendars, click the tab of the calendar you want frontmost.
6. The arrow changes color when you point to it or click it. When you click the arrow, the tab moves to the left.
 - ✓ The calendars are now in overlay mode.
7. To add another calendar to the overlay, repeat the previous steps.



3. Is there a way to map my WSS 3.0 SharePoint site as a network place, and browse like I do with my file server?

1. Open the file explorer or My Computer.
2. From the **Tools** menu, choose **Map Network Drive....**
 - ✓ The **Map Network Drive** dialog displays.
3. At the bottom of the dialog, click the **Sign up for online storage or connect to a network server** link.
 - ✓ The **Add Network Place Wizard** dialog displays.
4. Click **Next**.
5. Select **Choose another network location**, and click **Next**.
6. In the **Internet or network address** field, paste in the URL of the site or sub-site to which you want to link, and click **Next**.
7. Type your login information.
8. Type a new name for the network place, if necessary.
9. Click **Next**.
10. Click **Finish**.
 - ✓ You are now connected to the SharePoint site via **My Network Places** (via the **Start** menu or **My Computer**).

IMPORTANT NOTE: If you have permission in the SharePoint site to delete files, you will also have the capabilities to delete files in **My Network Places**.

4. How can I work with SharePoint 3.0 documents offline?

There are several third-party products available that provide this service, including Colligo Reader, a free product that enables end-users to easily download some (or all) of the content in a SharePoint site to their laptops and view it offline—rather than having to copy files one by one through a browser. It is a client-level application, so no server installation or changes are required. Colligo works with any SharePoint implementation.

NOTE: Colligo is a third-party product, and customer support is provided directly from Colligo. Colligo Reader connects to SharePoint using standard Web services and site permissions, and then downloads the content to a local file store on the Windows file system, which preserves document links.

Colligo Contributor 2.1 is for laptop users, such as members of project teams—with "Contributor," "Designer," or "Administrator" privileges—who need to frequently modify content on their SharePoint sites. Contributor enables them to create and edit documents, forms, list items, and their associated properties when working offline, and then synchronizes changes back to the server when they return online.

Apptix provides free 30-day trials of Colligo Contributor so you can determine which works best for you. Both products can be found on our Partner Products page at <http://www.sharepointsite.com/products/colligo/>.



5. How can I learn how to better use SharePoint 3.0?

There are many options available to you when it comes to SharePoint training. Simply Google “SharePoint training,” and you should be presented with loads of choices. One excellent choice is Apptix’s free SharePoint training. This is a great alternative if you want to learn how to use SharePoint at your own pace, or in specific areas of interest.

There are also many certified training centers offering in-depth SharePoint training taught in a multi-day course in cities around the U.S. This type of training is typically very hands-on, and covers the issues you need addressed. Other options include online training providers, which offer instructional training in an online environment, including videos and Q&A forums.

To access Apptix’s free SharePoint training, please go to <http://sptraining.sharepointsite.net>.

About Apptix

Apptix (OSE: APP) is the industry-leading provider of hosted email, voice, and collaboration services for small and medium-sized businesses, serving nearly 200,000 Exchange subscribers—and approximately 19,000 organizations—worldwide. Apptix offers hosted Microsoft Exchange, hosted VoIP, hosted Microsoft SharePoint, mobile messaging, and compliance and archiving, both directly and through its MailStreet subsidiary. Apptix provides the reliability and scalability of big business communications solutions at a small business price, freeing IT staff to focus on improving and innovating within their companies. Apptix is a Microsoft Gold Certified Partner for Hosting and Application Services. The company is headquartered in Herndon, Virginia, with additional locations in Florida, Illinois, Texas, and India. Apptix is recognized as one of the *CRN* 2008 Fast Growth 100, Deloitte’s 2008 Virginia Technology Fast 50 and *Washington Business Journal* 2008 Fastest Growing Companies. For more information, visit www.apptix.com.

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