

## About SharePoint Server 2007 Sites and Workspaces

SharePoint Server 2007 helps you store and collaborate on information using Web sites and workspaces hosted on the corporate network. No specialized knowledge is needed to create a site or workspace. Use this guide to determine which sites or workspaces are best for your needs.

### Sites (long-term use)

### Workspaces (short-term use)

	My Site	Team Site	Document Workspace	Meeting Workspace
<b>Purpose</b>	Individuals share public information; organize daily activities; store private files.	Teams store and display information; coordinate activities; collaborate on projects.	Groups collaborate on documents related to a specific project or purpose.	Groups manage meeting agenda items, materials, and follow-up actions.
<b>Best Uses</b>	<ul style="list-style-type: none"> <li>Share business-related information about yourself with your coworkers.</li> <li>Store private files or collaborate on shared files.</li> </ul>	<ul style="list-style-type: none"> <li>Centralize and coordinate team activities.</li> <li>Store, organize, and display team files.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate on documents without using e-mail.</li> <li>Store multiple documents.</li> <li>Display information related to document review.</li> </ul>	<ul style="list-style-type: none"> <li>Post meeting agendas.</li> <li>Track action items.</li> <li>Store documents and other files associated with a meeting.</li> </ul>
<b>Key Features</b>	<ul style="list-style-type: none"> <li>Stores private and shared documents.</li> <li>Enables control of private information versus public information.</li> <li>Allows for site customization and supports multi-purpose use.</li> </ul>	<ul style="list-style-type: none"> <li>Enables collaboration on Microsoft Office system files.</li> <li>Includes document check in/check out and version control .</li> <li>Allows site customization and supports multi-purpose team use.</li> </ul>	<ul style="list-style-type: none"> <li>Enables use of SharePoint Server 2007 features directly from Microsoft Office system applications.</li> <li>Includes document check in/check out and version control.</li> <li>Connects to a Team Site or My Site.</li> </ul>	<ul style="list-style-type: none"> <li>Enables workspace creation in Outlook 2007 when sending a meeting invitation.</li> <li>Supports one-time or recurring meetings.</li> <li>Connects to a Team Site or My Site.</li> </ul>
<b>Challenges</b>	<ul style="list-style-type: none"> <li>Public section is viewable to all users with corporate network access.</li> </ul>	<ul style="list-style-type: none"> <li>Keeping content current and useable may require a site manager.</li> </ul>	<ul style="list-style-type: none"> <li>Review and editing of documents requires corporate network access.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting participants must be aware of the site and its location.</li> </ul>

Site and Workspace Comparison	My Site	Team Site	Document Workspace	Meeting Workspace
Your Own Work Web Site	•			
Best for Team Collaboration		•		
Best for Document Collaboration			•	
Best for Managing Meetings				•
Supports Search Function	•	•	•	•
Multi-purpose, Longer-term Use	•	•		
Single-purpose, Shorter-term Use			•	•
Provides Public and Private Sections	•			
Use Directly from Office 2003 Applications			•	
Create Using Outlook 2003			•	•
Control User Access and Privileges	•	•	•	•
Requires Corporate Network Access	•	•	•	•

### Extranet Sites—Collaborate with External Partners and Customers

Want to use a SharePoint Server 2007 site to collaborate with external business partners, vendors, or customers? Create a SharePoint Extranet Team site. Because Extranet sites are accessed through the Internet, external users can access the content and collaboration features.

**Note** To determine if SharePoint Server 2007 Extranet Sites are available in your enterprise, check with your Site Administrator.