



## What is a collaborative SharePoint site?

- Microsoft product for collaborative working
- Integrates with other MS products (e.g. Outlook)
- Web-based so can be accessed off-site
- Content and Process Management
- Accessible, manageable, online storage space: CDJ1  
folder and file structures
- Functionality for sharing of resources and collaborative working, including discussions
- Site owner controls access permissions for both internal and external staff

(See Product Overview)



## Is SharePoint the right solution?

- Want to share resources with a wider audience of colleagues or within a project team?
- Will users require regular access?
- Require to harness a subject (e.g. A University-wide research theme)?
- Wish to share site specific news items?
- Wish to capture and share discussions rather than have them free floating in disparate, unrelated emails
- Wish to cut down on duplication and storage— one source rather than many?



### Restrictions:

- Not a file store (shared drives still have a significant role to play)
- Not appropriate for confidential information
- Sites can only be created for University business use.
- Personal sites cannot be created



### What are the basic functions of SharePoint:

- Content Management
- Process Management
- Document Libraries
- News
- Calendar
- Discussion For a
- Managing Tasks

[See User Guides for further information](#)

