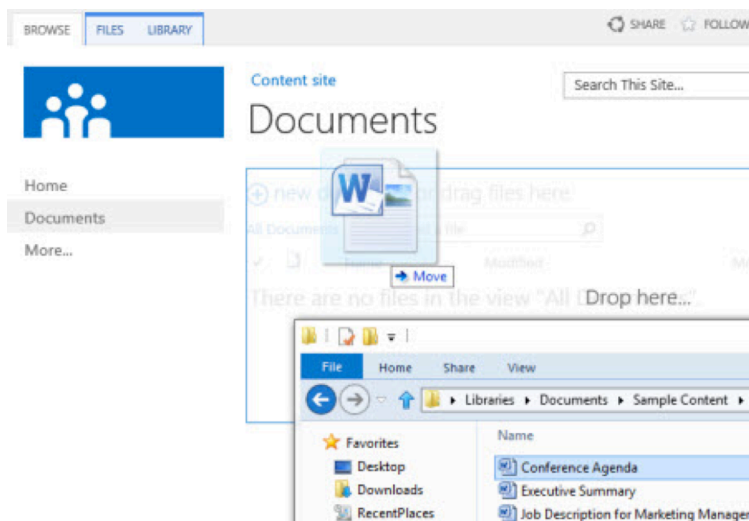


## Maximizing SharePoint Online 2013 for the Small-Medium Business

SharePoint 2013 comes with a fresh interface, new features, and the capabilities SharePoint was founded on. The following are a handful of the great features SharePoint 2013 offers that you can utilize right away. Note that while SharePoint is compatible with most current browsers, Internet Explorer provides the best user experience.

### Uploading Documents

Documents, pictures, and other files can be uploaded into SharePoint by dragging them from your computer to the document library. If this feature isn't functioning properly, make sure you're using a compatible browser that's up to date or have Microsoft Office 2013 installed. You can upload up to 100 files at a time with a 250 MB size limit for each file. On-premise SharePoint can be configured for large file sizes where SharePoint Online has fixed 250 MB limit.

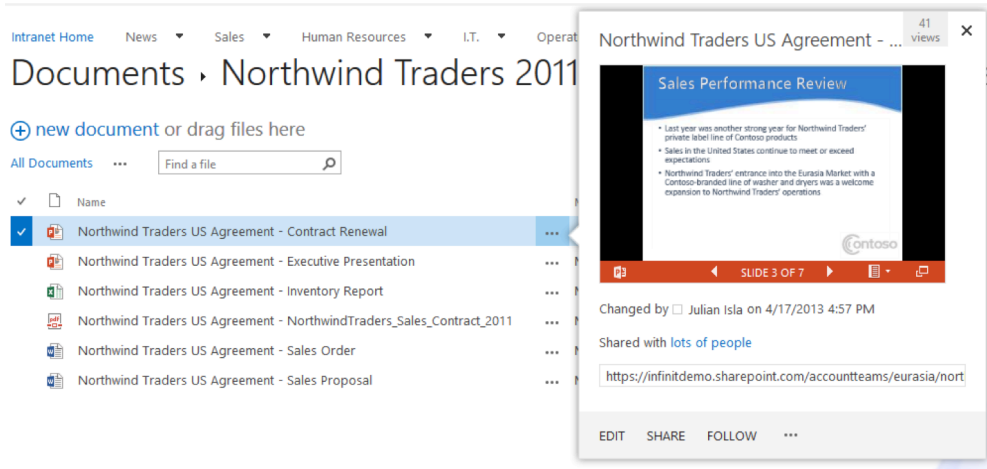


### Office Web Apps Integration

SharePoint integration with Office Web Apps offers great user and collaborative experiences. A few you can take advantage of:

- Click the "..." button next to a PowerPoint document and you'll be able to see a working preview of the document. This can help you quickly skim document contents in a large library.

- Cut the cluttered Inbox! Instead of sending out your document every time an edit is made, upload the file to SharePoint and you and your colleagues can collaborate simultaneously, either in the browser using Office Web Apps or by using the Office applications on your desktop.



- In a document library, clicking the Sync button in the top right corner will save all of your team documents to your computer for offline use. That way you'll have your documents with you, even when you can't access the Internet.

## Sharing Documents

Take advantage of SkyDrive Pro to sync your personal documents for simple online backup. You'll have the ability to share documents and folders, which is useful for collaborating with external vendors, customers, or other partners.

For example, you might share documents located in your SkyDrive Pro or in team site libraries. External sharing must be enabled by your administrator before you can share a document or folder with people outside your organization. There are two ways to share a document or folder:

Option 1. Invite someone to your site. When you share a document or folder by inviting someone to your site, you can specify whether they have view or edit access. The user can log in to your site to view or edit the document with any e-mail address associated with a Microsoft account.

Option 2. Share a document/folder via link. When you share a document or folder by sending a guest link, the person receives an obfuscated link (meaning people cannot use it to view or navigate to other content on your site). The recipient can access the document without needing to sign in. It's important to note that when you send a guest link, the recipient can forward that link to someone else. To turn off guest links, you can turn the anonymous links feature off globally. If the feature is later reactivated, these links will resume working. It is also possible to disable individual links that have been shared if you want to revoke access to a specific document.

## Version Control

Make sure you always have the latest version of a document without losing what's been done in the past. With the check in/check out feature, you can avoid conflicts for shared documents that both you and your colleagues are editing. When you upload a document, the file is initially checked out to you and needs to be checked in before others can check out the document. Users will be required to leave a comment about the changes they made once it's checked in. This feature can also be disabled to allow multiple people to edit a document at the same time and be used with version control.

If tracking is enabled, the revised document can be added as a new version and becomes part of the version history of the file. Make it a business practice to require any changes to be submitted with comments to keep track of the file's history. This way, you'll be able to control the changes that were made, either approving edits or rolling the document back to a previous version.

## SkyDrive Pro

Each SharePoint 2013 user has a central location to store personal and shared documents. Users have the option to synchronize their SkyDrive document library content with a local drive to enable offline access to documents using SkyDrive Pro. By default, documents saved in the SkyDrive document library are personal and restricted to the user, but can be shared with specific users or groups for collaboration. When deployed, a user's My Site document library is the default save location for any Office 2013 files. Saving documents to SkyDrive, instead of a local drive, gives the user flexibility to work with documents both on and offline.

## Sites & Team Sites

### Sites

Make your Site custom to your preferences. When clicking on Sites at the top of the page, you'll be taken to your personal homepage, which you can modify to better reflect your resources. By clicking on the arrow next to your name in the top right corner and selecting Personalize this Page, you'll have the ability to customize your Home layout. You can add new Web Parts to show information such as activity feeds, newsfeeds, document libraries and much more. By default, the personal site page displays promoted main sites and the sites you're following. "Follow" the sites you use the most and a link to that site will show up on your page for quick access.

### Team Sites

A great feature of team sites is the team site mailbox, which can be used to gather important team email conversations. The benefit of enabling this feature is having an archive of all team emails and documents for future reference, or bringing future team members up to speed. Instead of creating a distribution list, just forward or CC the site mailbox. For added security, only team members who have the Contribute permission can open the site mailbox and view it. Team mailboxes can also be added to a user's Outlook account for easier access. They'll be able to see the site's document libraries in Outlook and have the ability to drag and drop documents right into the site mailbox.



2 discussions 9 replies

Partner relations, culture nuance, and other questions.

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- Northwind expansion plans?**  
7 replies  
0 likes  
✓ best reply  
Was at a networking event and heard someone mention that Northwind was planning an expan...  
By Kelly Krout | Latest reply by Molly Clark | Monday at 7:20 PM
- Northwind Traders staffing changes**  
2 replies  
0 likes  
I have recently learned about some staffing changes at Northwind Traders that I wanted to shar...  
By Molly Clark | Latest reply by Molly Clark | Monday at 7:19 PM

### TIP: Discussion Boards

If your team is in disparate places, it's important to have a place for quick conversation. On team sites, set up a discussion board to encourage users to pose questions and engage a dialogue.

## Public Facing Sites

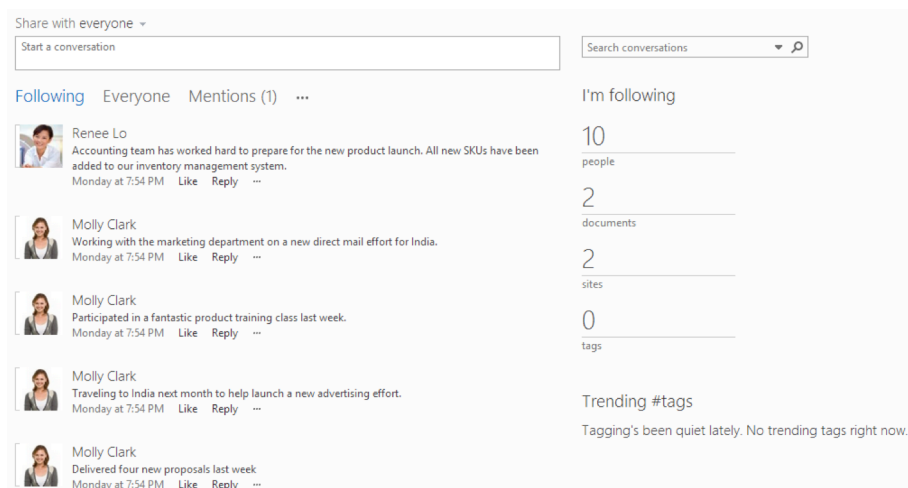
Need a simple website fast? SharePoint 2013 automatically provides you with a website building tool. With just a few clicks you can customize your website's look, put in unique text, images and publish you site live to the world.

We have a quick 5 minute how-to video on our blog: <http://www.infinitlearning.com/2013/06/maximizing-sharepoint-online-2013-public-facing-sites/>

## Newsfeed

You can always know the latest with Newsfeed. Follow the activities of your coworkers, documents and team sites.

"Follow" your team sites and discussion boards to stay up to date with your colleagues and group projects.



The screenshot shows the SharePoint Newsfeed interface. At the top, there is a 'Share with everyone' dropdown and a 'Start a conversation' text box. To the right is a 'Search conversations' search bar. Below these are navigation tabs for 'Following', 'Everyone', and 'Mentions (1)'. The main content area displays a list of updates from users: Renee Lo, Molly Clark, and Molly Clark. Each update includes a profile picture, name, text, and timestamp. To the right of the updates is a summary section titled 'I'm following' with counts for '10 people', '2 documents', and '2 sites'. Below that is a 'Trending #tags' section with the text 'Tagging's been quiet lately. No trending tags right now.'

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