

# Collaborate on a team site



## Quick Start Guide

### Get the latest news

Post announcements to keep everyone up to date.

### Post to a blog

Share new information with your team right away.

### See what the team is doing

Find out what's being worked on now.

### Find out what people want

Find out what team members think with a team survey.

### Switch

Go to your email, calendar, contacts, or documents in one click. Just click once to join a discussion on Yammer or see all the sites that you're following.

### Search

Find documents, meetings, and events quickly through search.

### Create a team calendar

Keep team events and meetings on a team calendar, and view that calendar from Outlook.

### Co-author documents

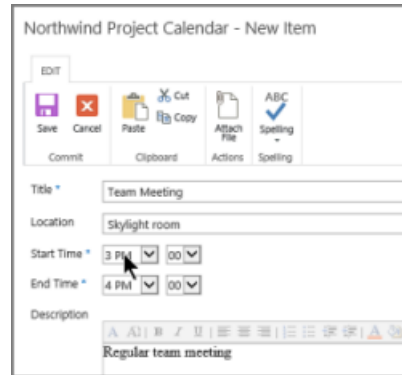
Share a document with a team member, and then work on the same document at the same time.

The screenshot shows the Office 365 interface for the Northwind Team Site. The top navigation bar includes Outlook, Calendar, People, Yammer, OneDrive, and Sites. The main content area is titled "Northwind Team Site" and features a "Search this site" box. Below the title, there are sections for "Northwind Project News" (with a "new announcement or edit this list" link), "Northwind Project Calendar" (with a "new document or drag files here" link), and "Documents" (with a "new document or drag files here" link). The calendar shows a grid for July 2013. The left sidebar contains navigation links: Home, Notebook, Documents, Project Calendar, Team Mailbox, Northwind Blow-by blog, Recent, Northwind Project News, Summer Event Survey, and Site Contents. Callout lines connect the text boxes to specific elements in the interface: "Get the latest news" points to the "new announcement or edit this list" link; "Post to a blog" points to the "new announcement or edit this list" link; "See what the team is doing" points to the "Recent" link; "Find out what people want" points to the "Summer Event Survey" link; "Switch" points to the "Outlook", "Calendar", "People", "Yammer", "OneDrive", and "Sites" navigation bar; "Search" points to the "Search this site" box; "Create a team calendar" points to the "new document or drag files here" link in the "Documents" section; and "Co-author documents" points to the "new document or drag files here" link in the "Documents" section.

## Add an event to a team calendar

You can add an event to a team calendar to help track team milestones and events.

1. From the Team Site home, go to the calendar.
2. Click the date that you want in the calendar, then click **Add**.
3. Type in the name of the event, and then enter times, description, and any other important information.
4. When you finish, click **Save**.



Northwind Project Calendar - New Item

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title \* Team Meeting

Location Skylight room

Start Time \* 3 PM 00

End Time \* 4 PM 00

Description

Regular team meeting

## Co-author a document in Word

You can collaborate on a team document with another team member by working directly in Word.

1. In the team Documents library, open the document that you want to work on with another team member. It's important to just open the document—do not check it out. If you check out a document, you have exclusive use of it.
  2. Make the changes that you want to, and then save your changes. The other person does the same thing.
  3. To see the changes that the other person made and saved, refresh the page.
- You can also co-author presentations in PowerPoint and workbooks in Excel Web App. Note that only one person at a time can edit a workbook in Excel 2013.

**Note** The specific apps that you can use on your Team Site depend on how your team designed the site.

## Make a news announcement

1. On the Team Site, click **Announcements**.
2. In the dialog box, type a title, and then enter the announcement information in the **Body** box.
3. Click **Save**.



Title \*

Body

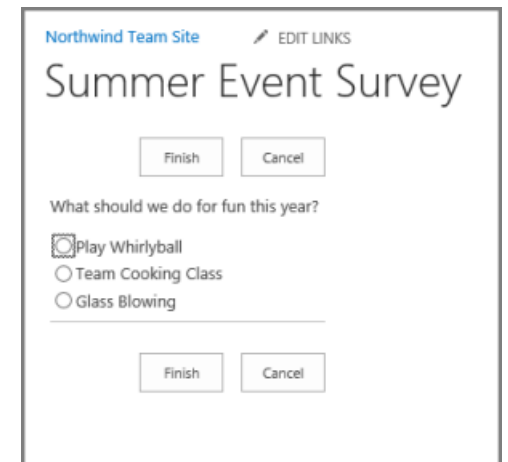
Expires

Save Cancel

## Respond to a survey

You can create a survey to learn what people think. Your team members can respond quickly and easily.

1. From the Team Site home, click the name of the survey.
2. On the survey page, click **Respond to this survey**.
3. Make your selections and click **Finish**.



Northwind Team Site EDIT LINKS

### Summer Event Survey

Finish Cancel

What should we do for fun this year?

Play Whirlyball

Team Cooking Class

Glass Blowing

Finish Cancel

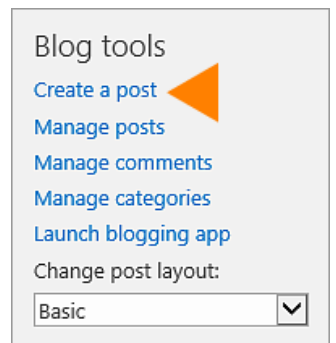
## Post an entry on a team blog

You can make a comment to a blog post that someone else posted, or create a new blog entry.

To make a new blog entry, go to the blog page.

1. In the **Blog tools** box, click **Create a post**.
2. Give your post a title, and then type the contents.
3. When you finish, click **Publish**.

You can add also an image, an audio file, or a video.



Blog tools

Create a post

Manage posts

Manage comments

Manage categories

Launch blogging app

Change post layout:

Basic