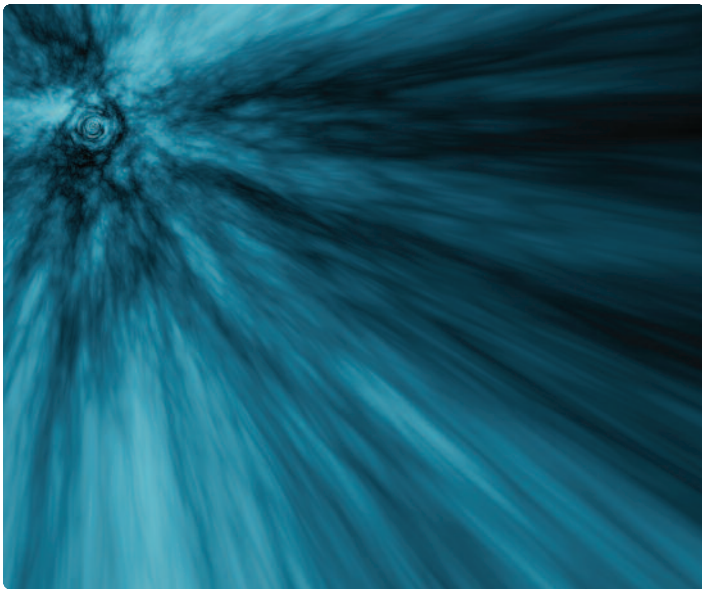


# Introduction to Microsoft Office SharePoint Server 2007



Microsoft Office SharePoint Server 2007 is a new server program that is part of the 2007 Microsoft Office system. Your organization can use Office SharePoint Server 2007 to facilitate collaboration, provide content management features, implement business processes, and supply access to information that is essential to organizational goals and processes.

You can quickly create SharePoint sites that support specific content publishing, content management, records management, or business intelligence needs. You can also conduct effective searches for people, documents, and data, participate in forms-driven business processes, and access and analyze large amounts of business data.

## Capabilities

Microsoft Office SharePoint Server 2007 provides a single, integrated location where employees can efficiently collaborate with team members, find organizational resources, search for experts and corporate information, manage content and workflow, and leverage business insight to make better-informed decisions.

## Collaboration

Allow teams to work together effectively, collaborate on and publish documents, maintain task lists, implement workflows, and share information through the use of wikis and blogs.

## Portals

Create a personal MySite portal to share information with others and personalise the user experience.

## Enterprise Search

Quickly and easily find people, expertise, and content in business applications.

## Enterprise Content Management

Create and manage documents, records, and Web content.

## Business Process and Forms

Create workflows and electronic forms to automate and streamline your business processes.

## Business Intelligence

Allow information workers to easily access critical business information, analyse and view data, and publish reports to make more informed decisions.

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