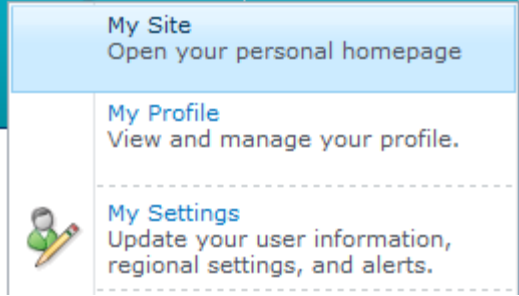

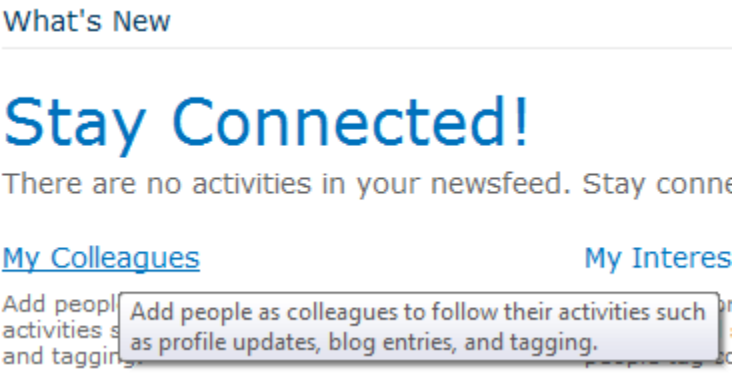



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SharePoint 2010 mySites

In SharePoint 2010 the notion of mySites allows for a more social experience to users of SharePoint. Users can now update their status, connect with other individuals as well as share content freely amongst other items.

<p>1. If mySites are turned on then from Site Actions -> the following option will be available typically under your login name.</p>	
<p>2. The default page of a My Site will appear as such.</p>	
<p>3. Clicking My Colleagues brings one to a page where they can add and edit those individuals whom they want to follow the activities of.</p>	
<p>4. At the following screen click Add Colleagues</p>	

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5. In the Colleagues section – enter in the individual's names whom you wish to follow or click the browse book and find the individuals – click Add then click OK. If the users are members of your team click the proper selection under this option. Additionally in the Add to Group add the users to a desired group or create a new group. Finally, in the Show to - select whom should see the colleagues in your profile. Select OK when done.

Add Colleagues

Colleagues
Identify the people you know or work with as colleagues.

Add to Group
Adding a colleague to your team helps you control the privacy of your profile. You can configure your profile so that it is visible only to your team. Adding a colleague to a group helps you organize your list of colleagues.

Add to My Team:
 Yes
 No

Add to a Group:
 Existing group:
General
 New group:

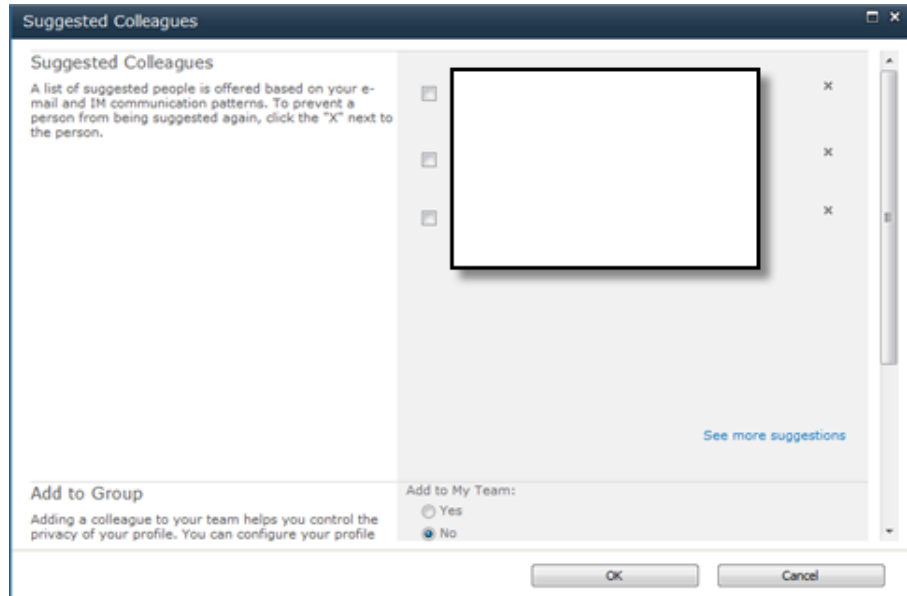
Show to
Choose who can view these colleagues. The privacy setting you select here affects who can see these colleagues when they visit your profile.

Show these colleagues to:
Everyone



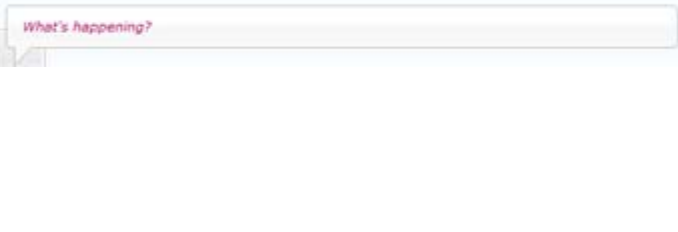

OK Cancel

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6. Click View Suggestions and if prompted to Configure My Site for Microsoft Office – click Yes. Then the display shows those people whom you most likely have connected with via e-mail and instant messenger. Check those users whom you wish to connect with. If the users are members of your team click the proper selection under this option. Additionally in the Add to Group add the users to a desired group or create a new group. Finally, in the Show to - select whom should see the colleagues in your profile. Select OK when done.



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<p>7. Edit Colleagues – on the Colleagues tab first check those individuals whom you want to edit – then click the Edit Colleagues link. Edit the information that displays as desired then click Save and Close.</p>	
<p>8. Remove Colleagues - on the Colleagues tab first check those individuals whom you want to remove – then click the Remove Colleagues link.</p>	
<p>9. Another piece of functionality of value on the My Colleagues is the What's Happening balloon.</p>	
<p>10. Click into the balloon and then enter in your text – in this case “This is a test” was entered. When</p>	

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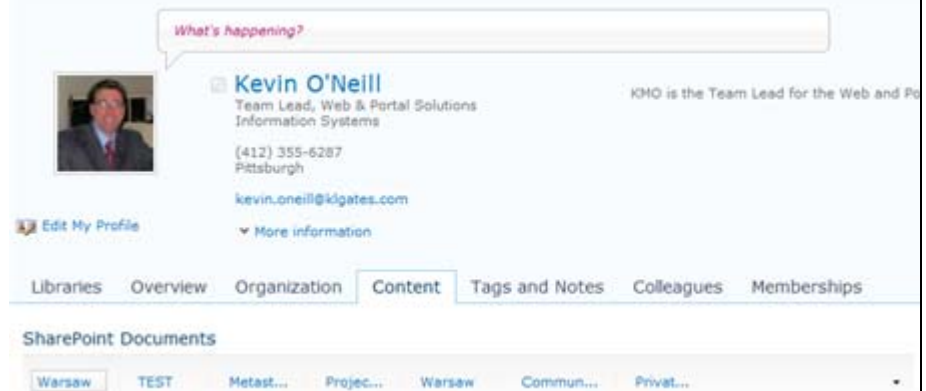
<p>done hit the enter key.</p>	
<p>11. Click the Edit My Profile link to update your profile.</p>	 <p>This is a screenshot of a profile page. It features a placeholder for a profile picture (a grey silhouette) and a speech bubble above it containing the text 'This i'. Below the placeholder is a blue button with a pencil icon and the text 'Edit My Profile'.</p>
<p>12. Enter in the desired information into the profile – a sampling of fields is shown here - click Save and Close.</p>	 <p>This is a screenshot of the profile editing form. It contains three main sections: <ul style="list-style-type: none"> About me: A text area for a personal description, with a 'Choose Picture' button and a privacy dropdown set to 'Everyone'. Picture: A section for uploading a profile picture, with a 'Choose Picture' button and a privacy dropdown set to 'Everyone'. Ask Me About: A text area for providing expertise, with a privacy dropdown set to 'Everyone'. </p>
<p>13. Once completed click the Overview tab to view some of the information entered into the profile. Click the More information link to see the hidden information</p>	 <p>This is a screenshot of the completed profile page. It shows the profile picture, name 'Kevin O'Neill', title 'Team Lead, Web & Portal Solutions Information Systems', phone number '(412) 355-6287', location 'Pittsburgh', and email 'kevin.oneill@kgates.com'. There is an 'Edit My Profile' link and a 'More information' link. Below the profile information are tabs for 'Overview', 'Organization', 'Content', 'Tags and Notes', and 'Colleagues'. The 'Overview' tab is selected, showing the 'Ask Me About' section.</p>

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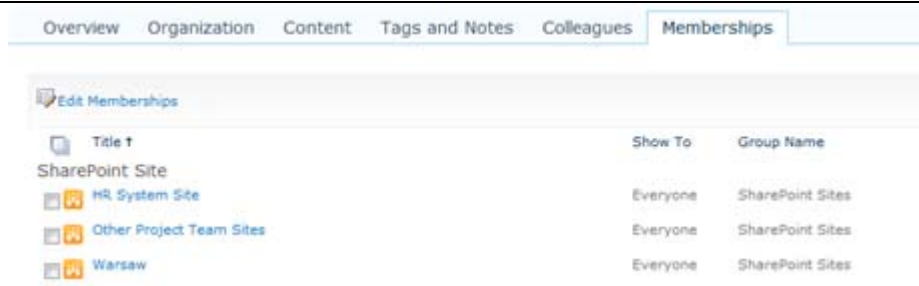
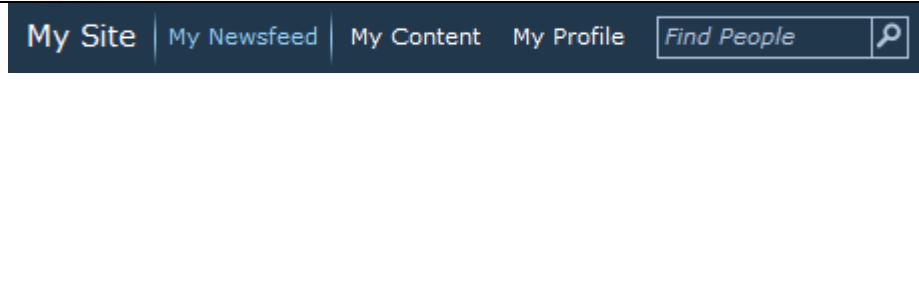
14. Moving left to right across the Organization tab – when selected this displays a Silverlight Control of the relationships to you in the organization. It is based upon whom you select to be on your team as well as how the information is fed into the mySites by the farm administrator(s)




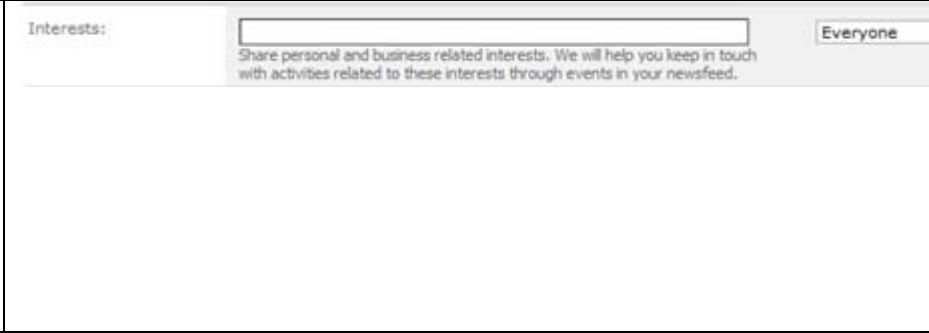
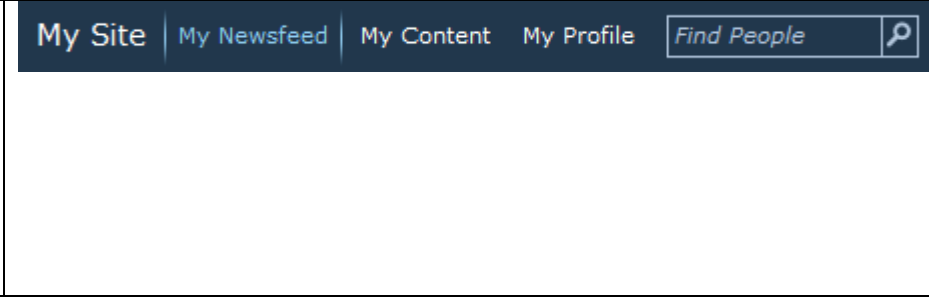

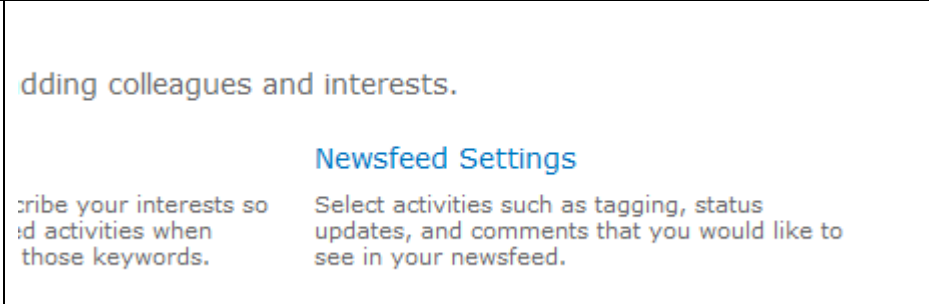
15. Clicking the Content tab shows ones SharePoint documents they have uploaded or sites they are associated with.




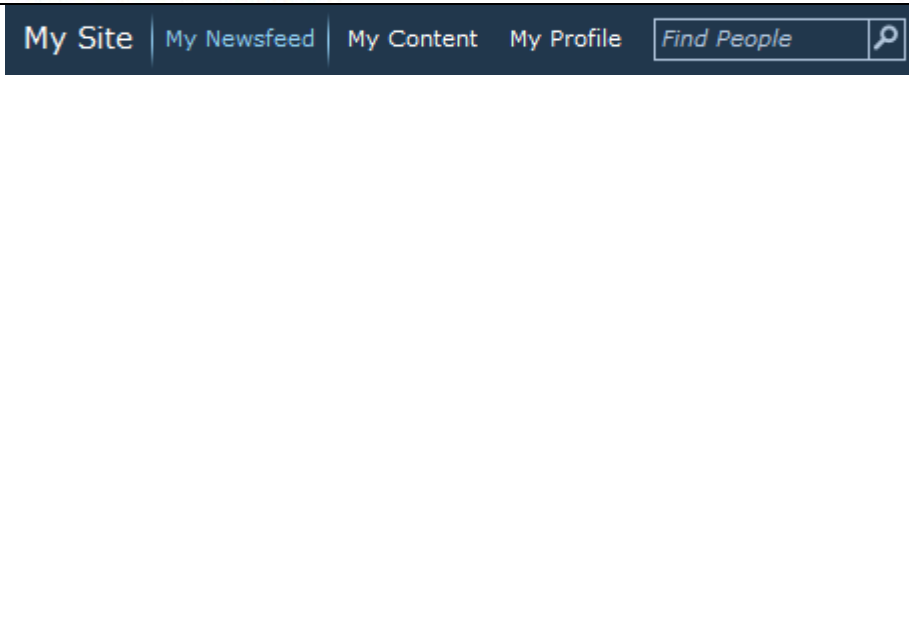
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<p>16. Clicking Tags and Notes shows one the items they have previously tagged within SharePoint itself. The tags are essentially shown in a tag cloud which a user can then click those words of interest and see the items that were tagged with those said keywords.</p>	 <p>The screenshot shows the 'Tags and Notes' tab in SharePoint. It features a navigation bar with 'Overview', 'Organization', 'Content', 'Tags and Notes', and 'Colleagues'. Below the navigation, there are sections for 'Refine by type' (All, Tags, Notes, Private, Public) and 'Refine by tag' (Sort: Alphabetically, By Size). A tag cloud is displayed with the largest tag being 'Test1'. Other visible tags include 'Boxer', 'edat', 'law', 'html3', and 'I like it'. Below the tag cloud, there are snippets of text: 'This information was terrible!' and 'This is the great'.</p>															
<p>17. Clicking the Memberships tab shows one the sites they are members of.</p>	 <p>The screenshot shows the 'Memberships' tab in SharePoint. It features a navigation bar with 'Overview', 'Organization', 'Content', 'Tags and Notes', 'Colleagues', and 'Memberships'. Below the navigation, there is an 'Edit Memberships' section. A table lists the sites and group names:</p> <table border="1"> <thead> <tr> <th>Title †</th> <th>Show To</th> <th>Group Name</th> </tr> </thead> <tbody> <tr> <td>SharePoint Site</td> <td>Everyone</td> <td>SharePoint Sites</td> </tr> <tr> <td>HR System Site</td> <td>Everyone</td> <td>SharePoint Sites</td> </tr> <tr> <td>Other Project Team Sites</td> <td>Everyone</td> <td>SharePoint Sites</td> </tr> <tr> <td>Warsaw</td> <td>Everyone</td> <td>SharePoint Sites</td> </tr> </tbody> </table>	Title †	Show To	Group Name	SharePoint Site	Everyone	SharePoint Sites	HR System Site	Everyone	SharePoint Sites	Other Project Team Sites	Everyone	SharePoint Sites	Warsaw	Everyone	SharePoint Sites
Title †	Show To	Group Name														
SharePoint Site	Everyone	SharePoint Sites														
HR System Site	Everyone	SharePoint Sites														
Other Project Team Sites	Everyone	SharePoint Sites														
Warsaw	Everyone	SharePoint Sites														
<p>18. Clicking on the My Site link on the top navigation brings one back to the default My Site page.</p>	 <p>The screenshot shows the top navigation bar in SharePoint. It features a dark blue background with white text. The navigation items are 'My Site', 'My Newsfeed', 'My Content', and 'My Profile'. To the right of these items is a search box labeled 'Find People' with a magnifying glass icon. The 'My Site' link is highlighted with a white border.</p>															

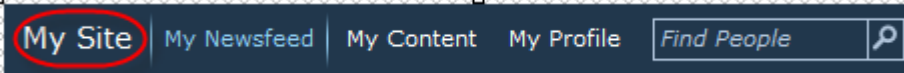
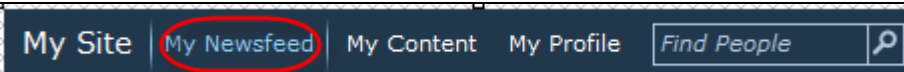
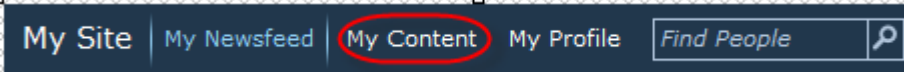
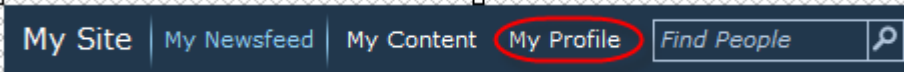

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<p>19. Clicking My Interests brings one to a section of their profile where they can enter in their interests</p>	 <p>Stay Connected! There are no activities in your newsfeed. Stay connected by adding colleagues and interests.</p> <p>My Colleagues Add people as colleagues to follow their activities such as profile updates, blog entries, and tagging.</p> <p>My Interests Enter keywords that describe your interests so that you will see newsfeed activities when people tag content using those keywords.</p>
<p>20. At this screen one simply enters in their interests. When done making edits one should select Save and Close.</p>	 <p>Interests: <input type="text"/> Everyone</p> <p>Share personal and business related interests. We will help you keep in touch with activities related to these interests through events in your newsfeed.</p>
<p>21. Clicking on the My Site link on the top navigation brings one back to the default My Site page.</p>	 <p>My Site My Newsfeed My Content My Profile <input type="text" value="Find People"/> </p>
<p>22. The last section on this page to select is the Newsfeed Settings</p>	 <p>Adding colleagues and interests.</p> <p>Newsfeed Settings</p> <p>Describe your interests so you will see newsfeed activities when people tag content using those keywords.</p> <p>Select activities such as tagging, status updates, and comments that you would like to see in your newsfeed.</p>

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<p>23. On this screen of one's profile – a user selects how e-mail notifications should be sent and selects the activities they wish to follow by checking and unchecking the selections. When done making edits one should select Save and Close.</p>	
<p>24. On the main navigation it should be noted that the Find People search can prove very useful in finding individuals. Simply by typing in the desired term and clicking the magnifying glass result sets are returned.</p>	

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25. On this same navigation bar a user can navigate to their My Site by clicking that link.	 <p>A dark blue navigation bar with white text. The items are: 'My Site' (circled in red), 'My Newsfeed', 'My Content', 'My Profile', and 'Find People' (with a magnifying glass icon).</p>
26. Additionally, a user can access their my Newsfeed by clicking that link	 <p>A dark blue navigation bar with white text. The items are: 'My Site', 'My Newsfeed' (circled in red), 'My Content', 'My Profile', and 'Find People' (with a magnifying glass icon).</p>
27. A user can access their My Content by clicking that link	 <p>A dark blue navigation bar with white text. The items are: 'My Site', 'My Newsfeed', 'My Content' (circled in red), 'My Profile', and 'Find People' (with a magnifying glass icon).</p>
28. Finally, a user can access their My Profile by selecting that link	 <p>A dark blue navigation bar with white text. The items are: 'My Site', 'My Newsfeed', 'My Content', 'My Profile' (circled in red), and 'Find People' (with a magnifying glass icon).</p>
29. The first time one accesses their My profile the profile based on one's information may take a minute or two to process.	 <p>A light blue rectangular box containing the text: 'Processing...' with a small green asterisk to its left. Below it, in smaller text: 'Please wait while your personal site is setup for the first time and the default document libraries and lists are created. This may take several seconds.'</p>