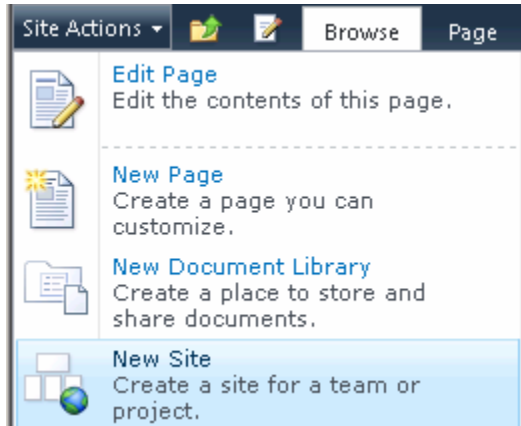


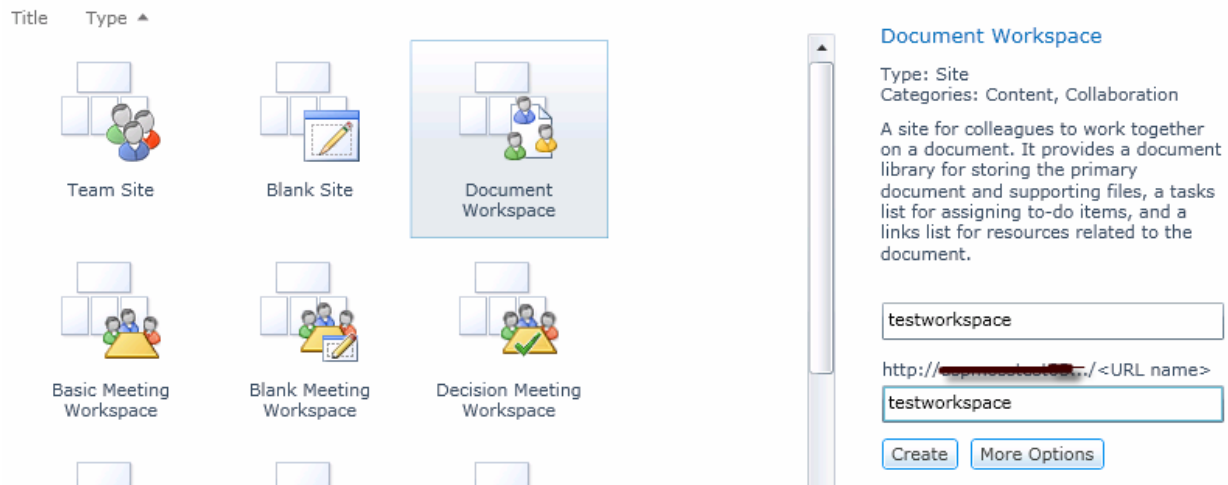
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Creating SharePoint 2010 Workspace

Maneuver to the tree in SharePoint where the workspace should be created – from Site Actions -> select New Site

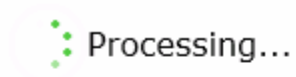


Select Document Workspace and Name the item as well as enter in a URL name and click Create:



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Request will be processed:



Please wait while your changes are processed.

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The page is created and now Announcements, Documents and Tasks can be added as desired by clicking the appropriate Add link:

The screenshot shows a SharePoint site interface for a workspace named 'testworkspace'. At the top, there is a navigation bar with 'Site Actions' and 'Browse' tabs. Below this, the site name 'testworkspace' is displayed. A left-hand navigation pane contains links for 'Home', 'Libraries', 'Lists', 'Calendar', 'Discussions', 'Team Discussion', 'Recycle Bin', and 'All Site Content'. The main content area is divided into three sections: 'Announcements', 'Shared Documents', and 'Tasks'. The 'Announcements' section features a recent announcement titled 'Get Started with Microsoft SharePoint Foundation!' with a 'NEW' indicator and an 'Add new announcement' link. The 'Shared Documents' section shows an empty table with columns for 'Type', 'Name', 'Modified', and 'Modified By', and an 'Add document' link. The 'Tasks' section shows an empty table with columns for 'Title', 'Assigned To', and 'Status', and an 'Add new item' link.