Collaborate on a team site

Office

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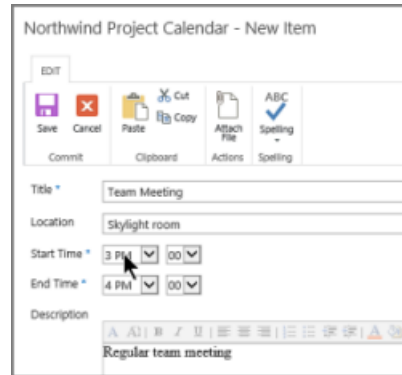
Co-author documents
Share a document with a team member, and then work on the same document at the same time.

Office 365   Outlook Calendar People Yammer OneDrive Sites ··· Molly Dempsey ▾

BROWSE   PAGE

SHARE   FOLLOW   SYNC   EDIT

Northwind Team Site   / EDIT LINKS

Search this site

Northwind Team Site

Home
Notebook
Documents
Project Calendar
Team Mailbox
Northwind Blow-by blog
Recent
Northwind Project News
Summer Event Survey
Site Contents
/ EDIT LINKS

Northwind Project News

⊕ new announcement or edit this list

✓   Title   Modified
    July 29 - we're here! ▨ ··· Yesterday at 3:18 PM

Northwind Project Calendar

⊙ ⊙   July, 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Documents

⊕ new document or drag files here

✓ ▢ Name

There are no documents in this view.

Microsoft

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.
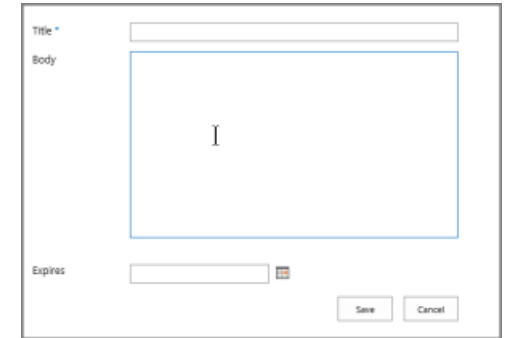4. When you finish, click **Save.**

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.
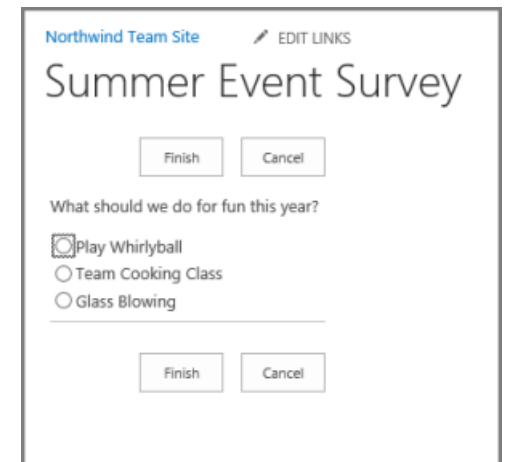3. Click **Save**.

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**.
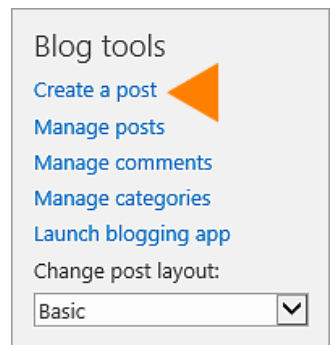3. Make your selections and click **Finish**.

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.