

# HIGHLIGHTS SHAREPOINT 2013

SHAREPOINT COMMUNITY  
28. NOVEMBER 2012



Daily Work

Work Management

Site Mailbox

## DANIEL SCHNYDER

- Leiter Technik und Entwicklung IOZ AG
- Produktmanagement IOZ AG
- SharePoint Projekterfahrung >5 Jahre
- MCTS SharePoint

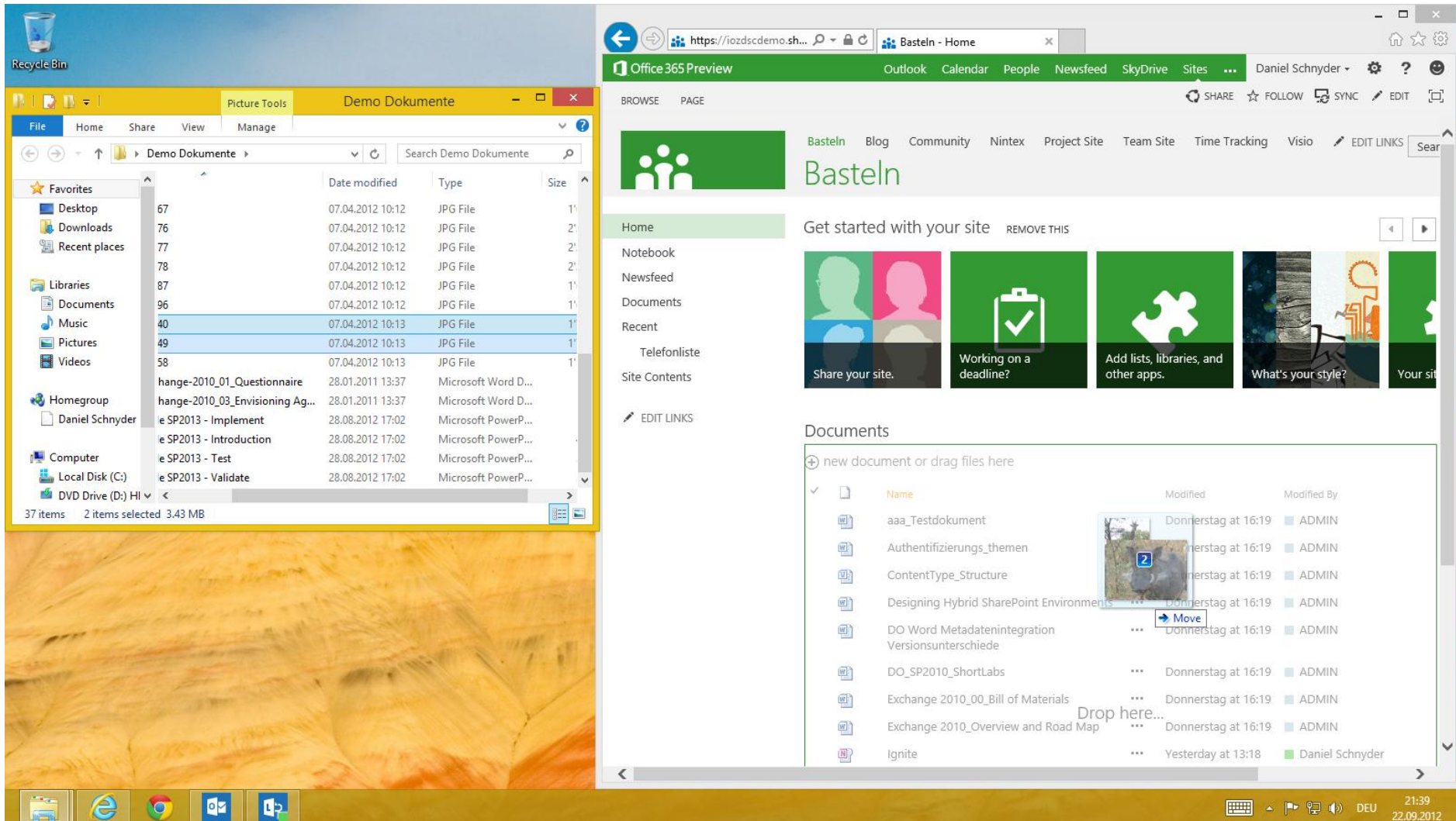
### **Kontakt:**

Email: [Daniel.schnyder@ioz.ch](mailto:Daniel.schnyder@ioz.ch)

Twitter: @danielschnyder

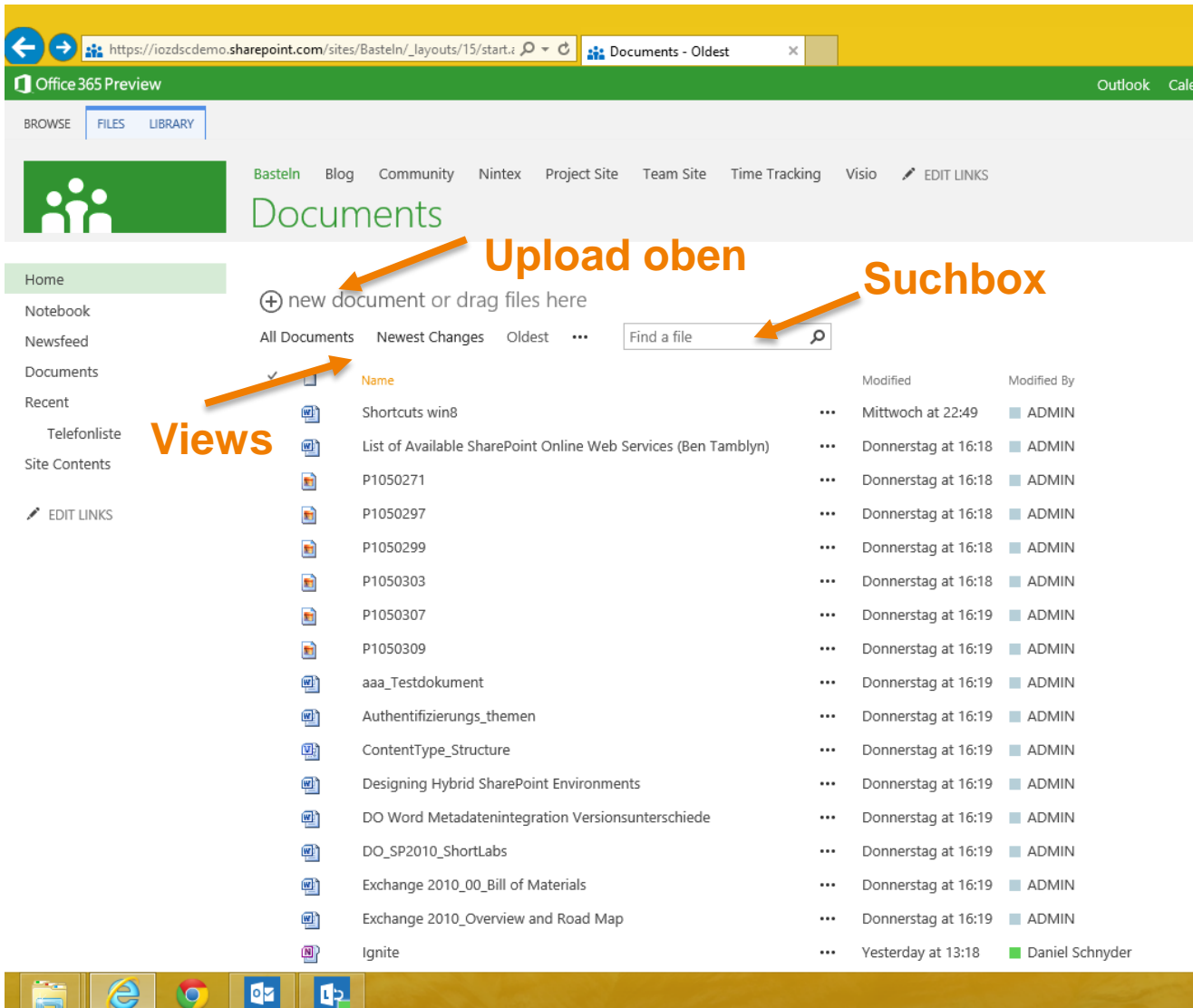
Xing: [https://www.xing.com/profile/Daniel\\_Schnyder5](https://www.xing.com/profile/Daniel_Schnyder5)

# **DAILY WORK**



The screenshot illustrates a drag-and-drop operation between a local file system and a web application. On the left, a Windows 7 File Explorer window is open, showing a folder named 'Demo Dokumente'. The folder contains several files, including 'hange-2010\_01\_Questionnaire', 'hange-2010\_03\_Envisioning Ag...', 'e SP2013 - Implement', 'e SP2013 - Introduction', 'e SP2013 - Test', and 'e SP2013 - Validate'. The 'e SP2013 - Implement' file is selected. On the right, a web browser window is open, displaying the 'Basteln' site in Office 365 Preview. The site has a green header with navigation links like 'Outlook', 'Calendar', 'People', 'Newsfeed', 'SkyDrive', and 'Sites'. The main content area shows a 'Home' section with a 'Get started with your site' button and a 'Documents' section. In the 'Documents' section, a file is being dragged from the File Explorer window and dropped onto the 'Documents' list. The file list shows various documents, including 'aaa\_Testdokument', 'Authentifizierungs\_themen', 'ContentType\_Structure', 'Designing Hybrid SharePoint Environments', 'DO Word Metadatenintegration Versionsunterschiede', 'DO\_SP2010\_ShortLabs', 'Exchange 2010\_00\_Bill of Materials', 'Exchange 2010\_Overview and Road Map', and 'Ignite'. The 'Drop here...' text is visible over the file list.





The screenshot shows a SharePoint document library titled "Documents" in a browser window. The address bar shows the URL: [https://iozscdemo.sharepoint.com/sites/Basteln/\\_layouts/15/start.aspx](https://iozscdemo.sharepoint.com/sites/Basteln/_layouts/15/start.aspx). The page has a yellow header with "Office 365 Preview" and "Outlook" "Calendar" links. Below the header is a navigation bar with "BROWSE", "FILES", and "LIBRARY" tabs. The main content area shows a list of documents. Annotations with orange arrows point to specific features:

- Upload oben**: Points to the "+ new document or drag files here" button.
- Suchbox**: Points to the "Find a file" search box.
- Views**: Points to the "All Documents" view selector.

The document list has columns for "Name", "Modified", and "Modified By". The documents listed are:

Name	Modified	Modified By
Shortcuts win8	Mittwoch at 22:49	ADMIN
List of Available SharePoint Online Web Services (Ben Tamblyn)	Donnerstag at 16:18	ADMIN
P1050271	Donnerstag at 16:18	ADMIN
P1050297	Donnerstag at 16:18	ADMIN
P1050299	Donnerstag at 16:18	ADMIN
P1050303	Donnerstag at 16:18	ADMIN
P1050307	Donnerstag at 16:19	ADMIN
P1050309	Donnerstag at 16:19	ADMIN
aaa_Testdokument	Donnerstag at 16:19	ADMIN
Authentifizierungsthemen	Donnerstag at 16:19	ADMIN
ContentType_Structure	Donnerstag at 16:19	ADMIN
Designing Hybrid SharePoint Environments	Donnerstag at 16:19	ADMIN
DO Word Metadatenintegration Versionsunterschiede	Donnerstag at 16:19	ADMIN
DO_SP2010_ShortLabs	Donnerstag at 16:19	ADMIN
Exchange 2010_00_Bill of Materials	Donnerstag at 16:19	ADMIN
Exchange 2010_Overview and Road Map	Donnerstag at 16:19	ADMIN
Ignite	Yesterday at 13:18	Daniel Schnyder

https://iozscdemo.sharepoint.com/sites/Basteln/\_layouts/15/sta Telefonliste - New Item

ce 365 Preview

SE EDIT

Cancel Paste Cut Copy Attach File Spelling

Clipboard Actions Spelling

Task Name \* Franz Steiger

Start Date

Due Date

Assigned To da

% Complete Daniel Schnyder  
Leiter Projektmanagement

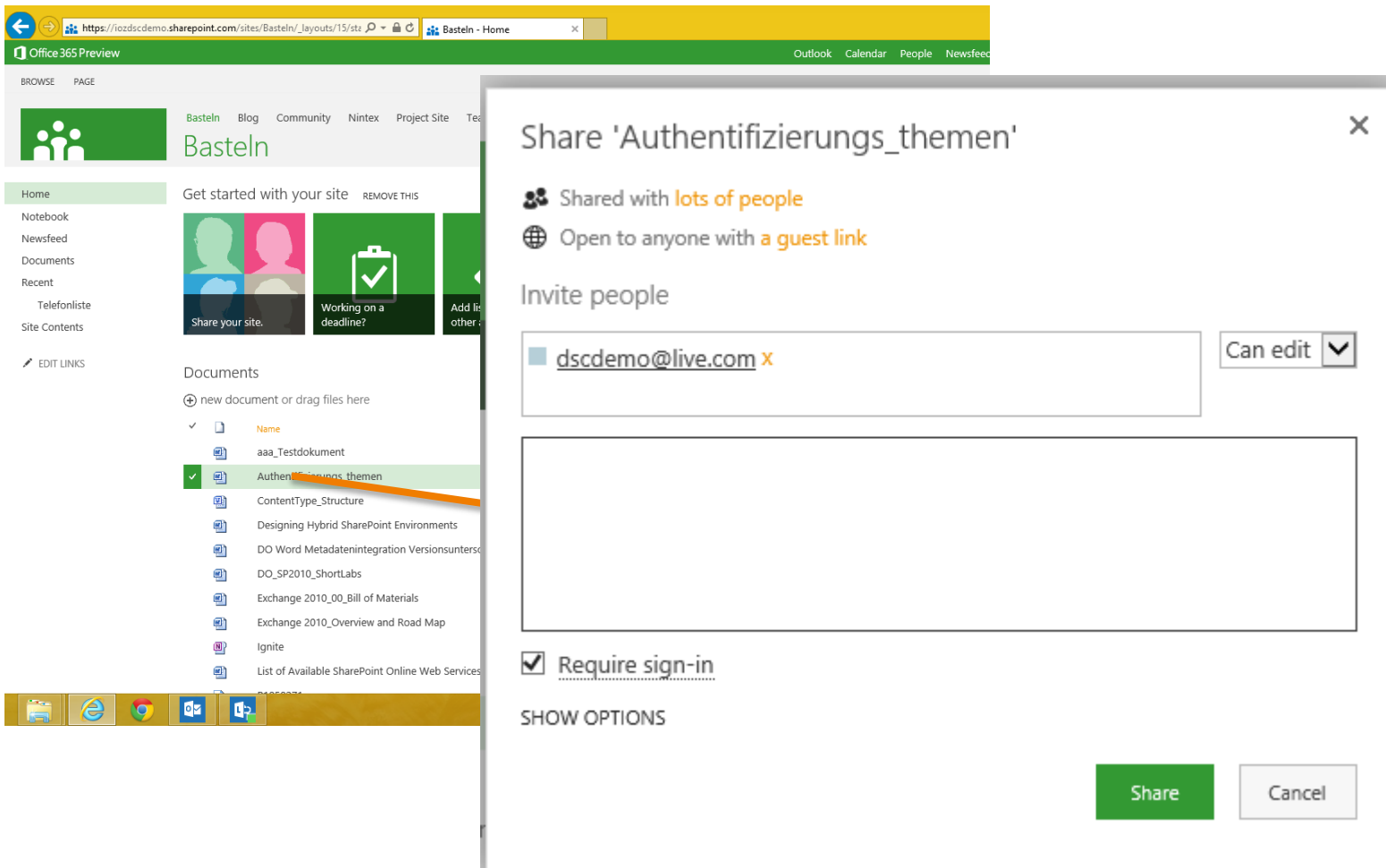
Description Showing 1 result

Predecessors Hans Meier  
Herr Müller  
Task aus der Telefonliste Add > < Remove

Priority (2) Normal

Task Status Not Started

Save Cancel



The screenshot shows a SharePoint site titled 'Basteln' with a document list on the left. The document 'Authentifizierungs\_themen' is selected. A sharing dialog box is open on the right, titled 'Share 'Authentifizierungs\_themen''. The dialog shows the document is shared with 'lots of people' and is open to anyone with a guest link. The 'Invite people' section shows the email 'dscdemo@live.com' with a dropdown menu set to 'Can edit'. The 'Require sign-in' checkbox is checked. The 'Share' button is green, and the 'Cancel' button is grey.

Share 'Authentifizierungs\_themen'

Shared with **lots of people**

Open to anyone with a **guest link**

Invite people

dscdemo@live.com X

Can edit ▼

☒ Require sign-in

SHOW OPTIONS

Share Cancel





Sa 22.09.2012 21:56

SPO Team <SPOTeam@microsoftonline.com> on behalf of Daniel Schnyder <daniel.schnyder@IOZDSCDEMO.c  
Daniel Schnyder (daniel.schnyder@IOZDSCDEMO.onmicrosoft.com) has invited you to collaborate on Authentifizierungs\_themen

To ☐ daniel@schnyder.cc

Welcome to Authentifizierungs\_themen!



Daniel Schnyder ([daniel.schnyder@IOZDSCDEMO.onmicrosoft.com](mailto:daniel.schnyder@IOZDSCDEMO.onmicrosoft.com)) has invited you to collaborate on Authentifizierungs\_themen

Accept your invitation!

**Daniel Schnyder's message:**

*Hop de Bäse*

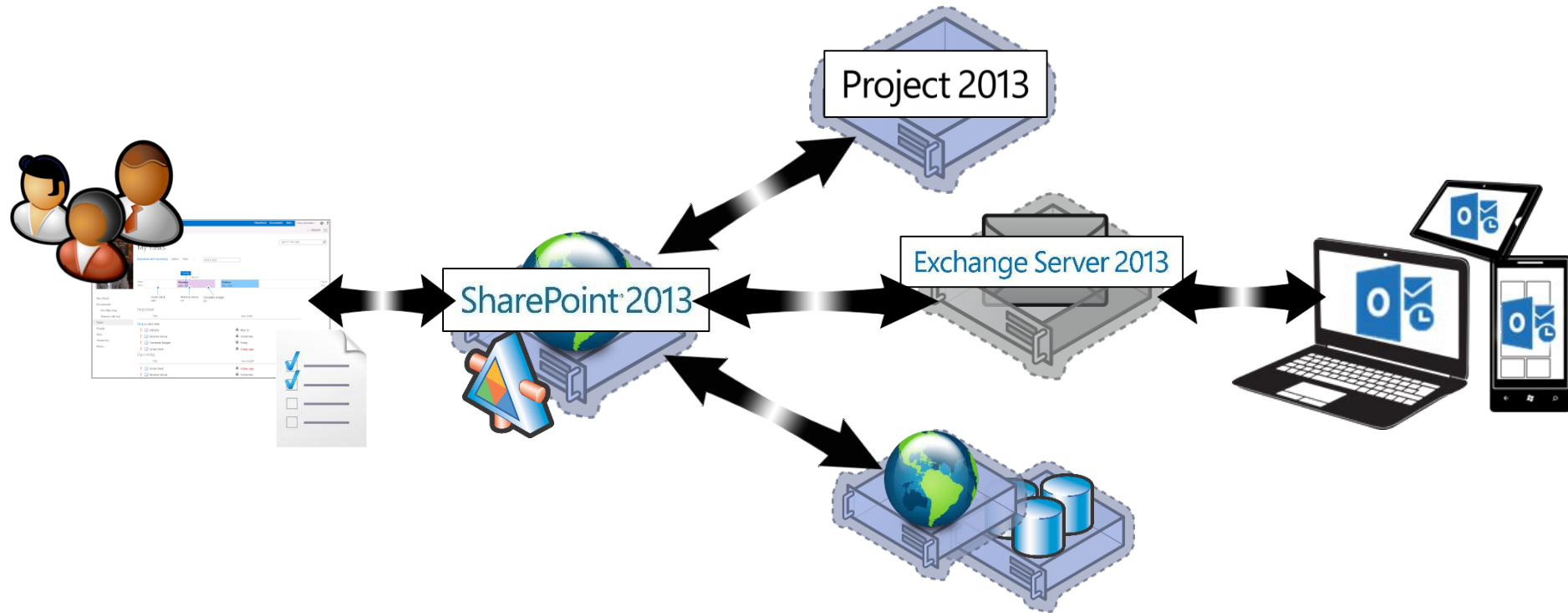
[Open anonymous link](#)

Accept Daniel Schnyder's invitation to start collaborating now. You can bookmark the site [Authentifizierungs\\_themen](#) to access it later.

Sincerely,  
The Microsoft Office 365 Team

# **WORK MANAGEMENT**

**"AWIOP APP - ALL MY WORK IN ONE  
PLACE SERVICE"**



Office 365 Preview

Outlook Calendar People Newsfeed SkyDrive Sites ... Erich Lötscher ?

BROWSE PAGE TASKS

My Tasks

Search This Site...

Important and Upcoming Active New ... Find a task

Erich Lötscher

Newsfeed

About me

Tasks

EDIT LINKS

Site Contents

Click to [add tasks](#)

Last updated at 9/22/2012 8:34 PM

Office 365 Preview

OutlookCalendarPeople

BROWSEPAGETASKS

New Task

Mark as Complete

Set as Important

Add to Timeline

Edit

Rename

Delete

Settings

Sync to Outlook


Group By Project

New

Actions

Manage

Settings



Erich Lötscher

Newsfeed

About me

Tasks

EDIT LINKS

Site Contents

Important and Upcoming

✓

!

☐ Title

Personal

+ new task

☐

Neue Skis Kaufen - Der winter kommt

...




Tomorrow

Last updated at 9/22/2012 8:34 PM

Take Your Tasks With You

Update tasks with Outlook on your phone or anywhere, and see the changes here when you get back to your computer.

Due Date

## Sync Tasks with Microsoft Outlook

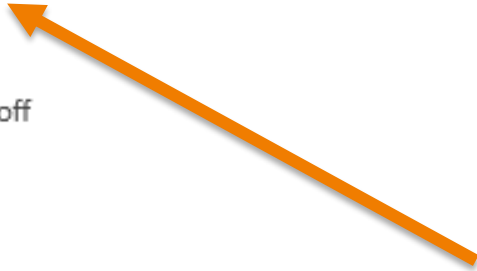


Sync tasks between SharePoint and your inbox to work with them anywhere. Your changes show up in SharePoint. Your Microsoft Outlook tasks also show up on the My Site Tasks List.

☒ Sync tasks

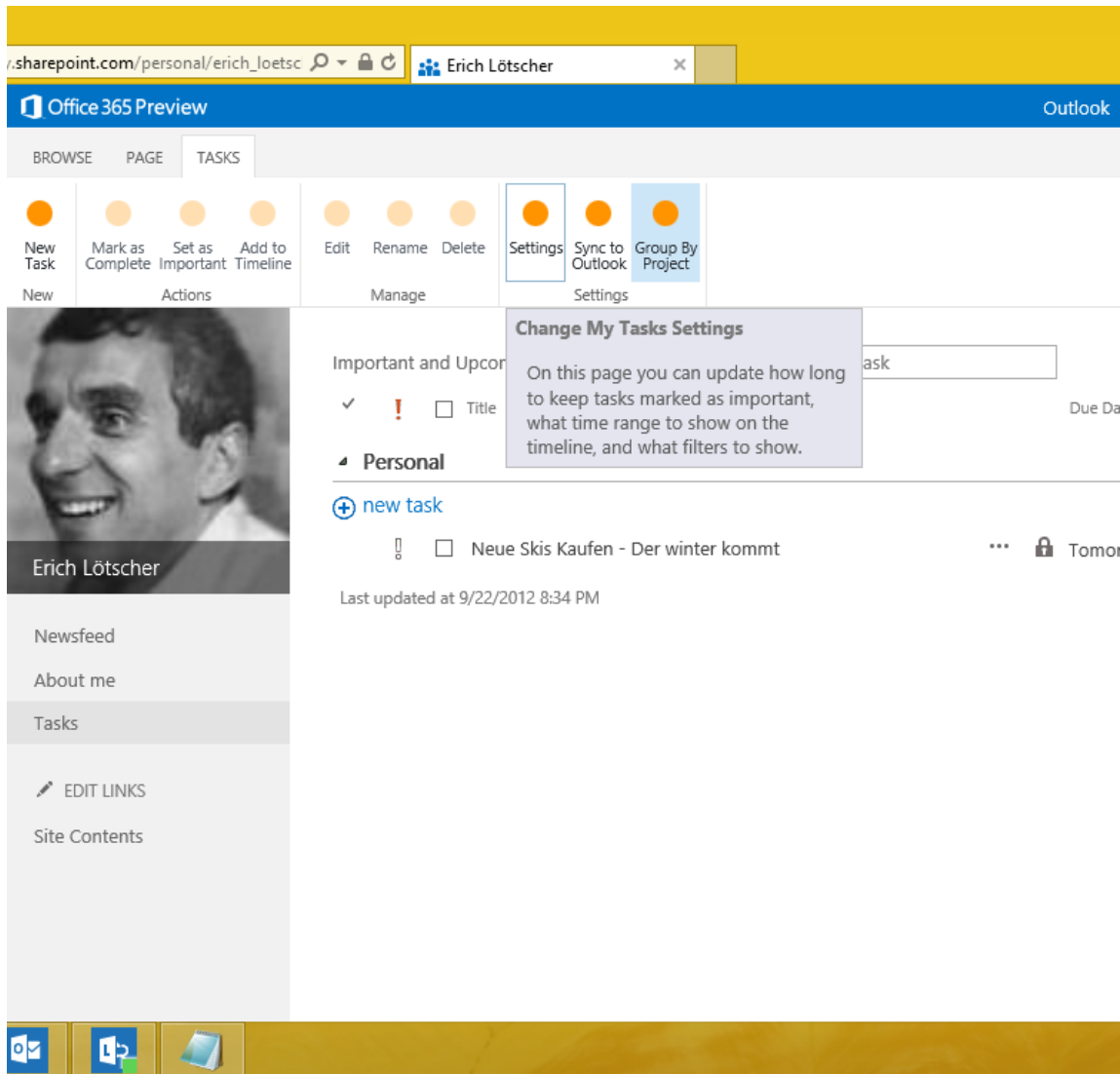
Status:

Sync turned off



OK

Cancel



sharepoint.com/personal/erich\_loetsc

Office 365 Preview Outlook

BROWSE PAGE TASKS

New Task Mark as Complete Set as Important Add to Timeline Edit Rename Delete Settings Sync to Outlook Group By Project

Change My Tasks Settings

On this page you can update how long to keep tasks marked as important, what time range to show on the timeline, and what filters to show.

Important and Upcoming

Personal

+ new task

Neue Skis Kaufen - Der winter kommt

Due Date: Tomorrow

Last updated at 9/22/2012 8:34 PM

Newsfeed About me Tasks EDIT LINKS Site Contents



Old Tasks Limit	<input checked="" type="checkbox"/> Only show the tasks that have been changed within the following number of months: <input type="text" value="24"/>
Upcoming Tasks	<input checked="" type="checkbox"/> Only show tasks that were due within this number of days ago: <input type="text" value="14"/> <input checked="" type="checkbox"/> Only show tasks that are due up to this number of days in the future: <input type="text" value="14"/>
Important Tasks	<input checked="" type="checkbox"/> Automatically clear importance from a task if it's been marked as important for more than the following number of days: <input type="text" value="14"/>
New Tasks	Number of days a task will stay in the "New" view: <input type="text" value="7"/>
Default Timeline Range	<input checked="" type="checkbox"/> Set a date range for the timeline. To show all tasks, leave the date fields empty. Start date (number of days before today's date): <input type="text" value="7"/> End date (number of days after today's date): <input type="text" value="21"/>
Automatically Hide Empty Filters	<input checked="" type="checkbox"/> Hide a filter which doesn't contain any task for more than the following number of months: <input type="text" value="3"/>
Projects	You don't have any tasks from projects right now. When you do, check here to rearrange projects and set default colors for them in the timeline.

Sync Tasks with Microsoft Outlook

×

Sync tasks between SharePoint and your inbox to work with them anywhere. Your changes show up in SharePoint. Your Microsoft Outlook tasks also show up on the My Site Tasks List.

☒ Sync tasks

Status:

Tasks last synced on 9/22/2012 11:47:40 AM

OK

Cancel

To-Do List - Erich.Loetscher@IOZDSCDEMO.onmicrosoft.com - Microsoft Outlook Preview

FILE HOME SEND / RECEIVE FOLDER VIEW

New Task New Email New Items -

Delete Reply Reply All Forward More -

Mark Complete Remove from List Manage Task

Today Tomorrow This Week Next Week No Date Custom Follow Up

Detailed Simple List To-Do List Prioritized Active

Current View

MY TASKS

To-Do List

Tasks

Basteln

Search To-Do List (Ctrl+E)

Arrange by: Flag: Due Date Today

Type a new task

NO DATE

Hans Meier

Helm brauch ich auch noch

NEXT WEEK

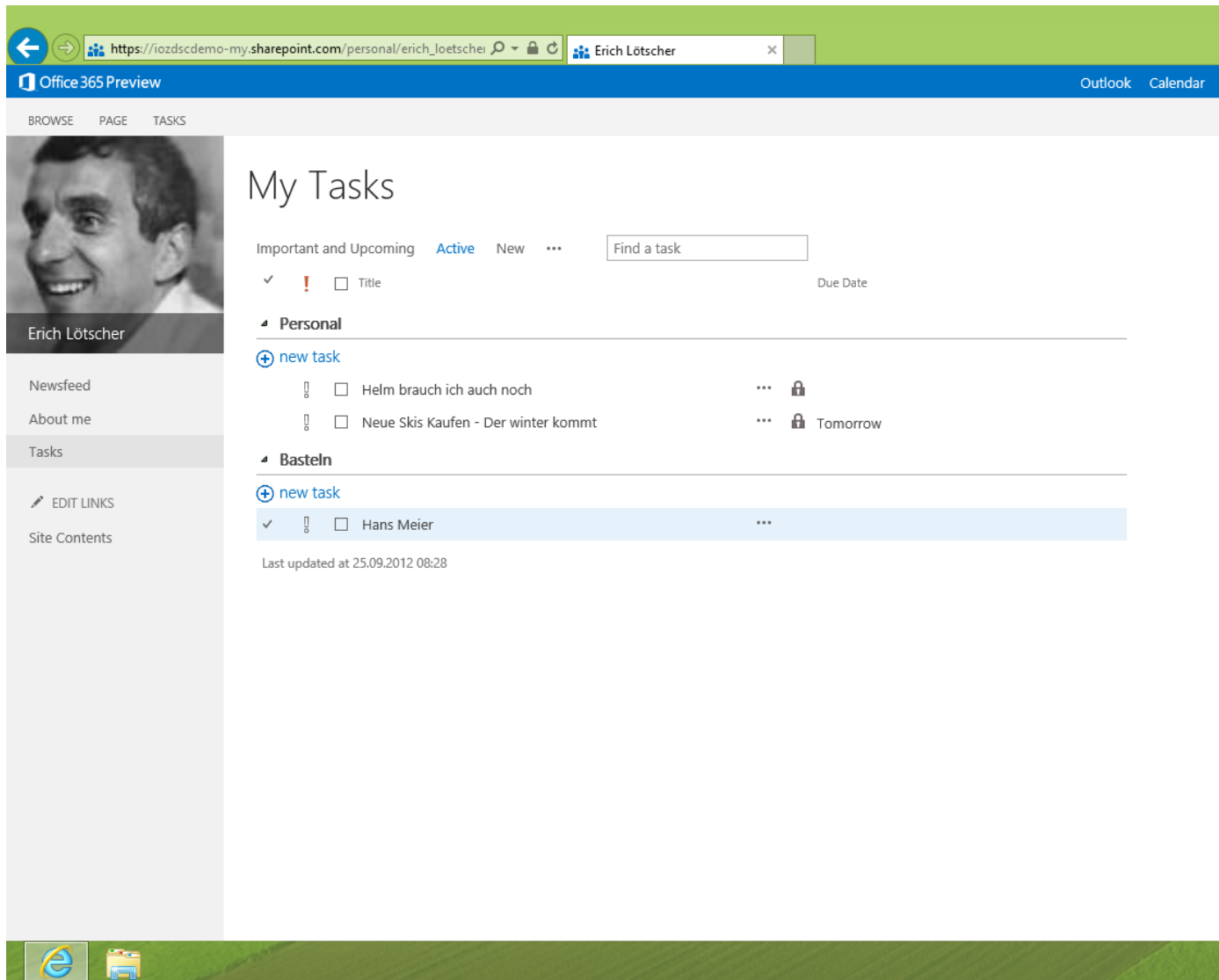
Neue Skis Kaufen - Der winter kommt

Mail Calendar People Tasks ...

FILTER APPLIED

ALL FOLDERS ARE UP TO DATE. UPDATING ADDRESS BOOK.

Alle zugeteilten Tasks  
aus Subwebs mit  
Rechten werden  
angezeigt



Office 365 Preview

Outlook Calendar P

BROWSE PAGE TASKS

My Tasks

Important and Upcoming Active New ... Find a task

✓ ! □ Title Due Date

Personal

+ new task

□ Helm brauch ich auch noch ...

□ Neue Skis Kaufen - Der winter kommt ... Tomorrow

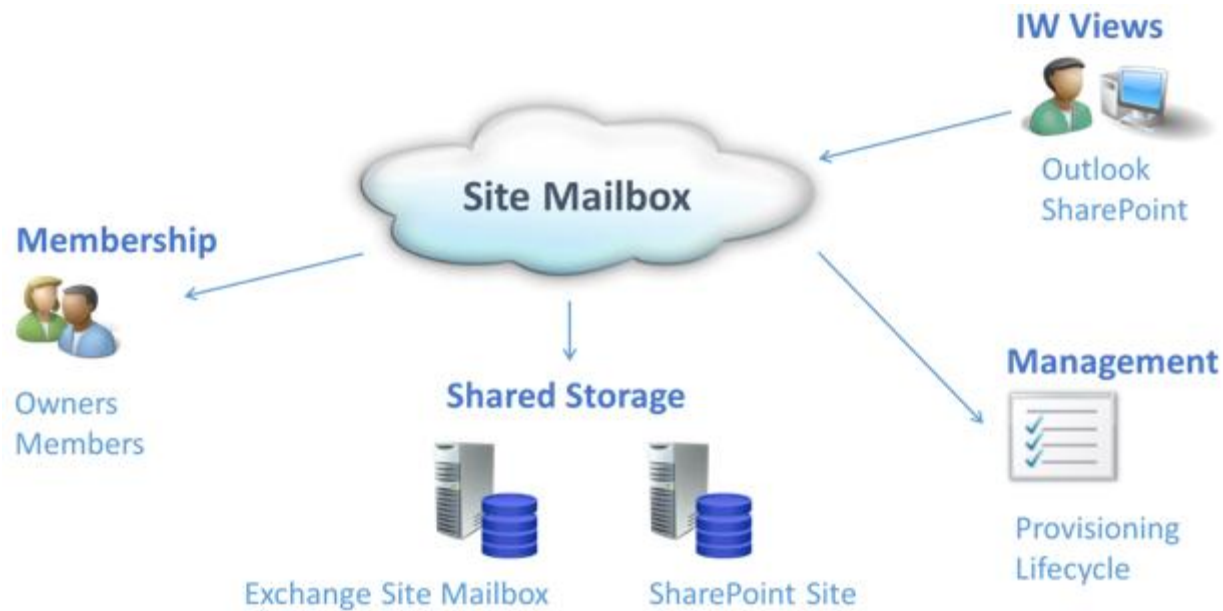
Basteln

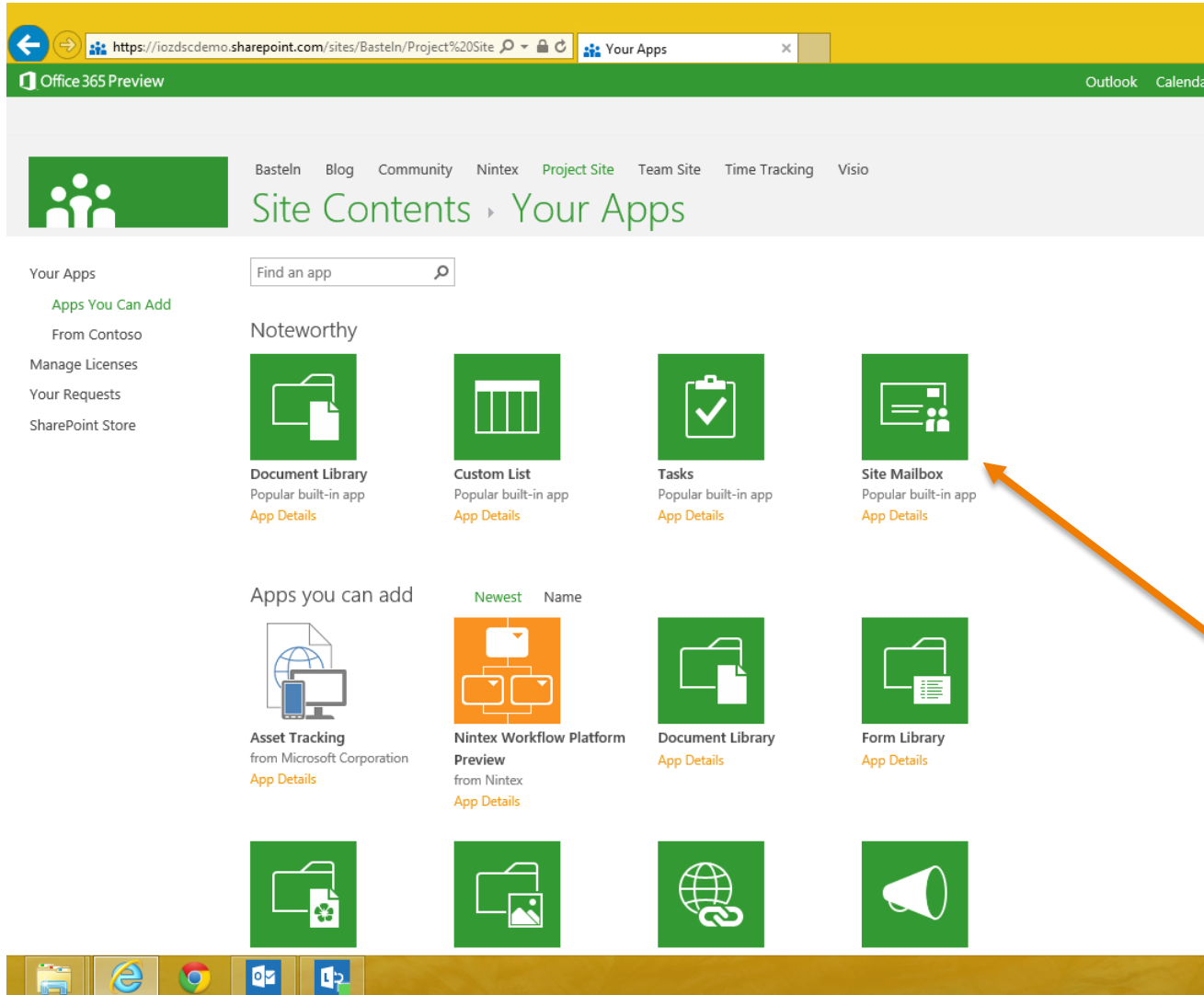
+ new task

✓ □ Hans Meier ...

Last updated at 25.09.2012 08:28

# **SITE MAILBOX**





Office 365 Preview Outlook Calendar

Basteln Blog Community Nintex **Project Site** Team Site Time Tracking Visio

Site Contents ▶ Your Apps

Your Apps Find an app

Apps You Can Add

From Contoso

Manage Licenses

Your Requests

SharePoint Store

**Noteworthy**

**Document Library**  
Popular built-in app  
[App Details](#)

**Custom List**  
Popular built-in app  
[App Details](#)

**Tasks**  
Popular built-in app  
[App Details](#)

**Site Mailbox**  
Popular built-in app  
[App Details](#)

**Apps you can add**

**Asset Tracking**  
from Microsoft Corporation  
[App Details](#)

**Nintex Workflow Platform Preview**  
from Nintex  
[App Details](#)

**Document Library**  
[App Details](#)

**Form Library**  
[App Details](#)





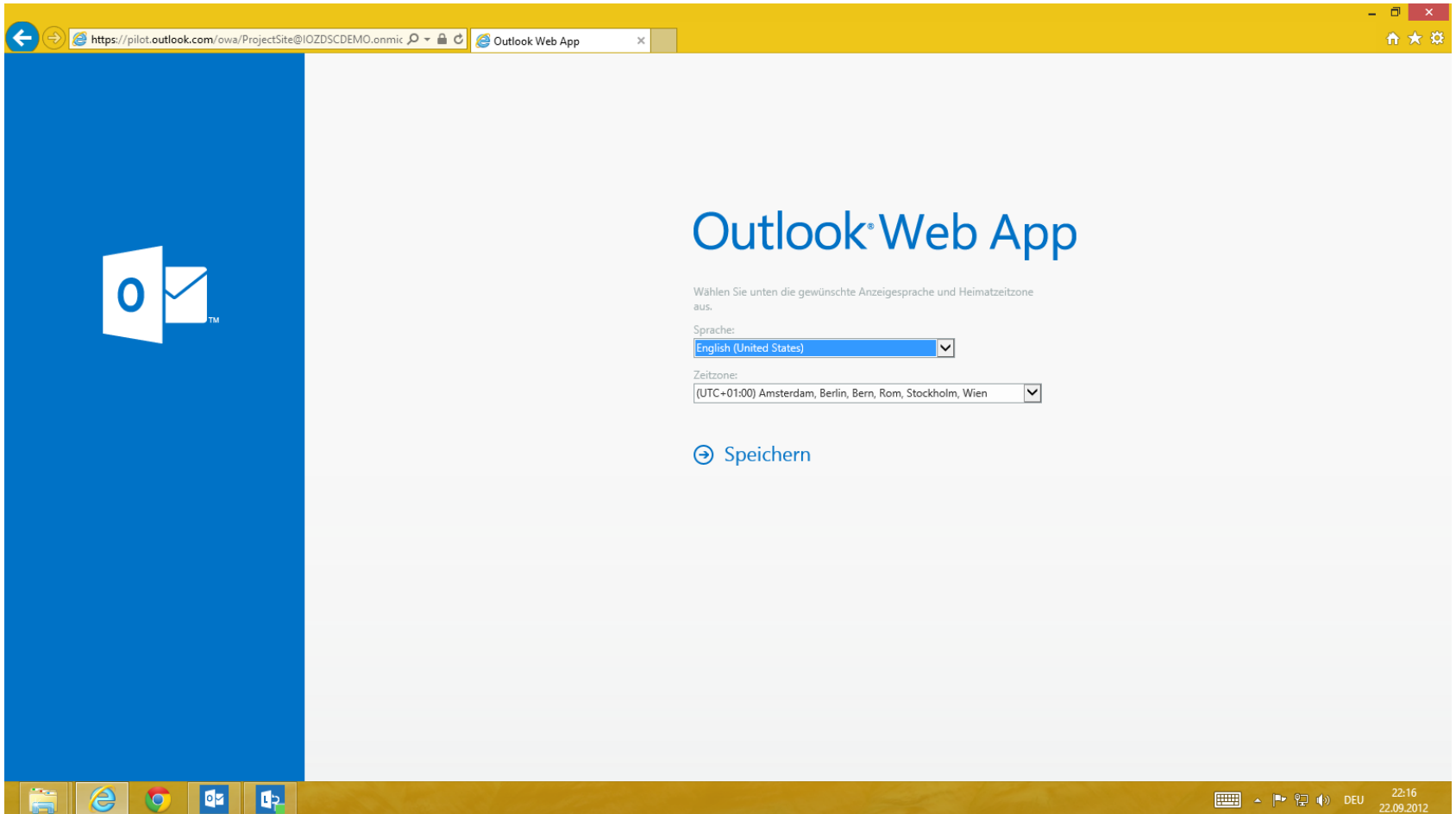
Your new site mailbox is being set up...

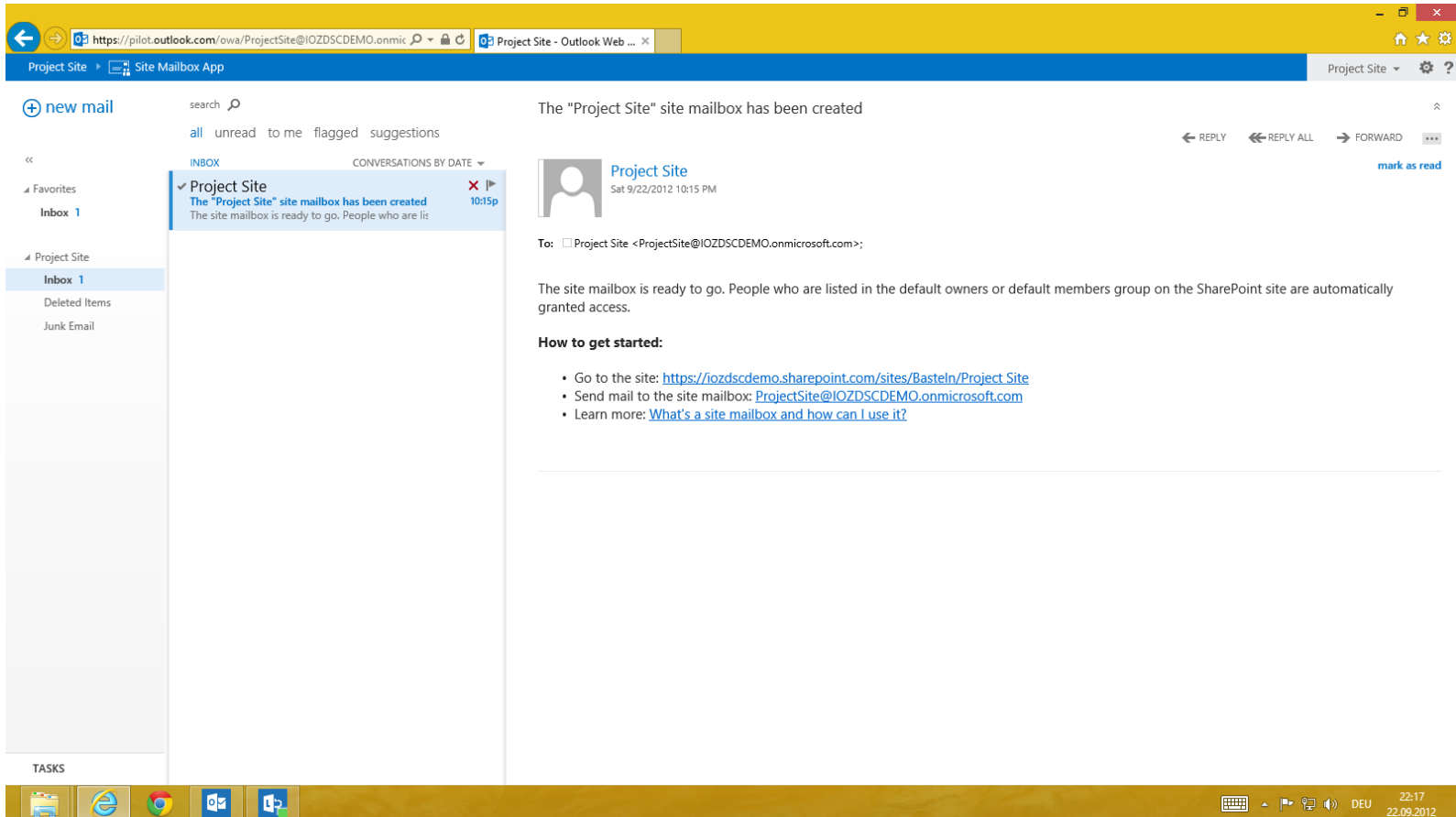




Your new site mailbox is being set up...







The screenshot shows an Outlook Web App interface in a browser window. The address bar displays the URL: <https://pilot.outlook.com/owa/ProjectSite@IOZDSCDEMO.onmic>. The page title is "Project Site - Outlook Web ...". The interface includes a navigation pane on the left with "new mail" and "Project Site" sections. The main content area displays an email from "Project Site" with the subject "The 'Project Site' site mailbox has been created". The email body contains the following text:

The "Project Site" site mailbox has been created

**Project Site**  
Sat 9/22/2012 10:15 PM

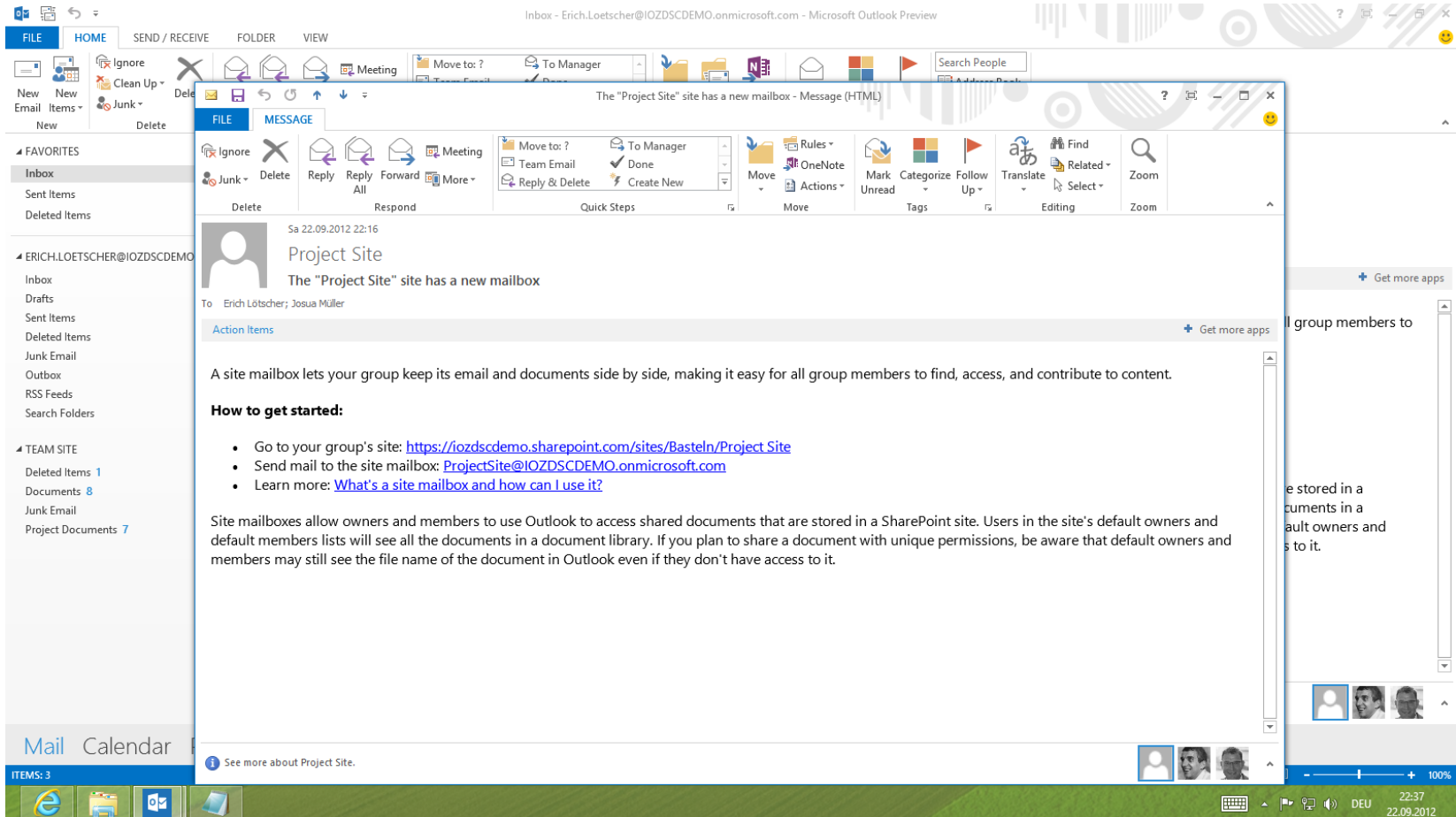
To: ☐ Project Site <ProjectSite@IOZDSCDEMO.onmicrosoft.com>;

The site mailbox is ready to go. People who are listed in the default owners or default members group on the SharePoint site are automatically granted access.

**How to get started:**

- Go to the site: <https://iozdscdemo.sharepoint.com/sites/Basteln/Project Site>
- Send mail to the site mailbox: [ProjectSite@IOZDSCDEMO.onmicrosoft.com](mailto:ProjectSite@IOZDSCDEMO.onmicrosoft.com)
- Learn more: [What's a site mailbox and how can I use it?](#)

The Windows taskbar at the bottom shows the time as 22:17 on 22.09.2012.



Inbox - Erich.Loetscher@IOZDSCDEMO.onmicrosoft.com - Microsoft Outlook Preview

FILE HOME SEND / RECEIVE FOLDER VIEW

Ignore Clean Up Delete Meeting Move to: To Manager Search People

New Email Items New Delete

FAVORITES

- Inbox
- Sent Items
- Deleted Items

ERICH.LOETSCHER@IOZDSCDEMO

- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Outbox
- RSS Feeds
- Search Folders

TEAM SITE

- Deleted Items 1
- Documents 8
- Junk Email
- Project Documents 7

Mail Calendar

ITEMS: 3

The "Project Site" site has a new mailbox - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward More Move to: To Manager Done Create New Rules OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Quick Steps Move Actions Tags Editing Zoom

Sa 22.09.2012 22:16

Project Site

The "Project Site" site has a new mailbox

To Erich Löttscher; Josua Müller

Action Items

A site mailbox lets your group keep its email and documents side by side, making it easy for all group members to find, access, and contribute to content.

**How to get started:**

- Go to your group's site: <https://iozscdemo.sharepoint.com/sites/Basteln/Project Site>
- Send mail to the site mailbox: [ProjectSite@IOZDSCDEMO.onmicrosoft.com](mailto:ProjectSite@IOZDSCDEMO.onmicrosoft.com)
- Learn more: [What's a site mailbox and how can I use it?](#)

Site mailboxes allow owners and members to use Outlook to access shared documents that are stored in a SharePoint site. Users in the site's default owners and default members lists will see all the documents in a document library. If you plan to share a document with unique permissions, be aware that default owners and members may still see the file name of the document in Outlook even if they don't have access to it.

See more about Project Site.

Get more apps

group members to

stored in a documents in a default owners and s to it.

100%

22:37 22.09.2012

Project Site - Documents - Project Site - Microsoft Outlook Preview

FILE HOME SEND / RECEIVE FOLDER VIEW

New Email New Items Ignore Clean Up Delete Reply Reply All Forward Meeting IM More Move Rules OneNote Unread/Read Categorize Follow Up Search People Address Book Filter Email Find

FAVORITES: Inbox, Sent Items, Drafts, Deleted Items 2

DANIEL.SCHNYDER@IOZDSCDEMO...: Inbox, Drafts, Sent Items, Deleted Items 2, Conversation History, Junk Email, Outbox, RSS Feeds, Search Folders

ADMIN@IOZDSCDEMO.ONMICROS...: Search Folders

PROJECT SITE: Inbox, Deleted Items, Documents, Junk Email

SHAREPOINT LISTS, TEAM SITE

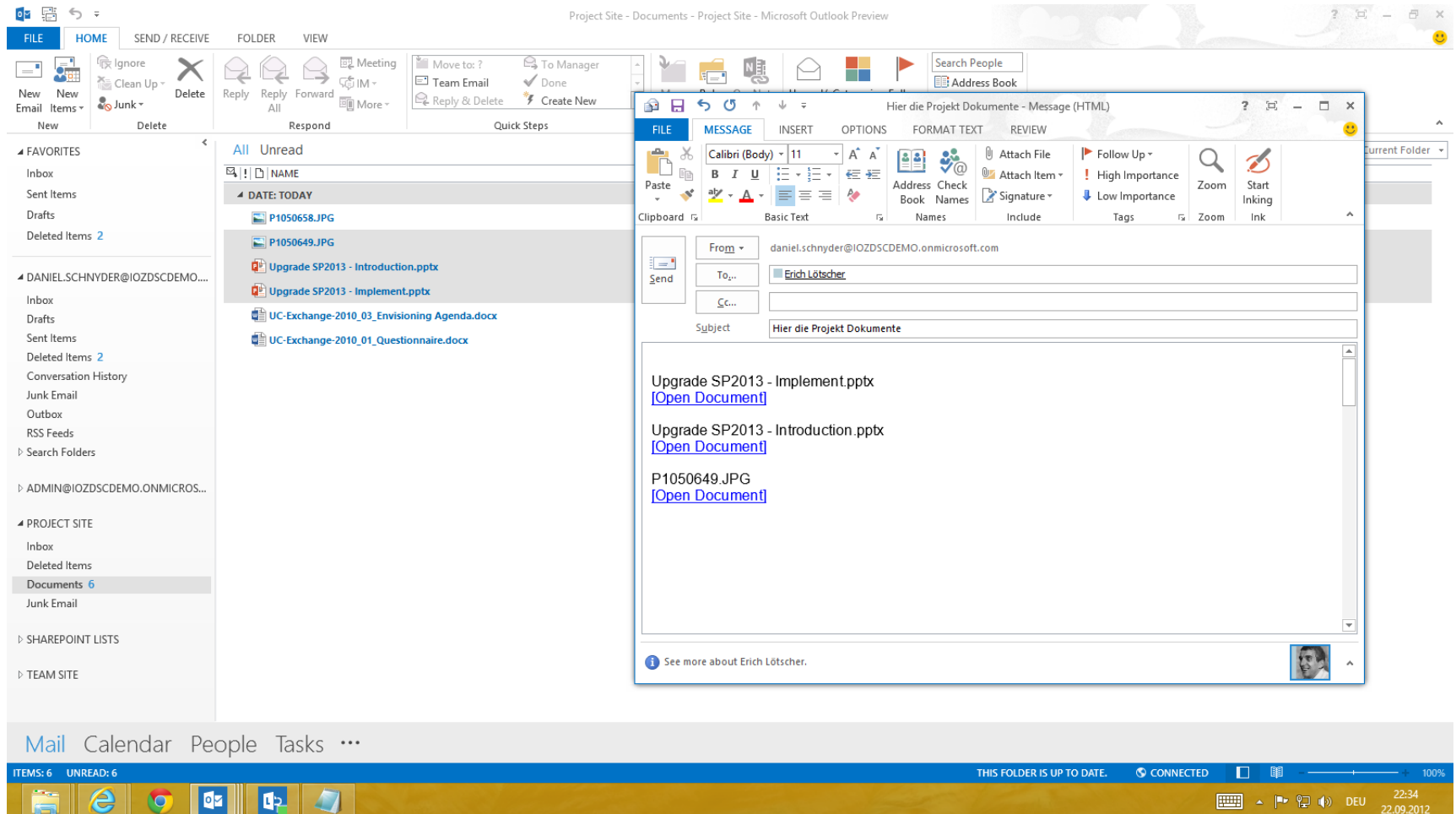
All Unread

Search Project Site - Documents (Ctrl+E) | Current Folder

NAME	LAST CHANGED	CHANGED BY	SIZE ON SE...	CHECKED OUT TO	CATEGORIES
DATE: TODAY					
P1050658.JPG	Sa 22.09.2012 22...	daniel.schnyder@IOZDSCDE...			
P1050649.JPG	Sa 22.09.2012 22...	daniel.schnyder@IOZDSCDE...			
Upgrade SP2013 - Introduction.pptx	Sa 22.09.2012 22...	daniel.schnyder@IOZDSCDE...			
Upgrade SP2013 - Implement.pptx	Sa 22.09.2012 22...	daniel.schnyder@IOZDSCDE...			
UC-Exchange-2010_03_Evisioning Agenda.docx	Sa 22.09.2012 22...	daniel.schnyder@IOZDSCDE...			
UC-Exchange-2010_01_Questionnaire.docx	Sa 22.09.2012 22...	daniel.schnyder@IOZDSCDE...			

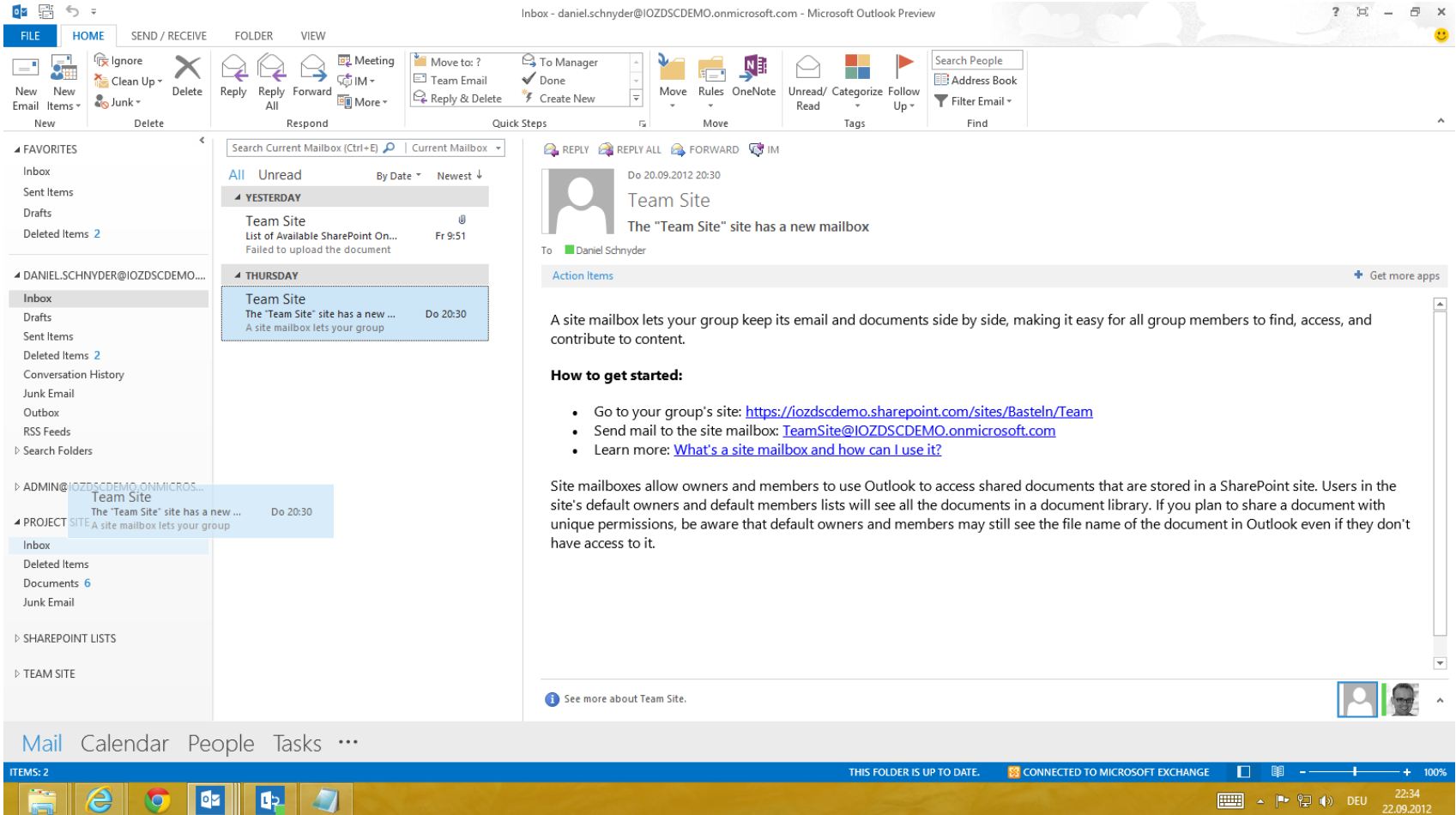
Mail Calendar People Tasks ...

ITEMS: 6 UPDATING DANIEL.SCHNYDER@IOZDSCDEMO.ONMICROSOFT.COM. UPDATING PROJECT SITE - DOCUMENTS. CONNECTED 22:30 22.09.2012



The screenshot displays the Microsoft Outlook Preview interface. The main window shows a mailbox for 'Project Site - Documents'. The left sidebar lists folders: Favorites (Inbox, Sent Items, Drafts, Deleted Items), DANIEL.SCHNYDER@IOZSCDEMO... (Inbox, Drafts, Sent Items, Deleted Items, Conversation History, Junk Email, Outbox, RSS Feeds, Search Folders), ADMIN@IOZSCDEMO.ONMICROS... (Project Site: Inbox, Deleted Items, Documents, Junk Email), SHAREPOINT LISTS, and TEAM SITE. The 'Documents' folder is selected, showing a list of files: P1050658.JPG, P1050649.JPG, Upgrade SP2013 - Introduction.pptx, Upgrade SP2013 - Implement.pptx, UC-Exchange-2010\_03\_Envisioning Agenda.docx, and UC-Exchange-2010\_01\_Questionnaire.docx. A message window is open, titled 'Hier die Projekt Dokumente - Message (HTML)'. The message is from 'daniel.schnyder@IOZSCDEMO.onmicrosoft.com' to 'Erich Lötscher' with the subject 'Hier die Projekt Dokumente'. The message body contains links to 'Upgrade SP2013 - Implement.pptx', 'Upgrade SP2013 - Introduction.pptx', and 'P1050649.JPG'. The bottom status bar shows 'ITEMS: 6 UNREAD: 6', 'THIS FOLDER IS UP TO DATE', 'CONNECTED', and the system clock '22:34 22.09.2012'.





The screenshot displays the Microsoft Outlook Preview interface. The top ribbon includes tabs for FILE, HOME, SEND / RECEIVE, FOLDER, and VIEW. The HOME tab is active, showing various actions like New Email, Ignore, Clean Up, Delete, Reply, Forward, Meeting, and More. The left sidebar shows the FAVORITES section with links to Inbox, Sent Items, Drafts, and Deleted Items. Below this, the email account 'DANIEL.SCHNYDER@IOZDSCDEMO.ONMICROSOFT.COM' is listed, with its own set of folders including Inbox, Drafts, Sent Items, Deleted Items, Conversation History, Junk Email, Outbox, RSS Feeds, and Search Folders. The main pane shows the 'Team Site' mailbox, which has a profile picture and a name. The email content area displays a message from 'Team Site' with the subject 'The "Team Site" site has a new mailbox'. The message body explains that a site mailbox allows group members to keep emails and documents side-by-side, making it easy to find, access, and contribute to content. It also provides instructions on how to get started, including links to the SharePoint site and the site mailbox address. The bottom status bar shows 'ITEMS: 2', 'THIS FOLDER IS UP TO DATE', and 'CONNECTED TO MICROSOFT EXCHANGE'.

Inbox - daniel.schnyder@IOZDSCDEMO.onmicrosoft.com - Microsoft Outlook Preview

FILE HOME SEND / RECEIVE FOLDER VIEW

Search Current Mailbox (Ctrl+E) Current Mailbox

REPLY REPLY ALL FORWARD IM

Do 20.09.2012 20:30

Team Site

The "Team Site" site has a new mailbox

To Daniel Schnyder

Action Items

Get more apps

A site mailbox lets your group keep its email and documents side by side, making it easy for all group members to find, access, and contribute to content.

**How to get started:**

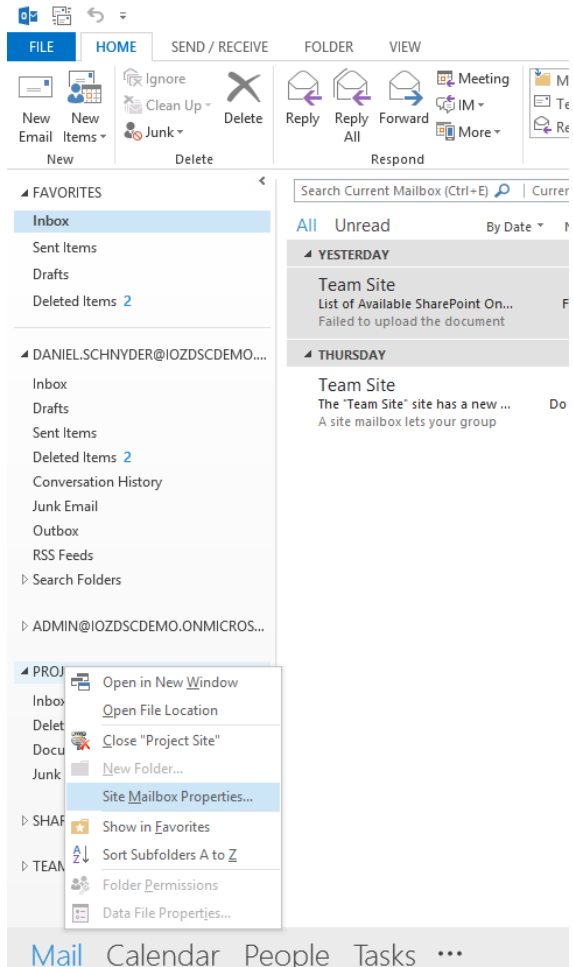
- Go to your group's site: <https://iozdscdemo.sharepoint.com/sites/Basteln/Team>
- Send mail to the site mailbox: [TeamSite@IOZDSCDEMO.onmicrosoft.com](mailto:TeamSite@IOZDSCDEMO.onmicrosoft.com)
- Learn more: [What's a site mailbox and how can I use it?](#)

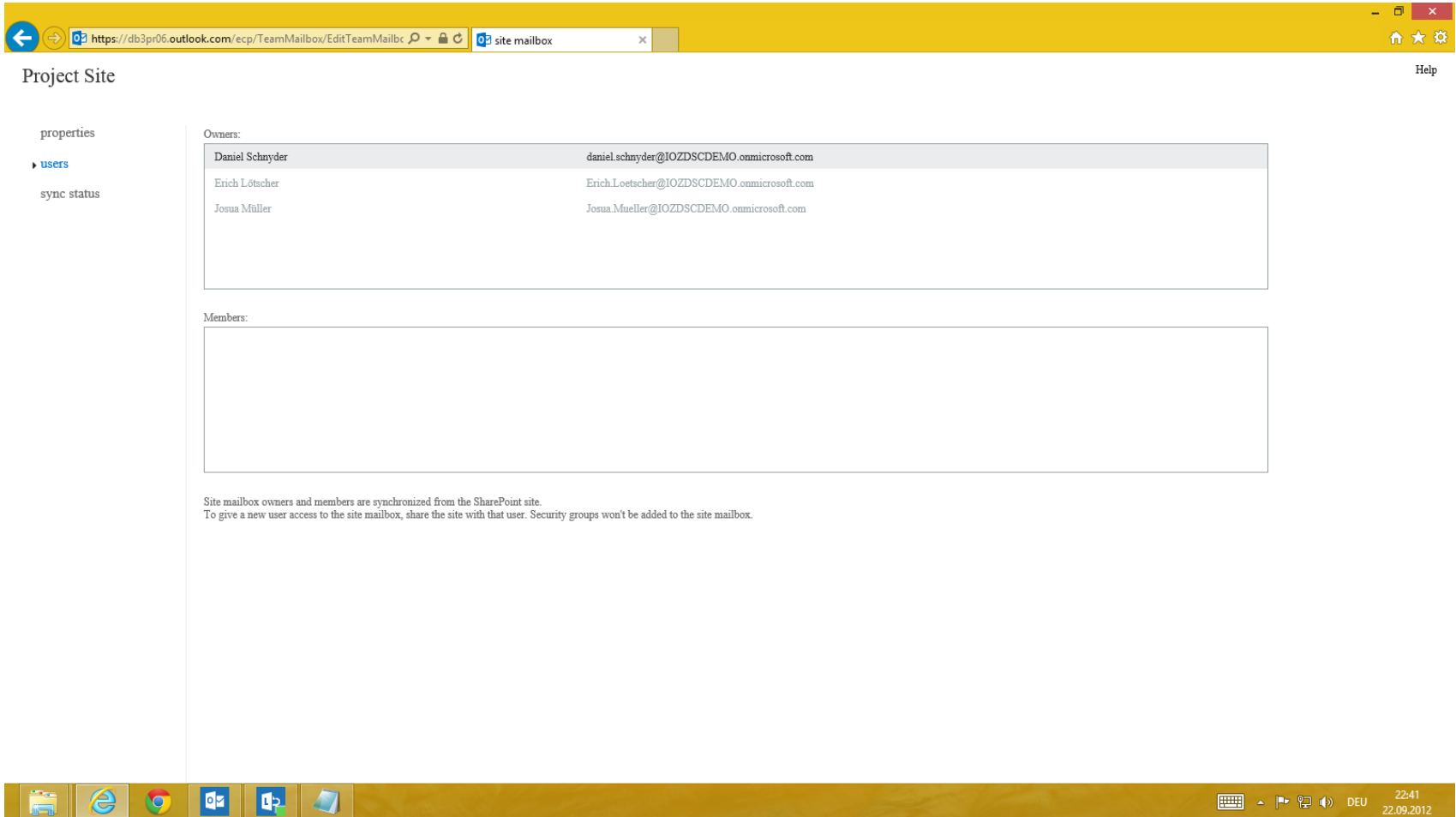
Site mailboxes allow owners and members to use Outlook to access shared documents that are stored in a SharePoint site. Users in the site's default owners and default members lists will see all the documents in a document library. If you plan to share a document with unique permissions, be aware that default owners and members may still see the file name of the document in Outlook even if they don't have access to it.

See more about Team Site.

Mail Calendar People Tasks ...

ITEMS: 2 THIS FOLDER IS UP TO DATE. CONNECTED TO MICROSOFT EXCHANGE 100%





Project Site

properties

users

sync status

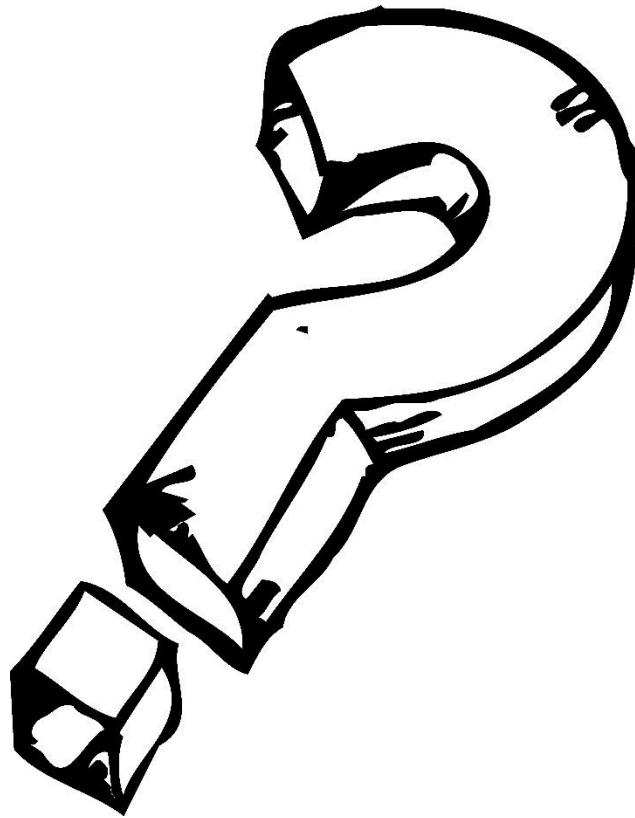
Owners:

Daniel Schnyder	daniel.schnyder@IOZDSCDEMO.onmicrosoft.com
Erich Lötscher	Erich.Loetscher@IOZDSCDEMO.onmicrosoft.com
Josua Müller	Josua.Mueller@IOZDSCDEMO.onmicrosoft.com

Members:

Site mailbox owners and members are synchronized from the SharePoint site.  
To give a new user access to the site mailbox, share the site with that user. Security groups won't be added to the site mailbox.

- Infos Ignite Training:  
<http://www.microsoft.com/en-us/download/details.aspx?id=30361>
- Technet Developpers:  
[http://msdn.microsoft.com/en-us/library/jj162979\(v=office.15\).aspx](http://msdn.microsoft.com/en-us/library/jj162979(v=office.15).aspx)
- Technet Admins:  
<http://technet.microsoft.com/en-us/sharepoint/fp142366.aspx>
- Changes from SharePoint 2010 to SharePoint 2013:  
[http://technet.microsoft.com/en-us/library/ff607742\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ff607742(v=office.15).aspx)
- O365 Preview:  
[https://portal.microsoftonline.com/Signup/MainSignup15.aspx?OfferId=D214930B-46C2-4FD2-B7F9-EC134993F34A&dl=ENTERPRISEPACK\\_B\\_PILOT&pc=O365-Preview-2012&ali=1](https://portal.microsoftonline.com/Signup/MainSignup15.aspx?OfferId=D214930B-46C2-4FD2-B7F9-EC134993F34A&dl=ENTERPRISEPACK_B_PILOT&pc=O365-Preview-2012&ali=1)



Vielen Dank für Ihre Aufmerksamkeit

## DANIEL SCHNYDER

- Leiter Technik und Entwicklung IOZ AG
- Produktmanagement IOZ AG
- SharePoint Projekterfahrung >5 Jahre
- MCTS SharePoint

### **Kontakt:**

Email: [Daniel.schnyder@ioz.ch](mailto:Daniel.schnyder@ioz.ch)

Twitter: @danielschnyder

Xing: [https://www.xing.com/profile/Daniel\\_Schnyder5](https://www.xing.com/profile/Daniel_Schnyder5)

**HERZLICHEN DANK**