Microsoft

Online Services

Microsoft SharePoint® Online Standard Service Description

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For the latest information, please see http://www.microsoft.com/online.

Microsoft

Contents

Introduction

Microsoft® SharePoint® Online is a collection of Web-based tools and technologies that help you store, share, and manage digital information within your company. Built on the Microsoft Office SharePoint Server 2007 platform, this hosted service is ideal for storing project documents in a central location and sharing them with others. By using SharePoint lists, libraries, and Web Parts, team members can work more efficiently and productively.

SharePoint Online Standard is a Microsoft Online Services offering designed for rapid service adoption by an organization. It includes a standardized Web-based administrative console that enables you to easily manage and set up services for users.

Why SharePoint Online?

Many companies today face significant information management and sharing challenges. For example, workers today need to be able to perform these tasks:

- Share a common workspace with team members, to store documents and collaborate on projects.
- Publish, store, and view data—often from disparate sources.
- Quickly find information that is relevant to them, their job function, and their business area.
- Manage the flow of documents and tasks through a workflow system.
- Increase data security by controlling access, inside the corporate network as well as remotely.

SharePoint Online helps organizations meet these challenges by providing a flexible Web-based solution with tools and services to help employees manage information and collaborate with others.

In addition, SharePoint Online reduces the burden of routine IT management and frees your IT resources to work on strategic initiatives that move your business forward. You have access to the latest technologies without having to worry about updates or upgrades.

The tools and services provided by SharePoint Online enable individuals and teams to:

- Upload documents to online libraries, share the documents with others, and manage how documents are used.
- Display project calendars to track milestones and resource availability.
- Show announcements and alerts.
- Publish blogs and RSS feeds, or provide a list of links to other blogs, forums, and resources.
- Maintain a list of contact names and information.
- Create navigation for your SharePoint Online sites that best meets your organization's needs.
- Provide links to other important Web sites.
- Create specialized Web sites—Document Workspaces and Meeting Workspaces—to help manage particular projects or work items.

Features of Microsoft Online Services

SharePoint Online is a Microsoft Online Services offering. Microsoft Online Services provides a collection of hosted, Internet-based services that make it easier for your business to rapidly—and cost-effectively—access up-to-date communication and collaboration technologies.

Each service delivers business-class reliability and reduces the burden of performing routine IT management tasks such as installation, provisioning, ongoing maintenance, patches, updates, and upgrades.

SharePoint Online subscribers benefit from a set of features that are common to all Microsoft Online Services offerings:

- **Secure access:** Microsoft Online Services are accessed via 128-bit Secure Sockets Layer (SSL) encryption. Anyone who intercepts a communication sees only encrypted text.

- **Business continuity:** Redundant network architecture is hosted at geographically dispersed Microsoft data centers to handle unscheduled service outages. Data centers act as backups for each other: If one fails, the affected customers are transferred to another data center with limited interruption of service.

- **Intrusion monitoring:** Microsoft continuously monitors the Microsoft Online Services systems for any unusual or suspicious activity. If Microsoft detects such activity, it investigates and responds as appropriate. In the unlikely event that a significant incident occurs, the customer is notified.

- **Security audits:** Ongoing assessment of the Microsoft Online Services infrastructure ensures installation of the latest compliance policies and antivirus signatures, along with high-level configuration settings and required security updates.

- **High availability:** Microsoft Online Services has a 99.9 percent scheduled uptime. If a customer's service is affected, Microsoft Online Services offers financial remedies subject to the terms and conditions of the service level agreement (SLA).

- **Support:** Web form and phone support is available 24 hours a day, 7 days a week, for the service administrator.

- **Administration Center:** This easy-to-use Web site is made available to service administrators for managing all of their Microsoft Online Services. After logging on to the Administration Center, service administrators can perform a number of common tasks such as adding and deleting users, adding contacts and distribution lists in Exchange Online, and creating and configuring SharePoint Online sites. The Microsoft Online Services Administration Center is also where service adminstrators can download software, such as the Microsoft Online Services Sign In application, Active Directory Synchronization tool, and Migration tools.

- **My Company Portal:** Your users can log on to the My Company Portal Web site to launch Microsoft Online Services. They can access services such as e-mail, access a SharePoint site, download the Sign In application—and more.

- **Sign In application:** This tool conveniently allows Microsoft Online Services users to sign in once and access all services without being prompted repeatedly for their password.

- **Virus filtering:** Microsoft Online Services helps guard against online threats. Microsoft Forefront™ Online Security for Exchange automatically removes viruses and spam in incoming and outgoing e-mail. Microsoft Forefront Security for SharePoint scans for viruses in intracompany e-mail and in all documents that reside in SharePoint Online sites.

- **Active Directory Synchronization tool:** For subscribers with an on-premise Active Directory® service deployment, this tool helps keep your on-premises Active Directory and the Microsoft Online Services directory in sync via a one-way trust.

System Requirements

System requirements for Microsoft Online Services—including SharePoint Online—are shown in Table 1.

Table 1: Microsoft Online Services Supported Software

Software	Supported Version	
Operating systems	Windows® 7	Windows XP® Professional SP2
	Windows Vista® Business SP1	Windows XP Tablet SP2
	Windows Vista Enterprise SP1	Apple Macintosh OS X 10. 5
	Windows Vista Ultimate SP1	
System software	Microsoft .NET Framework 3.0 (for Windows XP)	
	Java client 1.4.2 (for Macintosh OS X)*	
Office Clients	Microsoft Office 2010	
	Microsoft Office 2007	
Client applications	Microsoft Online Services Sign In application	
Browser software	Microsoft Internet Explorer® 6	Mozilla Firefox 3 **
	Windows® Internet Explorer 7	Apple Safari 3 (for Macintosh OS X 10.5)**
	Windows Internet Explorer 8	

*Java required for Microsoft Office Live Meeting only.

**Some functionality may be limited.

Sign In Application

The Microsoft Online Services Sign In application is installed on all users' computers to provide a single sign-in point for Microsoft Online Services. A service administrator may deploy the Sign In application to each computer in the company, or instruct users to install it themselves from the Downloads tab on My Company Portal.

The Sign In application provides these features:

- **Automatic configuration of applications:** The Sign In application automatically configures desktop applications on the user's computer so that they work properly with Microsoft Online Services. This saves time and trouble for first-time users and reduces support time for service administrators. If necessary, users can also reconfigure their desktop applications manually within the Sign In application.

- **Single access point for services:** Instead of having to sign in to each available service, users can use the Sign In application once, and then launch service applications without any additional sign-in requests. The Sign In application lists all services that the company's service administrator has made available to the user. The online services available to your users depend on the licenses that your company purchases.

- **Password management:** Users can change their password in the Sign In application, and if their password expires, the Sign In application alerts them and provides an opportunity to update it.

International Availability

Microsoft Online Services offerings—including SharePoint Online Standard—are available in these 22 countries:

- Australia
- Austria
- Belgium
- Canada
- Denmark
- Finland
- France
- Germany
- India
- Ireland
- Italy
- Japan
- Netherlands
- New Zealand
- Norway
- Portugal
- Singapore
- Spain
- Sweden
- Switzerland
- United Kingdom
- United States

Language Support

Languages supported by SharePoint Online and other Microsoft Online Services components are described in Table 2.

Table 2: Microsoft Online Services Language Support

Service	Supported Languages
SharePoint Online	Arabic, Bulgarian, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, Estonian, French, Finnish, German, Greek, Hebrew, Hindi, Hungarian, Italian, Japanese, Kazakh, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese (Brazil), Portuguese (Portugal), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Thai, Turkish, Ukrainian
Exchange Online	Languages for Microsoft Office Outlook® and Microsoft Outlook Web Access clients are detailed at Exchange 2007 Language Support.
Office Communications Online	Arabic, Bulgarian, Chinese (Hong Kong), Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, Estonian, French, Finnish, German, Greek, Hebrew, Hindi, Hungarian, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese (Brazil), Portuguese (Portugal), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Thai, Turkish, Ukrainian
Office Live Meeting	Chinese (Simplified), Chinese (Traditional), Danish, Dutch, English, Finnish, French, German, Italian, Japanese, Korean, Portuguese (Brazil), Spanish, Swedish
Microsoft Online Services Web portals and Sign In application	English, French, German, Japanese, Spanish
Online Security for Exchange, Exchange Hosted Encryption, Exchange Hosted Archive*	Chinese (Simplified), Chinese (Traditional), Dutch, English, French, German, Italian, Korean, Japanese, Portuguese (Brazil), Portuguese (Portugal), Spanish, Russian*

* Exact release dates for languages to be determined.

Features of SharePoint Online

SharePoint Online Standard enables a company to easily create and manage custom team-focused and project-focused sites for collaboration. This section presents overviews of these SharePoint Online features and specifications:

Table 3 provides a quick look at some of the key features of SharePoint Online Standard.

Table 3: SharePoint Online Key Features

Feature	Description	
Storage	250 megabytes (MB) per user account	
Site storage quotas	Up to 50 gigabytes (GB) per site collection	
Total storage per tenant	Up to 1 terabyte (TB) per tenant	
Site collections	Up to 100 per company	
2010 or 2007 Microsoft Office system integration (requires Microsoft Online Services Sign-in client application)	Office Access 2010 or 2007 Office Excel® 2010 or 2007 Office InfoPath® 2010 or 2007 Office Outlook® 2010 or 2007	Office PowerPoint® 2010 or 2007 Office SharePoint Designer 2007 Office Word 2010 or 2007
Browser support	Internet Explorer 6 Internet Explorer 7 Internet Explorer 8	Firefox 3 Safari 3.1.2 on Macintosh OS X 10.5
Mobile device support	Nokia E series and N series devices Apple iPhone 2.0	

Storage

SharePoint Online allocates 250 MB of storage for each of your users. The storage is aggregated/pooled among the users. For example, an organization of 1,000 users has 250,000 MB (250 GB) of storage.

In addition, you can purchase more SharePoint Online storage in gigabyte (GB) increments.

Site Storage Quotas

The SharePoint Online service administrator can set the storage limits for site collections and sites created by users. The maximum storage available for any site collection is 50 GB.

The maximum SharePoint Online storage available to a single company is 1 TB.

Site Collections

SharePoint Online lets you allocate your available storage space across a maximum of 100 site collections. A site collection consists of a top-level site and its subsites. Site collections are often based on departmental boundaries.

Sites within a site collection share common features, such as galleries for templates, content types, and Web Parts. A subsite can inherit permissions and navigation structure from its parent site, or these can be specified and managed independently.

Deskless Worker Offer

SharePoint Online Deskless Worker gives users read-only access to SharePoint Online portals, along with the capability to participate in discussions and surveys.

SharePoint Online Features	Deskless	Standard
Assigned Storage per User License	0MB	250MB
Create & Edit Lists, Contacts	Yes	Yes
Participate in Discussion, Surveys	Yes	Yes
Create, Edit & Save Documents	No	Yes
Create & Edit Sites, Workflows	No	Yes
Administration Functions	No	Yes
Office client use	No	Yes
Mobile Access	No	Yes

A deskless worker is typically a person who:

- Spends limited time working at a company-supplied PC.
- May not have an assigned or dedicated computer in the workplace.
- Examples: bank tellers, call center workers, healthcare clinicians, manufacturing floor workers, retail point of sale workers, and/or seasonal workers.

For more information on the Deskless Worker offerings, please visit the Microsoft Online Services TechCenter on TechNet here: http://technet.microsoft.com/en-us/library/dd448671.aspx

Microsoft Office Integration

Microsoft Office supports rich integration with SharePoint Online. Users who are running the sign-in application can interact with SharePoint Online sites without leaving their Microsoft Office programs, and two-way synchronization is available with some types of information and documents that are stored on SharePoint Online sites.

Office 2010 and Office 2007 provide the best integration with SharePoint Online; however, users can also use most Microsoft Office 2003 programs with SharePoint Online. Two exceptions are:

- **Office Outlook 2003:** Office Outlook 2007 is the required e-mail client for SharePoint Online.
- **Office Access 2003:** Office Access 2003 files use the .mdb extension, which is blocked by SharePoint Online. Users can only upload Office Access 2007 files—which use the .accdb file extension—to SharePoint Online sites.

Browser Support

SharePoint Online users can access SharePoint Online sites and information by using several common Web browsers. Supported Microsoft browsers are:

- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8

Internet Explorer is automatically configured for use with SharePoint Online when users install the Sign In application. After users sign in with the application, they will not be prompted for their user name and password again when they visit SharePoint Online sites.

You can also use the following browsers; however, functionality may be limited for some tasks:

- Firefox 3
- Safari 3.1.2 (with Macintosh OS X 10.5)

Note: When gaining access to SharePoint Online sites with these browsers, users are prompted to provide their user name and password.

Mobile Device Support

SharePoint Online sites can render on international and North American mobile devices (including Web-enabled mobile phones) using a simplified text-only format. This feature helps users stay current on team projects and tasks when they are on the road.

SharePoint Online sites can be viewed on the following mobile devices:

- Nokia E series and N series devices
- Apple iPhone 2.0

Note: Devices running Windows Mobile software do not support viewing SharePoint Online sites.

Service Availability

Like all Microsoft Online Services offerings, SharePoint Online has 99.9 percent scheduled uptime with financially backed service level agreements covering any instances when this service availability standard is not met.

Deleted Item Recovery

SharePoint Online users have a Recycle Bin where deleted content is stored. They can access the Recycle Bin to recover deleted documents and lists if they need to. Items are retained for 30 days. The following data types are captured by the Recycle Bin:

- Lists
- Libraries
- Folders
- List items
- Documents
- Web Part pages

The following data types are *not* captured by the Recycle Bin:

- Deleted Web pages
- Site customizations made through Office SharePoint Designer 2007

Data Backup

Data protection services are provided to prevent the loss of SharePoint Online data. Backups are performed every 12 hours.

Service Continuity Management

SharePoint Online is hosted in Microsoft-managed, enterprise-level data centers that are designed to operate highly available online services. Because of this, the Microsoft service level agreement with SharePoint Online subscribers is set at 99.9 percent uptime.

However, service availability can be affected by hardware failures, natural disasters, and human error. To address this, SharePoint Online offers service continuity management, a process for managing risks to ensure that a company's IT infrastructure is capable of providing continuing services if normal availability solutions fail. Service continuity management for SharePoint Online includes provisions to quickly recover from such unexpected events.

Two metrics commonly used in service continuity management to evaluate disaster recovery solutions are a *recovery time objective* (RTO), which measures the time between a system disaster and the time when the system is again operational, and a *recovery point objective* (RPO), which measures the time between the latest backup and the system disaster, representing the nearest historical point in time to which a system can recover.

SharePoint Online has set an RPO and RTO in the event of a disaster:

- **12-hour RPO:** Microsoft protects an organization's SharePoint Online data and has a copy of that data that is equal to or less than 12 hours old.
- **24-hour RTO:** Organizations will be able to resume service within 24 hours after service disruption if a disaster incapacitates the primary data center.

Virus Filtering

Microsoft Forefront™ Security for SharePoint is included with SharePoint Online to help protect the SharePoint Online environment from viruses while maintaining uptime and optimizing performance.

Microsoft Forefront Security for SharePoint provides comprehensive protection for SharePoint document libraries using multiple scan engines and content controls to help eliminate documents that contain malicious code.

Blocked File Types

To protect users' computers from potentially harmful code, SharePoint Online blocks certain kinds of files from being uploaded to or retrieved from the SharePoint Online environment. Files are blocked on the basis of the file name extension, and SharePoint Online maintains a list of file name extensions that are blocked. (For example, .exe files are on the list of blocked file name extensions, so a file called "filename.exe." would be blocked.)

This feature does not prevent all exploits based on file types, nor is it designed to do so. The file name extensions that are blocked are listed in Appendix A: Blocked File Name Extensions.

Site Language Selection

SharePoint Online provides support for the following languages:

> Arabic, Bulgarian, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, Estonian, French, Finnish, German, Greek, Hebrew, Hindi, Hungarian, Italian, Japanese, Kazakh, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese (Brazil), Portuguese (Portugal), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Thai, Turkish, Ukrainian

Service administrators can select a language at the time they create a site collection. Different site collections, as well as subsites within a collection, can be created in different languages.

SharePoint Online Capabilities

SharePoint Online offers an integrated suite of communication and collaboration capabilities that can help improve organizational effectiveness. Together they provide comprehensive content management and search capabilities to improve shared business processes, facilitate information-sharing, and deliver better business insight.

This section describes in detail the features associated with the following five primary capabilities available in SharePoint Online Standard:

- Collaboration
- Portals
- Search
- Content Management
- Business Process and Forms

A detailed comparison of features across SharePoint Online Standard, SharePoint Online Dedicated, and Office SharePoint Server 2007 is provided in Appendix B: SharePoint Online and Office SharePoint Server Feature Comparison

Collaboration

The following SharePoint Online collaboration features help keep company teams connected and productive by providing easy access to the people, documents, and information that users need to make well-informed decisions within their jobs.

Standard Site Templates

When a user creates a new SharePoint Online site, the process starts with selecting a site template. Six standard site templates are available in SharePoint Online.

Team Site

Select this template to create a site that teams can use to create, organize, and share information. The template includes a document library, announcements list, calendar, contacts list, and a links list. This all-purpose template can meet a diverse range of needs. It can store long-term routine information for a single department, or short-term information from a special project that spans several departments. For example, a marketing department can store and manage its planning and budget documents, track issues and tasks, and share its links and contacts.

Wikis

Select this template to create a site where users can quickly and easily add, edit, and link Web pages. The template provides pages that users can quickly edit to record information and link together through keywords. As the pages are edited, a history is recorded so that users can restore content if necessary. A Wiki site includes wiki pages, a links list, and a wiki page library. For example, a Wiki site can serve as a community site where your organization can brainstorm and share ideas for a new project. In a Wiki site, it is easy to create and format pages, so that people can easily work with each other to record information.

Blogs

Select this template to create a site where users can post information quickly and allow other people to comment on it. Blogs are online journals where users can share ideas quickly in an informal, chronological format. A Blog site includes a posts list for storing blog posts, a blogs list for links to other blogs, a categories list, a comments list, a links list for links to related resources, a photo library, and tools to manage posts and other resources. For example, a Blog site can help company leaders share their ideas and vision in an engaging journal format, where their employees can ask questions or add comments.

Document Workspace

Select this template to create a site that helps users coordinate the development of one or more related documents with other people. A Document Workspace site provides tools to share and update files and to keep people informed about the status of those files. It includes a document library, an announcements list, a tasks list, a members list, and a links list. For example, a Document Workspace site can help a team tasked with preparing an annual report work more efficiently on the document or a set of documents. A Document Workspace site can also be used to publish announcements, assign tasks, share relevant links, and receive alerts about changes to site content.

Blank Site

Select this template to create a site with a blank home page that you plan to customize. You can use Office SharePoint Designer 2007 to add lists or any other features. This template includes a site image Web Part and tools to insert other Web Parts. For example, a Blank site can help when the goal is to create a custom site without using any of the existing templates, Web Parts, lists, or libraries as a starting point.

Basic Meeting Workspace

Select this template to create a site that helps team members plan, organize, and track meetings. The template includes an objectives list, an attendees list, an agenda, and a document library. For example, a Basic Meeting Workspace site is a good choice for most general types of meetings, such as a weekly status meeting.

People and Groups Lists

The People and Groups feature provides a central place to manage individual and group access to sites, and create roles. You can perform tasks such as creating and deleting SharePoint Online groups, adding users to groups or deleting them, and assigning permission levels to users and groups.

Calendars

The Calendars feature provides rich calendar views and support for recurring events and all-day events. Users can synchronize SharePoint Online calendar, contacts, and tasks with Office Outlook 2007 or 2010 and then view them offline.

E-Mail Alerts and Notifications

E-mail alerts and workflow notifications can be sent to SharePoint users when documents or other items have been changed or added to a site. SharePoint Online does not at this time support inbound e-mail for document libraries, discussion boards, calendars, and lists.

Task Coordination

The Project Tasks list template lets users create project lists. It includes a simple Gantt chart, a type of visual overview of project tasks that can be used to monitor the dates and progress of team tasks.

Surveys

SharePoint Online sites support survey lists. The survey feature captures and consolidates information gathered from a targeted audience. Surveys in SharePoint are Web-based, with fields added to represent each unique question. Various types of question formats—some using option buttons and some with Yes/No fields—are available.

Document Collaboration

One of the primary uses for SharePoint Online is document collaboration. Features in the document libraries—such as content types, workflows, check in/check out—are designed to manage the process of working with two or more people to produce a new document. Document libraries also include:

- Local checkout of documents

- Offline document library support in Office Outlook 2007 or 2010
- Major and minor version numbering and tracking
- Support for multiple content types
- Tree view support

Issue Tracking

SharePoint Online offers an Issue Tracking list template that helps users track, assign, and report on issue status within the list.

Portal

The portal workload features of SharePoint Online are especially useful for designing, deploying, and managing company sites.

RSS Feeds

You can use Really Simple Syndication (RSS) to syndicate content managed in a portal site. RSS is a technology that enables people to receive and view updates or *feeds* of news, blogs, and other items of interest in a consolidated location. All lists and libraries in SharePoint Online can be enabled with RSS feeds.

Audience Targeting

By using the audience targeting feature, content such as list or library items, navigation links, and entire Web Parts can be displayed to specific SharePoint Online groups. This is useful for presenting information that is relevant only to a particular group of people. For example, the legal department might add a Web part to its portal site that contains a list of legal contracts that is visible only to that department.

Site Manager

The Site Manager feature allows changes to a SharePoint site's navigation, security access, and general look and feel using an easy drag-and-drop tool. Site Manager unifies site management tasks for portals and Web sites, including management of areas, pages, listings, SharePoint site lists, and associated component parts.

Integration with Office Programs

Programs included in Office 2010 and 2007, such as Access, Excel, PowerPoint, Word, and InfoPath, can interact with SharePoint sites and list content without having to download a local copy. Files on the SharePoint site can be edited right from a Web browser without having to first save a local copy.

> **Note:** Microsoft Office 2003 programs can be used with SharePoint Online—with the exception of Office Outlook 2003. However, Office 2003 programs do not provide the same level of SharePoint Online integration as Office 2010 and 2007 programs.

Integration with Office Outlook

With Outlook, users can view or edit calendars and contact lists that are stored on SharePoint sites, and create and manage sites for organizing meetings. Together, Outlook and SharePoint Online support:

- Read/write access to SharePoint Online items such as calendars, tasks, contacts, discussions, and documents.
- Synchronization for offline support of document libraries and lists.
- Ability to check out and edit SharePoint site documents when offline.
- Roll-up views of calendars and tasks across multiple lists and sites.
- Unified view of personal and SharePoint tasks.

Integration with Office SharePoint Designer 2007

Office SharePoint Designer 2007 provides tools for rich customization of SharePoint sites—without having to do any coding. Reporting tools, data integration, and application templates are also available from Office SharePoint Designer 2007.

> **Note:** Backup and restore from Office SharePoint Designer is not supported in SharePoint Online.

Search

Using SharePoint Online search features, users can locate content that is stored in lists, document libraries, and other locations in a SharePoint collection. Basic searches are performed from any location in the portal by using the search box in the upper right corner of the screen. Users simply type the query into the search box to perform the search. Search results are ranked by relevance and presented to the user.

SharePoint Online search provides:

- **Security-trimmed search results.** Results displayed for SharePoint Online searches are "security trimmed," meaning that users see only what they have permission to access.
- **Configurable scope:** In addition to using default search scopes such as This Site or All Sites, you can configure additional types of search scopes.

SharePoint Online searches are limited to a single site collection. Searches for cross-site collection content are not available. In addition to Text, Word and Powerpoint files, SharePoint Online now searches ZIP and PDF files also.

Content Management

The content management workload features in SharePoint Online offer support for both business document management and Web content management.

Document Workflow Support

A document approval workflow helps team members collaborate on documents and manage project tasks by applying specific business processes to documents and items in a SharePoint Online site. Implementing a document workflow helps companies adhere to consistent business processes that improve organizational efficiency and productivity.

SharePoint Online users have access to a predefined approval workflow that tracks the status of a document or a list item through three states: Active, Ready for Review, and Complete.

Document Information Panel

The document information panel is displayed in Office programs below the Ribbon element. The panel makes editing document properties an integral part of the Microsoft Office system document-authoring experience. All information that is entered in the panel is saved in both SharePoint Online and within the document itself.

Document Action Bar

When a file is opened in an Office program, the document action bar describes to users which business policy or workflow governs the current document, and what action they are expected to take. If content is blocked, the document action bar appears and informs the user.

High-Fidelity Web Sites with Consistent Branding

To enforce the branding and navigation of Web sites, the content management feature of SharePoint Online provides the concept of ASP.NET master pages and page layouts. Master pages enable a consistent layout for your SharePoint pages by defining the look and feel and standard behavior you want

for all pages (or a group of pages). You can then create individual content pages (page layouts) based on this look and feel.

Site Structure and Navigation Controls

The Site Content and Structure page is used to manage both the content and structure of SharePoint Online site collections. In SharePoint Online, navigation is dynamically generated from the site collection hierarchy. This means that when the structure of the site is changed (for example, moving a subsite), that change is carried through to the site navigation. Where the item now appears in the site navigation reflects the new location of the underlying subsite.

The actions users can take on this page include more than changing the structure of the site. They can manage content by performing other actions on lists and list items. For example, they can check out or check in items, publish them, and copy them to other locations.

To ensure that the interface for the Site Content and Structure page is familiar to users, it was designed to be similar to Windows Explorer. They can view the site collection hierarchy in the navigation pane as a tree view on the left of the Site Content and Structure page. On the right, items appear in the list pane.

Content Authoring

Creating Web pages is simplified using the rich text editor that comes with SharePoint Online. In text editing mode, users can type and edit page content directly on the page using a browser. In HTML source editing mode, users can type and edit page content by using standard HTML. Other features of the rich text editor enable users to:

- Quickly create, organize, and format links.
- Use the spelling checker on content.
- Manage and edit boilerplate content, such as copyright statements, in a single location.

WYSIWYG Web Content Editor

In addition to a rich text editor, users have access to the what-you-see-is-what-you-get (WYSIWYG) Web content editor that extends the SharePoint Online user interface with additional commands and status indicators for in-context Web page authoring.

Page Layouts

Prebuilt page layouts simplify content authoring and publishing. Your service administrator can define a structure that guides authors through the publishing process, and then content contributors focus on doing their jobs rather than on the details of publishing and deployment. Flexible page layouts also allow designers to mix and match ASP.NET applications, Web Parts, and authoring templates in any configuration to create customized sites that meet specific business needs.

Slide Libraries

Slide libraries enable users to store individual slides in a SharePoint Online library. PowerPoint slide decks can be created from, and will reference, a selection of slides in the slide library. When users update individual slides in the library, the slide decks based on them are automatically updated.

Business Process and Forms

SharePoint Online enables your company to establish more efficient business processes by using online business forms and creating workflows that move projects toward completion.

Custom Workflow Design with Office SharePoint Designer 2007

Office SharePoint Designer 2007 makes it possible to design custom workflows that add no-code application logic to SharePoint Online sites. The Workflow Designer in Office SharePoint Designer 2007

is used to create rules that associate conditions and actions with items in SharePoint Online lists and libraries. Changes to items in lists or libraries then trigger actions in the workflow.

Office InfoPath Forms with InfoPath

While SharePoint Online does not support InfoPath Forms Services, also known as browser-based forms, users can create business forms with InfoPath and then makethem available on SharePoint Online sites. It is required for end-users to have the Office InfoPath 2007 or 2010 client application installed on their desktop to open and fill out an InfoPath form stored in SharePoint Online.Users who have Office InfoPath on their computers can design and upload their InfoPath form templates (.xsn files) to a SharePoint Online list or library, just as they would any other document type. Form templates can then be opened by others using Office InfoPath. The completed templates can then be stored as a completed form as an item in a SharePoint Online document library.

Service Administration

The Microsoft Online Services Administration Center is a Web portal that the service administrator uses to manage the services a company has subscribed to—including SharePoint Online services.

Administration Center navigation is organized in five tabs. SharePoint Online settings are accessed by clicking the Service Settings tab, shown in Figure 1.
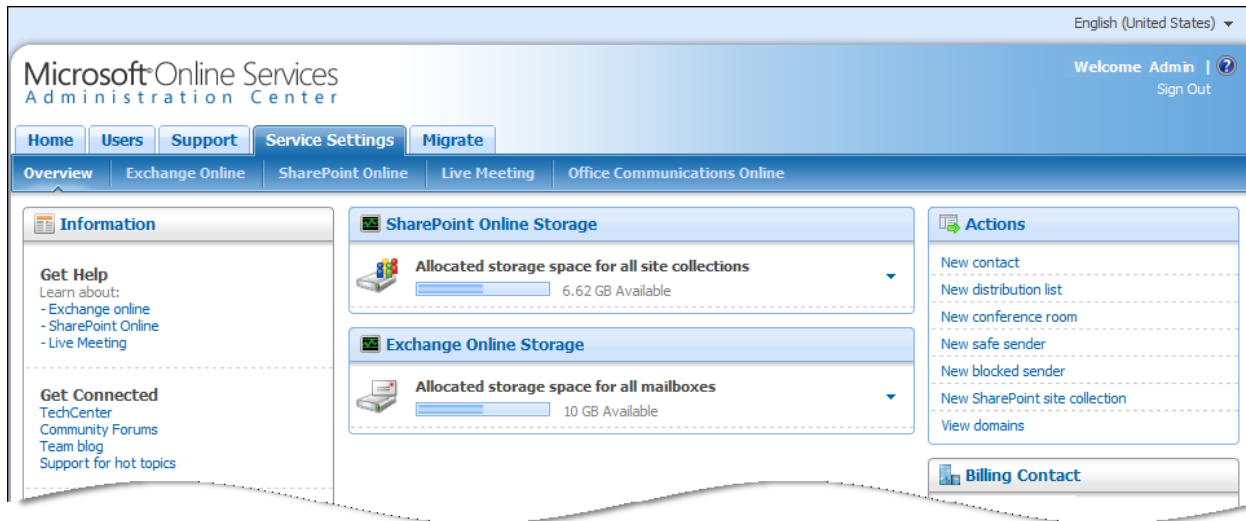
Figure 1: The Service Settings page of the Administration Center

On the Service Settings page the service administrator can view how much site collection storage space has been allocated and how much remains available to allocate. Service administrators also become familiar with the SharePoint Online page when managing that service. The SharePoint Online subtab is shown in Figure 2. This is where SharePoint site collections are created, edited and deleted.

Figure 2: The SharePoint Online subtab of the Administration Center

Appendix A: Blocked File Name Extensions

Table 4 shows the file name extensions that are blocked in SharePoint Online.

Table 4: Blocked File Name Extensions

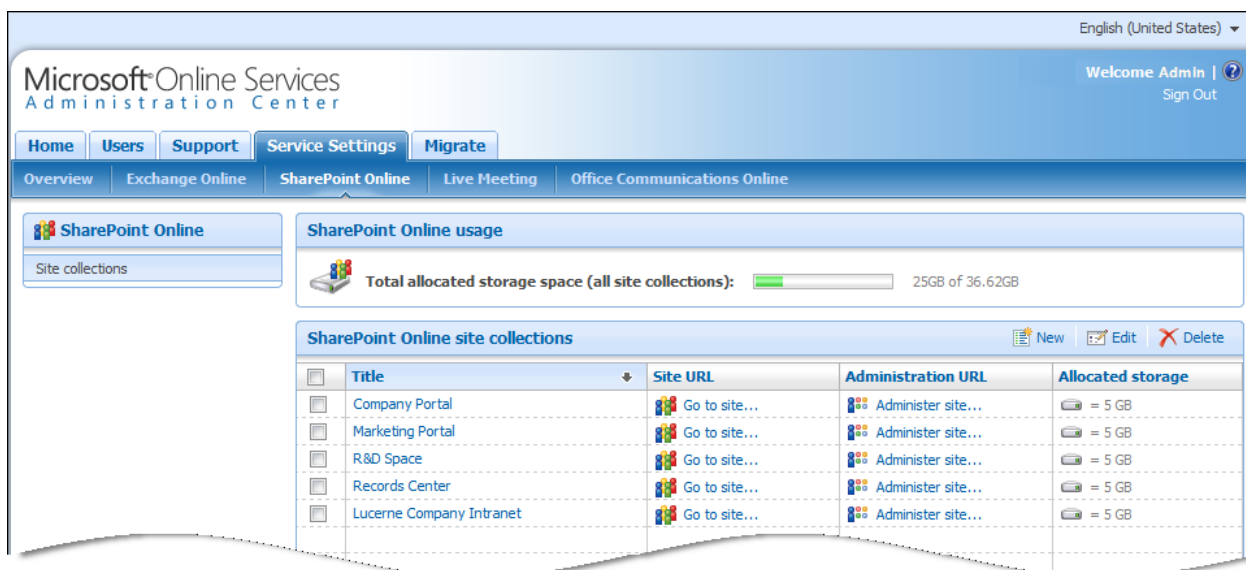| Extension	File type
.app	Application file
.bas	Microsoft Visual Basic® class module
.bat	Batch file
.chm	Compiled HTML Help file
.class	Java class file
.cod	Windows NT® Command Script
.com	Microsoft MS-DOS® program
.cal	Control Panel extension
.crt	Security certificate
.dll	Windows dynamic link library
.exe	Executable program
.fxp	Microsoft Visual FoxPro® compiled program
.hlp	Help file
.hta	HTML application
.ins	Internet Naming Service
.isp	Internet Communication settings
.jse	JScript® Encoded script file
.lnk	Shortcut
.mda	Microsoft Office Access add-in program
.mdb	Microsoft Office Access program
.mde	Microsoft Office Access MDE database
.mdt	Microsoft Office Access data file
.mdw	Microsoft Office Access workgroup
.mdz	Microsoft Office Access wizard program
.msc	Microsoft Common Console document
.msi	Windows Installer package
.msp	Windows Installer patch
.mst	Microsoft Visual Test source files
.ops	Microsoft Office profile settings file
.pcd	Photo CD image or Visual Test compiled script
.pif	Shortcut to MS-DOS program
.prf	System file

Extension	File type
.prg	Visual FoxPro source file
.reg	Registration entries
.scf	Windows Explorer command file
.scr	Screen saver
.sct	Windows Script Component
.shb	Windows shortcut
.shs	Shell Scrap object
.url	Uniform Resource Locator (Internet shortcut)
.vb	Visual Basic script file
.vbe	Visual Basic Scripting Edition Encoded script file
.vbs	Visual Basic Scripting Edition file
.wsc	Windows Script Component
.wsf	Windows Script file
.wsh	Windows Script Host Settings file

Appendix B: SharePoint Online and Office SharePoint Server Feature Comparisons

The following tables compare feature availability between Office SharePoint Server 2007 and the two SharePoint Online offerings from Microsoft Online Services: SharePoint Online Standard and SharePoint Online Dedicated.

Table 5 compares collaboration features across SharePoint Server 2007, SharePoint Online Standard and SharePoint Online Dedicated.

Table 5. Collaboration Feature Comparison

Collaboration Features	Office SharePoint Server 2007	SharePoint Online Dedicated	SharePoint Online Standard
Default site templates *Team site, Wiki, Document Workspace, Blog, Blank site*	✓	✓	✓
Standard meeting site templates *Basic Meeting Workspace*	✓	✓	✓
Surveys	✓	✓	✓
People and Groups	✓	✓	✓
Syncing calendars, tasks, and contacts with Outlook	✓	✓	✓
E-mail alerts and notifications	✓	✓	✓
Issue tracking	✓	✓	✓
Document collaboration	✓	✓	✓
Presence	✓	✓	
Mail-enabled lists	✓		
Meeting workspace site templates *Blank Meeting, Decision Meeting, Social Meeting, Multipage Meeting*	✓	✓	
Social networking	✓	✓	
Standard site templates *MySite* *News site* *Internet Presence Web Site*	✓	✓	
Site admin templates	✓	✓	✓
Server admin templates	✓	✓	
Templates requiring server-side custom code	✓	✓	

Table 6 compares portal features across SharePoint Server 2007, SharePoint Online Standard and SharePoint Online Dedicated.

Table 6. Portal Feature Comparison

Portal Features	Office SharePoint Server 2007	SharePoint Online Dedicated	SharePoint Online Standard
Client integration	✓	✓	✓
Office SharePoint Designer 2007 integration	✓	✓	✓
RSS content syndication	✓	✓	✓
Audience targeting *Target a SharePoint group*	✓	✓	✓
Site Manager	✓	✓	✓
Site and document aggregation	✓	✓	✓
Portal site templates	✓	✓	
Privacy and security	✓	✓	✓
Document roll-up Web Part	✓	✓	✓
Audience targeting *Target a distribution group* *Create audiences*	✓	✓	
MySites and Site Directory	✓	✓	
Colleagues and memberships Web Parts	✓	✓	
Mobile device support [1]	✓	✓	✓
Backup and restore via Office SharePoint Designer 2007	✓	✓	
Aggregate Web Parts	✓		
User Profiles Import *Profile synchronization* *Directory import*	✓	✓	

[1] See Table 2 for specific devices supported

Table 7 compares content management features across SharePoint Server 2007, SharePoint Online Standard and SharePoint Online Dedicated.

Table 7. Content Management Feature Comparison

Content Management Features	Office SharePoint Server 2007	SharePoint Online Dedicated	SharePoint Online Standard
Document Information Panel and Action Bar	✓	✓	✓
Content authoring	✓	✓	✓
Master pages, page layouts, navigation controls	✓	✓	✓
Retention and auditing policies *Document retention and expiration policies, customizable policies, workflow process to define expiration; access control and security; tracking*	✓	✓	✓
Three-state workflow	✓	✓	✓
Site variations	✓	✓	
High-fidelity Web Site and consistent branding	✓	✓	✓
Slide library	✓	✓	✓
WYSIWYG content editor	✓	✓	✓
Content staging, publishing and deployment	✓	✓	
Integration with Microsoft Information Rights Management	✓	✓	
Standard business document workflows *Approval, collect feedback, collect signatures, disposition approval, group approval, translation management workflow*	✓	✓	Tri-state only.
Standard enterprise site templates *Document Center, Records Center, Site Directory, Report Center, Personalization Site, Search Center*	✓	✓	
Standard publishing site templates *Collaboration Portal, Publishing Portal*	✓	✓	
Retention and auditing policies *Logging of all actions on sites, content, and workflows; audit log reporting*	✓	✓	✓
Records repository and legal holds	✓		
E-mail content as records	✓		

Table 8 compares search features across SharePoint Server 2007, SharePoint Online Standard and SharePoint Online Dedicated.

Table 8. Search Feature Comparison

Search Features	Office SharePoint Server 2007	SharePoint Online Dedicated	SharePoint Online Standard
Search in a site collection	✓	✓	✓
Cross-site collection search	✓	✓	
Enterprise content sources	✓	✓	
People search	✓	✓	
Search federation	✓	✓	
Business data search	✓		

Table 9 compares business intelligence features across SharePoint Server 2007, SharePoint Online Standard and SharePoint Online Dedicated.

Table 9. Business Intelligence Feature Comparison

Business Intelligence Features	Office SharePoint Server 2007	SharePoint Online Dedicated	SharePoint Online Standard
Business intelligence dashboards	✓	✓	
KPI and filtering Web Parts	✓	✓	
Report center templates	✓	✓	
Excel services	✓	✓	
Data connection libraries	✓	✓	
Business data catalog	✓	✓	
Business data Web Parts and actions	✓		
Performance point integration	✓		

Table 10 compares business process and forms features across SharePoint Server 2007, SharePoint Online Standard and SharePoint Online Dedicated.

Table 10. Business Process and Forms Feature Comparison

Business Process and Forms Features	Office SharePoint Server 2007	SharePoint Online Dedicated	SharePoint Online Standard
Form libraries	✓	✓	✓
Custom non-code workflows	✓	✓	✓
Office SharePoint Server out-of-the-box workflows	✓	✓	
Browser-based forms	✓	✓	
Custom code workflows	✓	✓	

Appendix C: SharePoint Online Specific Features

Table 11 lists the features that apply specifically to SharePoint Online.

Table 11. SharePoint Online Specific Features

Features	SharePoint Online Dedicated	SharePoint Online Standard
Site collections per customer	Multiple	Up to 100
Vanity domains	Yes	No
Storage	250 MB per user	250 MB per user
Access	Authenticated access only	Authenticated access only
Off-boarding of customer data	Via partner	Via partner
Backup and restore retention period per standard RTO and RPO timeframes. * Refer to 'Data Backup' section on pg.13	30 days	14 days
WAN acceleration	Yes	No
Disastser recovery	Yes	Yes
Server-side custom code	Yes	No
Pre-production environment	Yes	No
Anonymous access	No	No
Support for Quest migration tools	No	No
Web Part toolbox	No	No
SharePoint Silverlight Toolkit	No	No
Partner access (extranet access)	No	No