

Microsoft SharePoint Online

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In today's business climate, collaboration is essential. Microsoft SharePoint Online offers enterprise companies and organizations a flexible, web-based solution that includes tools and services to help users manage information and collaborate effectively. Based on Microsoft SharePoint Server 2010, this Microsoft hosted solution provides users the ability to easily create and manage custom team- and project-focused sites for collaboration and personal productivity. Users get the authority, flexibility, and customization they need to truly work efficiently across teams.

How It Works

It's easy to get your business up and running quickly with SharePoint Online. Microsoft data centers, located worldwide, are at the heart of the solution. Each data center houses a highly reliable network of equipment that hosts your collaboration solution. The servers that are needed to support your organization are dedicated to your company only. Your data is always kept separate from that of other organizations. Appropriate information from your directory is continuously synchronized to the directory in the Microsoft data centers, allowing your users to seamlessly collaborate from both inside your corporate network as well as securely over the Internet.

Core Features

Microsoft offers a comprehensive collaboration solution with a simple per-user monthly fee. Major features include:

- Self-service SharePoint site creation with online discussion areas, shared document and meeting workspaces, document libraries with version control, and surveys.
- Out-of-the-box content management features for documents, records, and web content.
- Ability to find people, expertise, and content by searching sites across the entire organization.

- Integration with Microsoft Office 2010, enabling users to interact with SharePoint sites without leaving Microsoft Office applications; two-way synchronization available with documents that are stored on SharePoint sites.
- Enhanced security for Internet access by using 128-bit Secure Sockets Layer (SSL) encryption and antivirus scanning.
- Directory trust with your Active Directory service, which provides pass-through authentication for users.
- Scalable to thousands of sites within an organization, enabling managers delegate site creation to others.
- Self-service document restore and data recovery.
- Upgrades to the most current version of SharePoint Server included at no extra charge.
- Custom solution support, providing a process for developing, reviewing, and deploying your customized SharePoint Online solutions. (*Microsoft accepts an initial number of custom solutions at no additional cost.*)

Optional Features

- **Presence integration.** Presence is the ability to detect whether another person is online. This feature is available with SharePoint Online Dedicated for customers who subscribe to the Microsoft Office Communications Online Dedicated service, or who host Microsoft Office Communications Server 2007 on their premises.
- **Migration services.** Many customers have existing collaborative systems or use older versions of SharePoint Server. Working with our partners, Microsoft can help you develop a strategy for planning and assessing migration, outline the risks, and facilitate migration activities.
- **Additional custom solutions.** SharePoint Online Dedicated offers low-cost support for customers who require additional custom solution deployments beyond the initial number provided with the service.



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	Wiki sites and blogs facilitate brainstorming and idea sharing.
	Integration with Microsoft Office 2010 enables users to interact with SharePoint sites without leaving Microsoft Office applications.
	Antivirus scanning with Microsoft Forefront client security provides enhanced security for SharePoint Online information.
	E-mail alerts are sent when documents and information have been changed or added to a site.
	Manage security features at the item level (such as folder, document, list).
	Internet and mobile access is delivered over an 128-bit SSL encryption session.
	Directory trust with your Active Directory service enables pass-through authentication. Users sign in to their company network and receive access to SharePoint Online.
	(Optional) Presence awareness is available through integration with Microsoft Office Communications Online or Microsoft Office Communications Server on premises.
Standard Parameters	Team sites have a default storage quota of 2 gigabytes (GB) per site that can be increased up to 20 GB per site; 20 team site collections (including the portal) can have up to 200 GB of storage.
	Personal sites (My Sites) are supported with up to 5 gigabytes (GB) of storage.
	250 megabytes (MB) are provided per user, aggregated across the organization.
	Additional storage is available as an option.
Client Support	Integration with Microsoft Office 2010 and Microsoft Office 2007 SP2.
	Limited feature support is available with Windows 2003, Windows XP, and Windows 2000.
Data Protection Service	Self-service document restore with a 30-day Recycle Bin recovery period.
	A two-stage Recycle Bin provides two chances for customers to recover deleted items.
Audits and Security	Alignment and certification are based on industry standards.
	SAS 70 Type II audited.
	Intrusion monitoring and detection; nine-layer data security.
Service-Level Agreements	99.9-percent availability of the service, as measured at the Microsoft data center.
	Reported monthly, evaluated quarterly, financially backed.

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