



Microsoft SharePoint  
Workspace 2010  
Product Guide



# Table of Contents

<b>Microsoft SharePoint Workspace 2010: An Overview .....</b>	<b>1</b>
<b>SharePoint Workspace: At-a-Glance.....</b>	<b>3</b>
Sync with SharePoint 2010 sites .....	3
Take all or some of your SharePoint site content offline.....	3
Add content with Direct Folder Access.....	3
Search all available spaces .....	3
Simplified log-in.....	4
Microsoft SharePoint Mobile 2010 .....	4
Groove workspaces.....	4
Get easier access to the right tools, at the right time .....	4
Work on documents knowing no one else can .....	4
Display your Launchbar to move between your workspaces with ease .....	5
Customize with Microsoft Office Backstage view .....	5
<b>SharePoint Workspace 2010: A Closer Look.....</b>	<b>6</b>
Save time syncing your SharePoint 2010 sites to SharePoint Workspace .....	6
SharePoint Workspace Synchronization Details.....	6
SharePoint Workspace and the ODC .....	7
SharePoint Workspace and Microsoft Sync Framework.....	8
Server Performance Support .....	8
InfoPath Forms easily synced from SharePoint Server 2010 sites .....	9
Support for check in and check out .....	10
Review SharePoint properties .....	11
Streamlined communications .....	11
Improved language settings.....	12
Simplified log-in .....	12
Windows Search .....	12
Improved Ribbon .....	15
New Microsoft Office Backstage View.....	15
<b>Conclusion.....</b>	<b>19</b>
<b>Where to Find It .....</b>	<b>20</b>



<b>Version Comparison .....</b>	<b>23</b>
<b>SharePoint Workspace 2010 FAQ.....</b>	<b>24</b>
<b>Feature Requirements/Disclosures .....</b>	<b>32</b>
Office Mobile 2010.....	32
Links provided in this product guide .....	32



# Microsoft SharePoint Workspace 2010: An Overview

Microsoft SharePoint® Workspace 2010 provides a desktop experience for Microsoft SharePoint Server 2010 and Microsoft SharePoint Foundation 2010 that synchronizes content with SharePoint document libraries and lists.

SharePoint Workspace expands the boundaries of effective collaboration by offering both online and offline access to your SharePoint content. You can synchronize document libraries and lists to your PC in a SharePoint workspace, work with the content locally, and then synchronize effortlessly, and on a regular basis, with your SharePoint Server 2010 when connected online.

Working across teams is also much easier when you can create documents from SharePoint Workspace and automatically synchronize changes to SharePoint Server 2010—ensuring that all team members working with the SharePoint site have the latest versions.

When you are disconnected, or offline, from a SharePoint server, changes in your SharePoint workspaces are stored locally (or cached) until the next time that you connect to the server. Once connected, your changes are synchronized automatically.

SharePoint Workspace 2010 also lets you create ad hoc, Groove collaboration workspaces. With Groove workspaces you can collaborate with internal and offsite team members as well as external partners using a shared workspace. This feature doesn't require SharePoint Server.

Groove workspaces continue to leverage the power of peer-to-peer features found in the earlier release. Teams using Groove workspaces can bring together all team members, tools, and information in one place. A Groove workspace can keep teams up to date automatically and efficiently, and enable them to work anywhere, anytime, and with anyone, so they spend less time coordinating and more time working.

In essence, you are getting two great products in one. With SharePoint Workspace, you access the power and breadth of SharePoint Server-based collaboration along with ad-hoc, dynamic small team peer collaboration.

SharePoint Workspace 2010 ushers in a new world of collaboration for you and your teams—one that is backed by the power of SharePoint Server 2010 and the mobile ease of SharePoint Workspace.



In changing the name of Microsoft Office Groove to Microsoft SharePoint Workspace in Office 2010, Microsoft sets the stage for all of the exciting new features and changes you will read about in this Guide.

At the heart of the change are the new features that make it easy for you to work with SharePoint document libraries and lists offline. The new name reflects these connections and brings you a new work experience. You can access the value and the power of SharePoint Server 2010 in a SharePoint workspace instantly—it's all there in the name.

In addition, you can continue to use the peer sharing features in Groove workspaces for ad-hoc collaborative efforts.

# SharePoint Workspace: At-a-Glance

## Work Together More Effectively

SharePoint Workspace makes it easier to bring people together and increase work quality by helping you effectively capture ideas across teams.

## Sync with SharePoint 2010 sites

With just a few clicks, you can synchronize SharePoint libraries and lists to your computer. When you update documents and lists in a SharePoint workspace while online, your updates are synchronized with the server immediately.

## Take all or some of your SharePoint site content offline

A SharePoint workspace allows you to access SharePoint site content on your local computer even if you aren't connected. Content can include document libraries as well as a number of list types. A SharePoint workspace is your own personal, synchronized copy of a SharePoint site.

You can create a SharePoint workspace directly from the SharePoint site you want to synchronize to your local computer. Or, you can create a SharePoint workspace from the SharePoint Workspace Launchbar. Either way, you can configure the content to sync to your computer.

## Add content with Direct Folder Access

Using Windows® Explorer, you can work with your files from a SharePoint site, view them in your local folders, or even save files from other applications into those same folders. SharePoint Workspace captures the content and handles synchronizing the content back to your SharePoint site.

## Search all available spaces

Easily search through your SharePoint workspaces using Windows Search. You can customize your search queries to pinpoint your results exactly.



## Anywhere Access to Your Work

### Simplified log-in

When you start SharePoint Workspace 2010, you are automatically logged in to your SharePoint Workspace account. SharePoint Workspace uses the same username and password credentials that you supply when you start up your computer and log in to Windows.

### Microsoft SharePoint Mobile 2010

Access SharePoint workspaces, browse through document libraries, and open, edit and save documents with a familiar experience designed for mobile devices.

### Groove workspaces

Groove workspaces enable you to collaborate directly with team members without SharePoint Serve 2010.

## Bring Your Ideas to Life

### Get easier access to the right tools, at the right time

New and improved features can help you be more productive, but only if you can find them when you need them. Fortunately, the enhanced, customizable Ribbon in SharePoint Workspace 2010 makes it easy to uncover more commands so you can focus on the end product, not how to get there.

### Work on documents knowing no one else can

When you are working with others, it's a good idea to check out the content in your SharePoint workspace to avoid creating editing conflicts with other people who might have access to the same content on the SharePoint site. SharePoint Workspace provides document-locking capability with just a click on the Ribbon.

- Check out content from your SharePoint Server 2010 site and let others know you are working on it.
- Review the version history for content at any time.



- Check in updated content to the SharePoint site when you have finished your work or release the content you have checked out without saving your changes.

### Display your Launchbar to move between your workspaces with ease

Use the Launchbar to create new and manage existing workspaces. You can create SharePoint workspaces or Groove workspaces right from the Launchbar. You can also search your content, or even manage your Groove workspace contacts, without leaving the Launchbar.

- Quickly view and determine what's New and Unread.
- When you choose to synchronize sites to your PC, they are automatically indexed locally by Windows Search.

### Customize with Microsoft Office Backstage view

The new Microsoft Office Backstage™ view can help you customize your SharePoint Workspace 2010 experience, all from one convenient location.

# SharePoint Workspace 2010: A Closer Look

## Work Together More Effectively

### Save time syncing your SharePoint 2010 sites to SharePoint Workspace

There are many ways to set up and sync your SharePoint workspaces.

SharePoint Workspace is optimized to synchronize the content from a SharePoint 2010 site to your local computer allowing you to choose from lists and libraries.

The layout of a workspace is similar to the SharePoint site. The Launchbar provides access to and status information for all of your workspaces.

You can create a SharePoint workspace from a SharePoint site. Or, you can create a SharePoint workspace from the Launchbar. When you use the Launchbar, you must specify the Web address of the SharePoint site you want to synchronize to your local computer.

Content updates in a SharePoint workspace are automatically synchronized to the SharePoint Server 2010 site. You can also manually synchronize content between the SharePoint workspace and the SharePoint site at any time.

### SharePoint Workspace Synchronization Details

When it comes to synchronizing your content, you can be sure that SharePoint Workspace will get content where it needs to go, as your permissions, servers, and connectivity will permit.

The following sections provide important detail about where SharePoint Workspace stores data and more detail about the syncing process.

SharePoint Workspace has three locations where it can store data:

- The Office Document Cache (ODC) for documents.
- The SharePoint Workspace store for list items, views, and schemas, for example.
- The Business Connectivity Service (BCS) store for external lists, virtual lists, and Business Connectivity Services.



Each store uses a different protocol when synchronizing content. The ODC uses File Synchronization via SOAP over HTTP (FSSHTTP). SharePoint Workspaces use the Microsoft Synch Framework, and the Business Connectivity Services use their own protocol.

### SharePoint Workspace and the ODC

SharePoint Workspace uses the Microsoft Office Document Cache to manage the documents you download to your local PC. The Office Document Cache allows for efficient synchronization of documents between a SharePoint workspace and the SharePoint server.

For documents stored in the ODC and synchronized using FSSHTTP, SharePoint Workspace uses the store in combination with synchronization to provide the following:

- Document incremental sync – Once a document is download to a SharePoint Workspace, only changes are synched.
- Documents are identified by their HTTP URL directly on your local PC. This prevents users from getting multiple copies of the same document, with conflicts.
- Auto-merge – If two users edit a Microsoft Word or Microsoft PowerPoint® document offline, edits can be merged once they're back online.
- Co-authoring – Similar to Auto-merge in preventing conflicts, co-authoring allows two users to edit a Microsoft Word or Microsoft PowerPoint document online, in an active, co-authoring session.
- Adaptive sync – If you are online, edits that you save are synched immediately. If you are working offline, you changes are synched once you are back online.

To maintain performance, Microsoft limits the number of documents you can store in SharePoint Workspace to approximately 500 documents (depending on document size). If you exceed this limit, SharePoint Workspace displays a warning message on the Launchbar each time you start SharePoint Workspace to remind you that you need to free up space. You can ignore this message and continue to work; however, this may impact performance.



## SharePoint Workspace and Microsoft Sync Framework

The Microsoft Sync Framework (MSF) synchronizes other content, including the structure of the site, views, and list items that are also stored in SharePoint Workspace. .

The MSF provides a number of synch options depending on your activity in the workspace. For example, when you open a workspace, SharePoint Workspace refreshed synchronized tools immediately. If you continue to be active in the workspace, SharePoint Workspace syncs your content with the server every ten minutes. If you have the workspace open but have not been active for a while, SharePoint Workspace syncs the content every twenty minutes. If you do not have the workspace open, SharePoint Workspace syncs the content every fifty minutes.

## Server Performance Support

When implementing any system that downloads content from a server to clients, a key requirement is to be sure that the requests from the clients do not overwhelm the server causing a denial of service for other users.

SharePoint Workspace respects the health reported by the SharePoint server and will automatically lengthen its sync interval if server indicates that it is busy.

## InfoPath Forms easily synced from SharePoint Server 2010 sites

SharePoint workspaces enable you to automatically synchronize lists from SharePoint Server 2010. If those lists are upgraded with InfoPath forms, SharePoint Workspace automatically downloads those forms as well for use on your PC. The forms contain all of the fields and features available from the SharePoint list when you download them to SharePoint Workspace. If the forms are subsequently updated on the server, SharePoint Workspace will synchronize the latest versions of those forms as well.

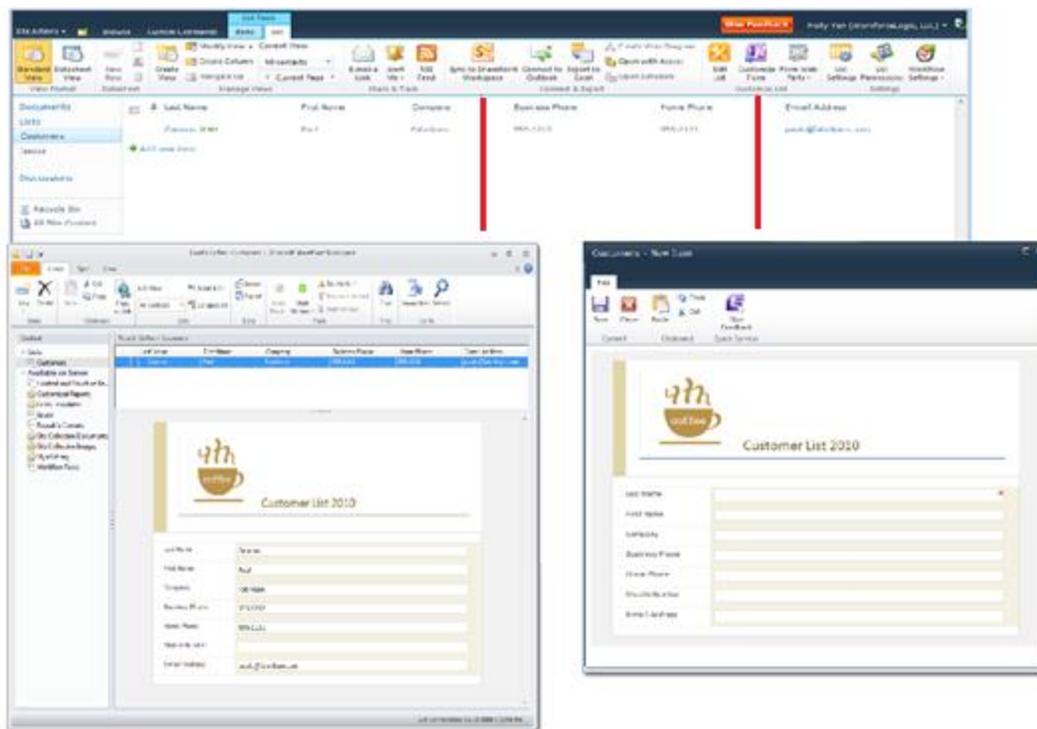


Figure 1 - Sync InfoPath forms in SharePoint and SharePoint Workspace.

## Support for check in and check out

When you are working with others, it's a good idea to check out content in a SharePoint workspace to avoid creating editing conflicts with other people who might have access to the same content on the SharePoint site.

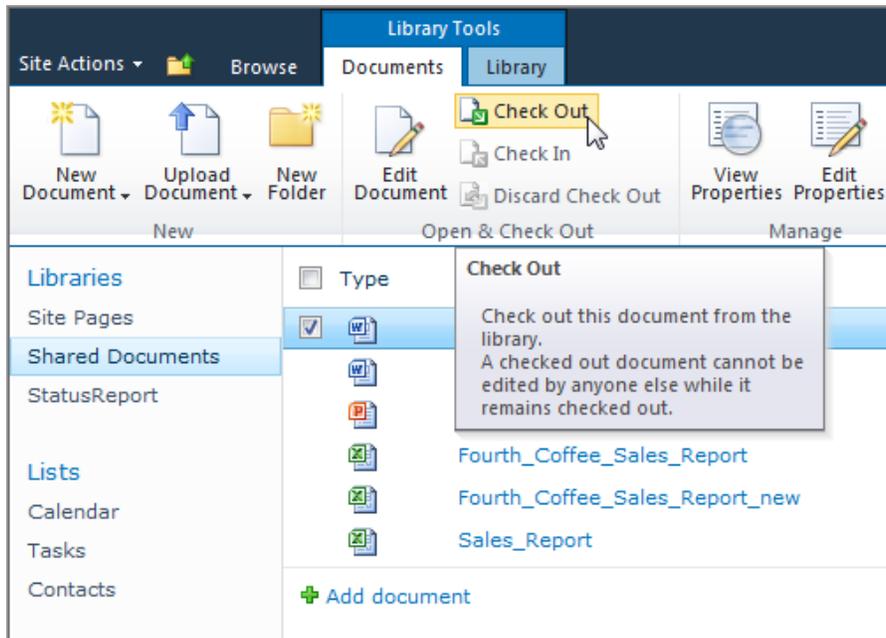


Figure 2 - Check out content from SharePoint to work on in SharePoint Workspace.

## Review SharePoint properties

SharePoint Workspace 2010 automatically synchronizes a file's properties from the SharePoint Server 2010 site so you can review them with ease.

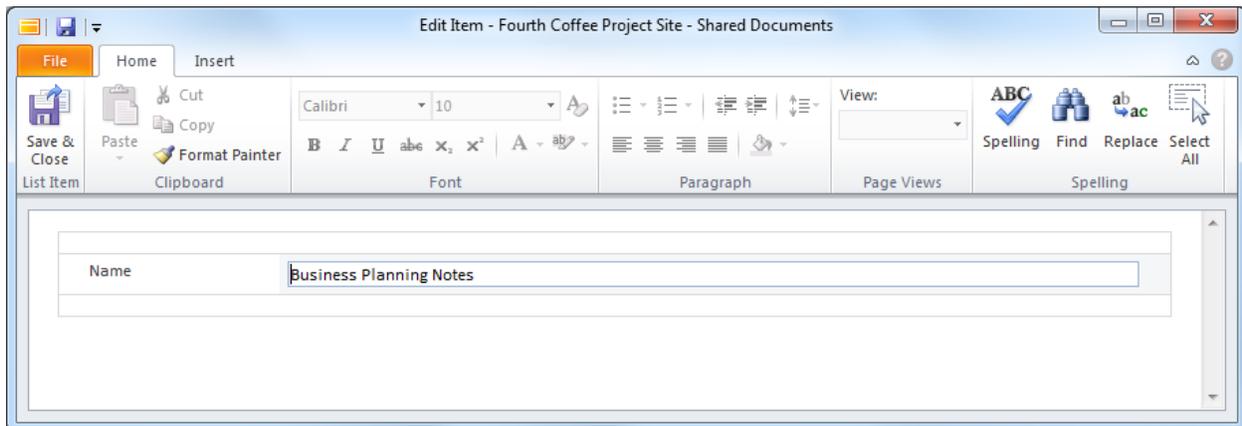


Figure 3 View SharePoint File Properties in SharePoint Workspace.

## Streamlined communications

Presence information is available from the Launchbar or in Groove workspaces. You can view the availability of contacts through rich presence information and initiate a conversation through instant messaging or voice calls, all without leaving SharePoint Workspace.<sup>1</sup>

- Hover over a presence icon to display a contact card that can be used to initiate a conversation.

**Quick Tip:** The Groove 2007 messaging system is still available. Right-click any contact or workspace member and then click **Send Member Message**.

---

<sup>1</sup> Instant messaging requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.



## Improved language settings

Simplify and customize your multilingual experience with Help, Display, and improved translation tools. Multilingual users can easily access a single dialog box in SharePoint Workspace 2010, where preferences can be set for editing, display, and Help languages.

- Quickly modify your settings, no manual required. If you don't have the necessary software or keyboard layout installed, you are notified, and links are provided to make it easier to resolve such issues.

## Anywhere Access to Your Work

Access your SharePoint Server 2010 content wherever you are

### Simplified log-in

When you start SharePoint Workspace 2010, you are automatically logged in to your SharePoint workspace account. You use the same username and password credentials that you supply when you start up your computer and log in to Windows.

### Windows Search

When you choose to synchronize sites to your PC, they are automatically indexed locally by Windows Search to facilitate finding content in your workspaces. SharePoint Workspace now supports Windows Search, version 4.0 and indexes all SharePoint workspace data. You can also search for content across these Groove workspace tools:

- 2010 Lists
- 2010 Documents
- 2010 Calendar
- Notepad (in 2010 workspaces)

Search also finds results from your Groove Message History.

Search is fast and works offline. Search within all workspaces, by author, by date, by unread, for example. You can also search from the Start Menu, which searches your entire desktop, including SharePoint and Groove workspace tools. From your search results, you can either go to the workspace containing the item or open it directly.

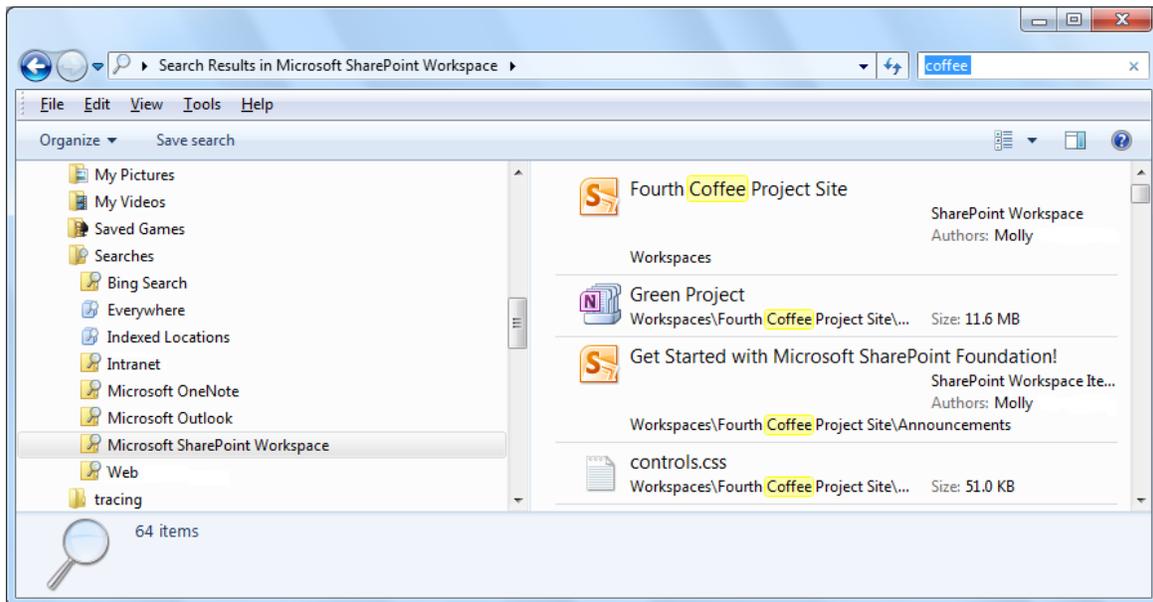


Figure 4 - Use Windows Search to search across all workspaces in SharePoint Workspace.

## Groove Workspaces

Groove workspaces enable you to collaborate directly between team members without SharePoint Server.

Groove workspaces are the collaborative "peer" workspaces familiar to users of Microsoft Office Groove. As before, Groove workspaces can have one or more members, and offer a variety of productivity tools, such as Discussion, Calendar, and Documents.

You can choose between two versions of Groove workspaces: 2010 (which is the default), and 2007.

Each workspace version lets you add a different collection of tools. It's important to note that the workspace versions are mutually exclusive and that the following restrictions apply. All members of a 2010 workspace must be running Microsoft SharePoint Workspace 2010. All members of a 2007 workspace must be running Microsoft Office Groove 2007 or Microsoft SharePoint Workspace 2010.

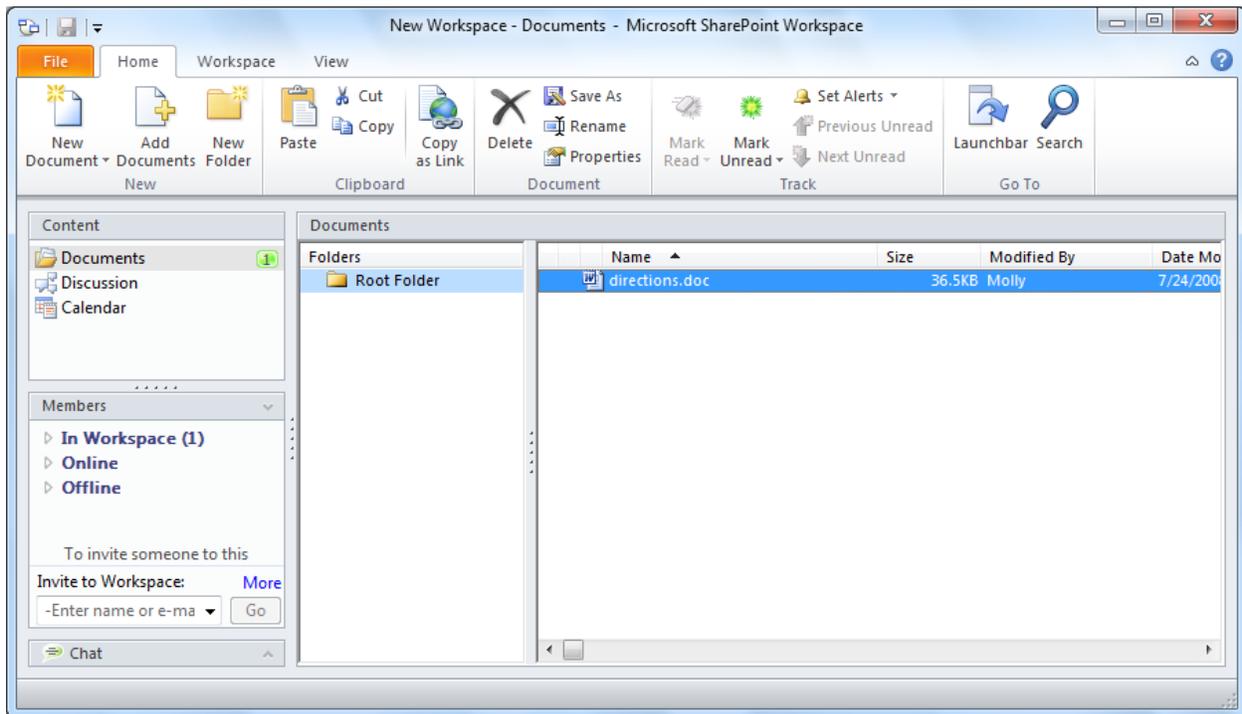


Figure 5 - Use Groove workspaces to collaborate without SharePoint Server.

## Groove Workspace Calendar Tool

SharePoint Workspace 2010 introduces a new Calendar tool. Upgrading users who are familiar with the Groove 2007 Calendar and Groove 2007 Meetings tools will recognize that the new Calendar tool combines concepts and features from both of these tools.

The Calendar tool lets workspace members manage the lifecycle of a meeting, including scheduling individual or recurring meetings, setting up meeting agendas, managing meeting attendees, taking meeting notes, and recording a meeting summary.

## Groove Workspace List Tool

SharePoint Workspace 2010 introduces the Lists tool, for designing and deploying custom data collection tools. All form templates in the Lists tool are designed and updated in Microsoft Office InfoPath and then imported. Once imported, tool developers do additional design tasks in the Lists tool Designer, such as laying out views, and setting up sorts and filters.

## Bring Your Ideas to Life

Get easier access to the right tools, at the right time.

### Improved Ribbon

Locate the commands you need when you want them and where you want them. The improved Ribbon, available in all Office 2010 applications, makes it easy to uncover more commands so you can focus on the end product rather than how to get there.

The Ribbon replaces the menu and toolbars at the top of the main SharePoint Workspace window to give you a more customized work experience. It's designed to help you more easily find and use the full range of features that SharePoint Workspace provides—so that you can get more done in less time.

- Customize or create your own tabs on the Ribbon to personalize your SharePoint Workspace 2010 experience to your work style.
- The standard tabs that you see on the Ribbon are organized to display commands relevant to a given task, so that you can find what you need more quickly. For example, click the Sync tab and find the tools you need for keeping your workspaces in sync.

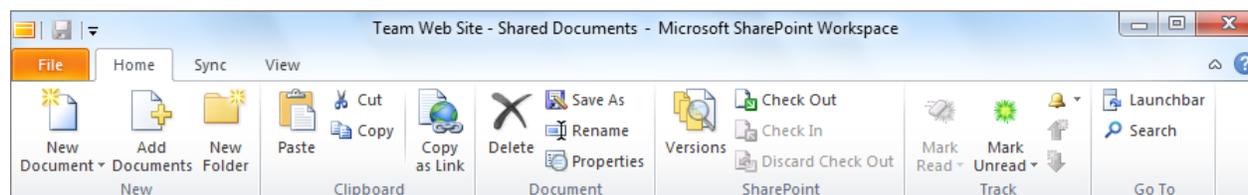


Figure 6 - The Ribbon helps you quickly find the commands that you need to complete a task.

### New Microsoft Office Backstage View

On the left edge of the Ribbon you see the File tab. Just click that tab for an all-access pass that makes it easier than ever to manage your accounts and customize your work in SharePoint Workspace. The new Backstage view provides a single location for all of your account management tasks. For example:

- When you first open Microsoft Office Backstage view, you're on the Info tab. From this one location, you can change online connection settings, set alerts for workspace changes,

manage your account settings, and view and manage your Groove Message History and Contacts.

- From the New tab, shown in Figure 7, you can easily create new workspaces, create a shared folder, and more.
- The Print tab provides the print options you need.
- The Save & Send tab enables you to share your account with another computer, invite others to Groove workspaces you create, and share files on your PC with others.

The Ribbon helps you create your content. Microsoft Office Backstage view helps you manage it.

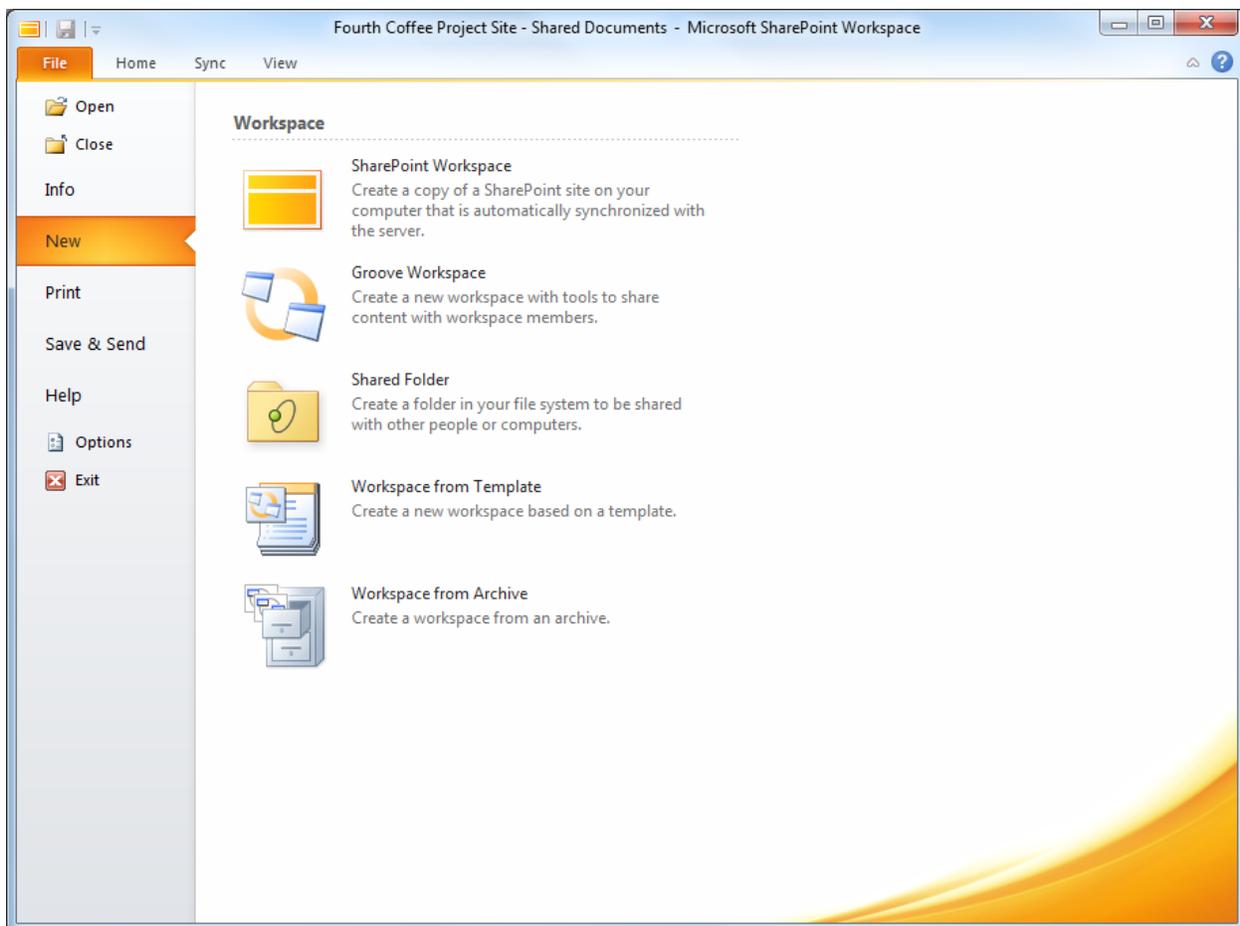


Figure 7 - Create new Workspaces from Microsoft Office Backstage view.



## SharePoint Workspace Mobile 2010

Take your SharePoint 2010 files offline on your phone with Microsoft® SharePoint® Workspace Mobile 2010, a new application in Office Mobile 2010.<sup>2</sup> Browse document libraries and other lists right from your Windows phone. Open documents directly from Microsoft SharePoint Server for viewing or editing, in Word Mobile 2010, Excel® Mobile 2010, and PowerPoint Mobile 2010, and save them directly back to the server. Easily sync documents on your smartphone with a single touch—when a document is modified on the server, the copy on your Windows phone will be synced automatically. Access SharePoint workspaces, browse through document libraries, and open, edit and save documents with a familiar experience designed for mobile devices.

**View Document Libraries & Lists** – Quickly connect to your SharePoint server and access content right from anywhere.

**Access Documents Over the Air** – Open documents using Office Mobile directly from SharePoint; edit them and save back to the server easily.

**Access Offline and Sync Changes** – You can sync a document to your phone to access it later—when you do, any changes get saved back to SharePoint automatically.

**Stay Up to Date** – Keep a document synced locally so when team members change it, you'll always be up to date.

---

<sup>2</sup> An Internet connection and appropriate device is required. SharePoint Workspace Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. Office Mobile 2010 will be released on Windows® phones (Windows Mobile 6.5 or above) by the general availability of Microsoft Office 2010.

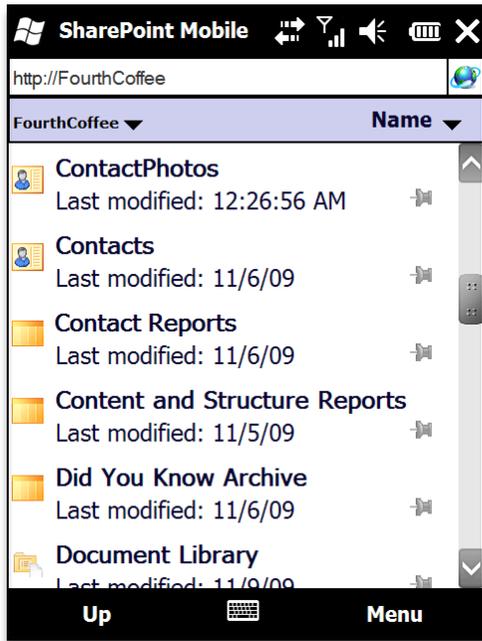


Figure 8 - Take SharePoint content offline on your phone with SharePoint Workspace Mobile.



## Conclusion

Microsoft SharePoint® Workspace 2010 provides a desktop experience for Microsoft SharePoint Server 2010 and Microsoft SharePoint Foundation 2010 that synchronizes content with SharePoint document libraries and lists.

By offering both online and offline access to your SharePoint content, SharePoint Workspace makes working across teams so much easier. You also can create documents from SharePoint Workspace and automatically synchronize changes to SharePoint Server 2010—ensuring that all team members working with the SharePoint site have the latest versions.

SharePoint Workspace 2010 ushers in a new world of collaboration for you and your teams—one that is backed by the power of SharePoint Server 2010 and the mobile ease of SharePoint Workspace.

## Where to Find It

### Bring Your Ideas to Life

	<b>Features and Benefits</b>	<b>Where to Find</b>
<b>New!</b>	Direct Folder Access	<p>Access your SharePoint and Groove workspaces directly from Windows folders.</p> <ul style="list-style-type: none"><li>• On the Windows task bar, click the Windows Start button and the click your name (profile).</li><li>• Double-click to open the Workspaces folder. From here you can navigate to your spaces where you can open, add, or remove files as you need.</li></ul>
<b>New!</b>	Search	<ul style="list-style-type: none"><li>• When you choose to synchronize content to your PC, it is automatically indexed locally by Windows Search.</li><li>• On the Windows taskbar, click the Windows Start button and then type your keywords in the Search box.</li></ul>
<b>New!</b>	Ribbon	<p>The Ribbon appears at the top of the screen.</p> <ul style="list-style-type: none"><li>• To customize the Ribbon, in Microsoft Office Backstage view, click Options and then click Customize Ribbon.</li></ul>
<b>New!</b>	Microsoft Office Backstage view	<ul style="list-style-type: none"><li>• Click the File tab on the Ribbon to open Microsoft Office Backstage view.</li></ul>

	Features and Benefits	Where to Find
<b>Improved!</b>	Groove workspaces	<p>Groove workspaces allow you to collaborate with advanced security directly between team members without SharePoint Server.</p> <ul style="list-style-type: none"> <li>• On the SharePoint Workspaces Launchbar, on the Home tab of the Ribbon, click New and then click Groove Workspace.</li> <li>• Type a name for your workspace and then click Create to open the workspace.</li> <li>• You can then add content and invite others.</li> </ul>
<b>New!</b>	64-bit edition	<p><b>Note:</b> This option can be installed only on 64-bit systems. For more information, see <a href="http://www.office.com/office64setup">http://www.office.com/office64setup</a>.</p>

## Work Together More Effectively

	Features and Benefits	Where to Find
<b>New!</b>	Support for Check Out and Check In	<ul style="list-style-type: none"> <li>• Check out and check in files from a SharePoint Server 2010 site via the SharePoint Workspace desktop application.</li> </ul>
<b>New!</b>	InfoPath Forms easily synced from SharePoint Server 2010 sites	<p>Add or delete records with data that will synchronize with your SharePoint Server.</p> <ul style="list-style-type: none"> <li>• Open a SharePoint Server 2010 site in your browser.</li> <li>• Click Site Actions and then click Sync to SharePoint Workspace.</li> <li>• In the SharePoint Workspace 2010 dialog box, click Configure to select a subset of content.</li> <li>• Select any SharePoint list that has been upgraded with InfoPath Forms.</li> <li>• After synchronization completes, those forms will display in SharePoint Workspace as well.</li> </ul>

	Features and Benefits	Where to Find
<b>New!</b>	Take a subset of content from a SharePoint Server 2010 site	<p>Take only the SharePoint Server 2010 content you want offline.</p> <ul style="list-style-type: none"> <li>• Open a SharePoint Server 2010 site in your browser.</li> <li>• Click Site Actions and then click Sync to SharePoint Workspace.</li> <li>• In the SharePoint Workspace 2010 dialog box, click Configure to select the content you need.</li> </ul>
<b>New!</b>	Support for SharePoint Business Connectivity Services	<p>SharePoint's Business Connectivity Services (BCS) enables connections to external data sources – including read and write access to line-of-business applications. When combined with SharePoint Workspace's offline capability, you can review your external data inside SharePoint Workspace and even make changes to the data. SharePoint Workspace synchronizes your changes directly to the external data source.</p>

## Anywhere Access to Your Work

	Features and Benefits	Where to Find
<b>New!</b>	Simplified Log-in	<ul style="list-style-type: none"> <li>• Use the same username and password credentials that you supply when you start up your computer and log in to Windows to automatically log in to your SharePoint Workspace account.</li> </ul>
<b>New!</b>	SharePoint Workspace Mobile 2010	<ul style="list-style-type: none"> <li>• Access SharePoint workspaces, browse document libraries, and open, edit and save documents with a familiar experience designed for mobile devices.</li> </ul>
<b>Improved!</b>	Sync only changes	<ul style="list-style-type: none"> <li>• SharePoint Workspace now supports synchronizing only changes in files—not the entire file.</li> </ul>

## Version Comparison

<b>Feature or Benefits</b>	<b>Microsoft Office Groove 2007</b>	<b>Microsoft SharePoint Workspace 2010</b>
Synchronize document libraries for SharePoint 2007 sites	Yes	Yes
Synchronize document and list libraries for SharePoint Server 2010 sites	No	Yes
Create synchronized copy of site from SharePoint Server 2010	No	Yes
Synchronize SharePoint Server changes only—not entire files	No	Yes
Local workspaces searchable by Windows Search	No	Yes
Folder access to document libraries	No	Yes
SharePoint Server 2010 meta-data is downloaded	No	Yes
Create local Groove workspaces for direct sharing with other users	Yes	Yes
Fluent UI	No	Yes
Synchronize Business Connectivity Services (BCS) data from SharePoint Server 2010 sites and edit locally on PC	No	Yes
Synchronize InfoPath Forms and data from SharePoint Server 2010 sites without additional custom work	No	Yes

# SharePoint Workspace 2010 FAQ

## Working with SharePoint Server 2010 in SharePoint Workspace 2010

### **1. What are the top three features in SharePoint Workspace 2010 that are important for me to know about?**

- Sync with SharePoint sites. With just a few clicks, you can synchronize SharePoint libraries and lists to your computer. When you update documents and lists offline, you can be confident that everything will automatically synchronize to the server when you're back online.
- Add content with Direct Folder Access. Share folder content using Windows Explorer. You can work with your files from a SharePoint site, browse them in your local folders, or even save files from other applications into those same folders. SharePoint Workspace handles synchronizing the content back to SharePoint.
- Search all available spaces. Easily search through your local copies of content using Windows Search. You can customize your search queries to pinpoint your results exactly.

### **2. What Office 2010 features does SharePoint Workspace adopt?**

**Ribbon:** The Ribbon, new in SharePoint Workspace 2010, helps you to find the right commands quickly so you can focus on results.

**Microsoft Office Backstage:** The new Microsoft Office Backstage view replaces the traditional File menu to help you get to the tasks you need and complete your work more efficiently.

### **3. Can I invite other users or share SharePoint site content via SharePoint Workspace?**

No. By design, a SharePoint workspace is your own personal synchronized copy of a SharePoint site. Unlike other workspace types, only the individual user who synchronizes the SharePoint site to his or her local computer can access the workspace. This allows SharePoint Workspace to respect the same security model that SharePoint Server 2010 provides.

**4. I am in IT and would like to provide the SharePoint offline client experience for my users but I do not want the peer capabilities of the product. Can I block just that part?**

Yes. You can use the Office Customization Tool (OCT) to configure the deployment of SharePoint Workspace and all Office applications.

**5. I don't know anything about SharePoint Workspace, are there resources and trainings available from Microsoft?**

Microsoft offers a broad set of resources for SharePoint Workspace users and potential users at <http://office.microsoft.com>. This includes videos and helpful how-to articles.

**6. What if I have questions or need advice while I'm working in SharePoint Workspace? Are there free resources available?**

You can access numerous free, self-help resources on [Office.com](http://Office.com). Resources range from how-to training and demos to obtaining answers from your peers and independent experts—such as the [Microsoft Most Valuable Professionals](#)—in the Microsoft Office communities.

**7. How do I access SharePoint site content from my Windows Mobile phone?**

You can access and manage your SharePoint site content on Microsoft® SharePoint Workspace® Mobile 2010, optimized for the Windows mobile phone experience. You can see your content, calendar, and contacts while mobile.

SharePoint Workspace Mobile 2010 is available as part of Office Mobile 2010, which will ship with most Windows phones (6.5 and higher). You can also purchase Office Mobile 2010 directly from the Mobile Marketplace on your Windows phone.

**8. What languages is SharePoint Workspace 2010 available in?**

SharePoint Workspace 2010 will be available in all of the following languages: Arabic, Basque, Brazilian, Bulgarian, Catalan, Chinese, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Galician, German, Greek, Hebrew, Hindi, Hungarian, Italian, Japanese, Kazakh, Korean, Latvian, Lithuanian, Norwegian, Portuguese, Romanian, Russian, Serbian Latin, Serbian Cyrillic, Slovak, Slovenian, Spanish, Swedish, Thai, Turkish, and Ukrainian.

**9. Can I customize my SharePoint Workspace 2010 experience based on how I use the product?**

Yes, you can customize the Ribbon in SharePoint Workspace 2010.

**10. Where can I find information about using the Ribbon?**

You can find information about the Ribbon by going to Help from within SharePoint Workspace.

**11. What kind of files can I store in a SharePoint workspace?**

Just like a folder, you can store most file types in a workspace. However, you may face restrictions on file types if your administrator does not want you to store executable or other content (such as media files) on a SharePoint site.

**12. Can I use SharePoint Workspace to take SharePoint Server 2007 sites offline?**

No. SharePoint Workspace is designed to work with SharePoint Server 2010 only. If you need to work with SharePoint Server 2007, please see the following section on Groove features.

**13. Do I need to deploy Groove Server(s) to use SharePoint Workspace 2010?**

No. Groove Server 2010 is optional. SharePoint Workspace 2010 is fully functional without Groove Server 2010.

**14. What server is required to support synchronizing a SharePoint site with SharePoint Workspace 2010 via SharePoint workspaces?**

SharePoint Server 2010 is required.

**15. Can I prevent specific SharePoint Server 2010 content from synchronizing with SharePoint Workspace? For example, a specific list, library, site, or collection?**

Yes. Anyone with Administrator-level permissions can prevent off-line synchronization with lists, libraries and sites.

**16. Is my local workspace data encrypted?**

No. SharePoint Workspace users should rely on BitLocker or the Encrypting File System (EFS) for on-disk encryption needs.

**17. Is the data SharePoint Workspace transmits encrypted?**

Yes, if you use Secure Sockets Layer (SSL).

### **18. Can I or another user configure the SharePoint Workspace sync interval?**

No. Synchronization is automatic and adapts according to usage. If you are active in the workspace, SharePoint Workspace will sync your content every ten minutes. If you have the workspace open but have not been active in the workspace for a while, SharePoint Workspace will sync the content every twenty minutes. If you do not have the workspace open, SharePoint Workspace will sync the content every fifty minutes.

SharePoint Workspace respects the health reported by the SharePoint server and will automatically lengthen its sync interval if server indicates that it is very or too busy.

### **19. What types of SharePoint Server 2010 sites synchronize with SharePoint Workspace?**

- Team Sites
- My Sites
- Document Workspaces
- Document Centers
- Record Centers

### **20. What types of SharePoint Server 2010 lists synchronize with SharePoint Workspace?**

- Document Library
- Picture Library
- Record Library
- Custom List
- Entity-Backed List (using Business Connectivity Services)
- Import Spreadsheet
- Links
- Announcements
- Contacts
- Tasks
- Discussion
- Project Tasks
- Issue Tracking

**21. I want to download my SharePoint site to SharePoint Workspace and I have a lot of documents. Are there limits to the number of documents I can add to a workspace?**

SharePoint Workspace uses the Microsoft Office Document Cache to manage the documents you download to your local PC. The Office Document Cache allows for efficient synchronization of documents between a SharePoint workspace and the SharePoint server.

To maintain performance, Microsoft limits the number of documents you can store in SharePoint Workspace to approximately 500 documents. If you exceed this limit, SharePoint Workspace displays a warning message on the Launchbar each time you start SharePoint Workspace to remind you that you need to free up space. You can ignore this message and continue to work; however, this may impact performance.

If you try to create a new SharePoint workspace that would exceed 1800 documents across your SharePoint workspaces, a warning message is displayed, informing you that only document properties (or headers) will be downloaded to the workspace.

There are several ways to reduce the number of documents you have offline, such as deleting unused SharePoint workspaces, disconnecting from unused document libraries, or discarding local copies of documents.

**22. My SharePoint site has over a thousand documents. I don't want them all in one workspace. What can I do?**

When you create a SharePoint workspace, you have the option to configure the download. This allows you to limit the content to selected lists and libraries. You can do so and avoid spending the time downloading items from other lists and libraries that you don't want or need. It also helps keep the size of your workspace more manageable and minimizes the impact a large number of document in a single space may have on the performance of SharePoint Workspace

You can also use the Configure option to download document properties by choosing No Content. Only the document properties, or headers, will be downloaded, not the content of the document. When you open the document in SharePoint Workspace, the content will be downloaded from your SharePoint site.

**23. Do SharePoint workspaces synchronize with SharePoint Server 2007 sites or earlier?**

No. SharePoint workspaces synchronize only with SharePoint Server 2010 sites.

**24. Can I still use the SharePoint Files tool that was available in Groove 2007 workspaces?**

Yes. The SharePoint Files tool is still available in version 2007 Groove workspaces. It supports synchronizing with SharePoint Server 2007 server or later.

## Working with Groove functionality in SharePoint Workspace 2010

**25. Did you rename the product?**

Yes. Microsoft SharePoint Workspace 2010 is the new name for Microsoft Office Groove 2007.

**26. Why did you rename the product?**

SharePoint Workspace extends the power of SharePoint Server 2010. SharePoint Workspace adds capability to access and work with content stored on SharePoint Server 2010 sites, even when not connected to corporate networks. The focus and the power comes from SharePoint, hence the name, SharePoint Workspace.

**27. Does that mean Groove functionality is going away?**

No. The core capabilities of creating a peer workspace and sharing directly with other users are still part of the product. Essentially, it's like having two products in one.

**28. I have never used Groove before. What are "Groove" features?**

SharePoint Workspace 2010 includes most of the functionality of the previous release of the product called Groove 2007. Groove 2007 allowed users to create peer workspaces (no servers required) and invite other users to work with them. This allows users to share and collaborate on content even when they were not connected through a network to a common server.

**29. All I want to do is synchronize SharePoint Server 2010 sites – do I need to learn or use the Groove features?**

No. If all you need is to synchronize SharePoint sites locally, then you can safely ignore the Groove features.

**30. When might I want to use Groove? Can you give me an example scenario?**

If you need to share files with someone but you do not have a common SharePoint server to work with, Groove allows you to create peer workspaces and send files directly to other users. The only requirement is that all users have Groove 2007 or SharePoint Workspace 2010 installed.

**31. I need to take SharePoint server 2007 document libraries offline – can I use the Groove functionality for that?**

Yes. Groove offers a limited capability to take document libraries from SharePoint 2007 sites onto your PC. It does not support lists or support delta (change-only) synchronization.

**32. I currently use Microsoft Office Groove 2007. If I upgrade, can I still work with other Groove 2007 users?**

Yes. SharePoint Workspace 2010 allows you to create backwardly-compatible workspaces as well as join existing Groove 2007 spaces.



## System Requirements

### 1. Are there special system requirements for me to run SharePoint Workspace 2010?

Office 2010 was built to maximize performance across the hardware you already own, while also positioning you for future hardware innovations such as 64-bit chips, advanced graphics cards, multi-core processors and alternative form factor devices.

Following are minimum system requirements for Microsoft Office Professional Plus 2010:

<b>Processor</b>	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
<b>Memory</b>	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, Outlook with Business Contact Manager, and certain advanced functionality.
<b>Hard disk</b>	3.0 GB available disk space
<b>Display</b>	1024x768 or higher resolution monitor
<b>Operating system</b>	Windows® XP with Service Pack (SP) 3 (32-bit operating system (OS) only) or Windows Vista® with SP1, Windows 7, Windows Server® 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32- or 64-bit OS.
<b>Graphics</b>	Graphics hardware acceleration requires a DirectX® 9.0c graphics card with 64 MB or more video memory.
<b>Additional Notes</b>	<ul style="list-style-type: none"><li>• Certain advanced functionality requires connectivity to Microsoft Exchange Server 2010, Microsoft SharePoint® Server 2010, Microsoft Office Communications Server 2007 R2, and/or Microsoft SharePoint Foundation 2010.</li><li>• Certain features require Windows Search 4.0.</li><li>• Internet functionality requires an Internet connection.</li><li>• Certain online functionality requires a Windows Live™ ID.</li><li>• Certain features require Internet Explorer® (IE) 6 or later, 32-bit browser only.</li><li>• Viewing a PowerPoint presentation broadcast requires one of the following browsers: Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, or Firefox 3.5 or later for Windows, Mac or Linux.</li><li>• Certain Microsoft® OneNote® require Windows Desktop Search 3.0, Windows Media® Player 9, Microsoft ActiveSync® 4.1, microphone, audio output device, video recording device, TWAIN-compatible digital camera, or scanner. Send to OneNote Print Driver and Integration with Business Connectivity Services require Microsoft .NET Framework 3.5 and/or Windows XPS features.</li><li>• Product functionality and graphics may vary based on your system configuration. Some features may require additional or advanced hardware or server connectivity; visit <a href="http://www.office.com/products">http://www.office.com/products</a>.</li></ul>

To obtain system requirements for each Microsoft Office 2010 suite and standalone applications visit: [Office.com](http://www.office.com).

# Feature Requirements/Disclosures

## Office Mobile 2010

- Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps.
- Office Mobile 2010 will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Office 2010.

## Links provided in this product guide

- Some links provided in this guide will not be available until after the general availability of Microsoft Office 2010.

This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes.

© 2010 Microsoft Corp. All rights reserved.