

About SharePoint

Microsoft SharePoint is a powerful, online tool for information sharing and document collaboration. SharePoint is easy to use, requires minimal training, and is available Agencywide. It uses a familiar browser interface and is tightly integrated with Outlook, Word, Excel, and other Microsoft Office products routinely used by employees.

Using SharePoint, Web sites can be deployed in a matter of days. NASA's SharePoint team gathers requirements and configures the site for team members to begin collaborating and communicating via the Web.

SharePoint sites are customized for individual team needs and can be modified easily by dragging and dropping various SharePoint Web parts—such as calendars, announcements, or discussion forums—onto a Web page. The Web site owner has control over access to information and can control which items team members can read or edit.

Information is stored in a physically and electronically secure environment and backed up daily. SharePoint sites can be accessed via any Internet connection in the world.

NASA Data Center

The NASA Data Center (NDC) provides high-quality, professional collaboration tools and support to customers using Microsoft SharePoint. The NDC backs up SharePoint customer data daily and weekly on magnetic media and stores it in a Class-C vault rated to withstand severe weather. This physically and electronically secure environment provides uninterrupted power supply battery backup and 24/7 equipment monitoring.

Contact information

To schedule a SharePoint demonstration or discuss the SharePoint advantage for your team, please contact:

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Introduction to Microsoft SharePoint

Connecting
People and Information



A Service of the NASA Data Center



SharePoint features

SharePoint improves productivity by providing immediate access to up-to-date, relevant information. It provides a robust team collaboration environment. Features include:

- ◆ Document collaboration
- ◆ Document versioning
- ◆ Full-text search capability
- ◆ Alerts to notify users of new or modified content
- ◆ Various user access levels
- ◆ Collaborative workspace
- ◆ Calendars
- ◆ News and announcements
- ◆ Discussion forums
- ◆ Contacts
- ◆ Online surveys
- ◆ Action item tracking
- ◆ Issues tracking

Solution to a common problem

NASA information workers face many choices for storing content. Depending on factors such as content type, audience, and purpose, employees have to decide the best place to store content and then remember where they put it.

Much of NASA's work involves collaboration among teams—both large and small. The e-mail inbox has been a common tool for collaboration, but it is ineffective when document version history is needed or information needs to be published regularly to a wide audience.

SharePoint provides a central repository for documents, information, and ideas. It replaces e-mail as a data store for attachments and eliminates the need for distributed file server and shared drive storage.

NASA—like most organizations—has a wealth of information stored in multiple formats and locations, including file shares, Web sites, databases, and applications. SharePoint provides the opportunity to store documents and information in a single location for collaboration and communication.

SharePoint benefits

SharePoint organizes every aspect of information sharing and works in partnership with other Microsoft products—from the Internet Explorer browser used to interact with the site to Office products used to publish documents. Benefits include:

- ◆ Single sign-on with HQ user ID and password
- ◆ Accessible via Internet connection anywhere in the world
- ◆ Central document repository
- ◆ Compatible on Windows and Mac platforms
- ◆ Cost-effective development and maintenance
- ◆ Secure environment
- ◆ Daily data backup
- ◆ 24/7 equipment monitoring
- ◆ 24/7 help desk support
- ◆ Integrates with Outlook 2003 calendar
- ◆ Long-term data archival capability using SharePoint interface
- ◆ Replaces the need for mapped group drives
- ◆ Replaces e-mail as a data store for attachments