

Improving the staff online experience

TEAM AREAS FOR DOCUMENT MANAGEMENT AND COLLABORATION

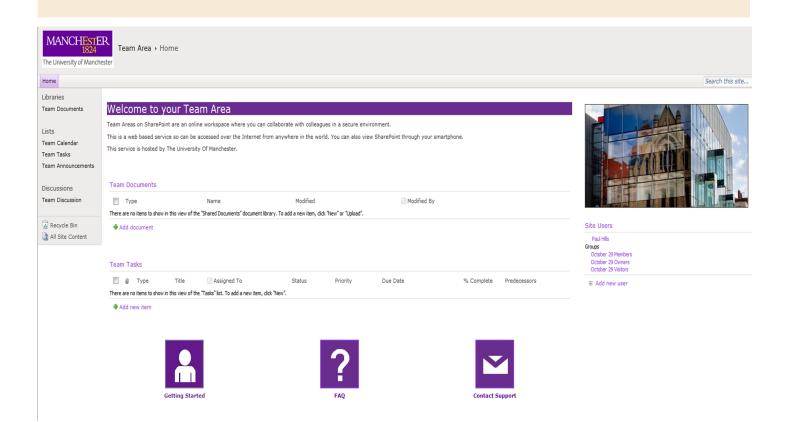
WHAT IS A TEAM AREA?

Team Areas is an online document management and collaboration work space, where you can collaborate on documents, information and ideas with colleagues in a secure environment.

These colleagues may be in your own department, in another department or faculty across the University or an external partner, such as another University.

Within a Team Area, you can

- Share documents and files,
- Contribute to discussion boards,
- Share calendars,
- Set up a Blog and
- Create Wikis to log progress or capture ideas.



WHEN WILL TEAM AREAS BE AVAILABLE FOR ME?

- All existing Livelink site owners and users will be able to request a Team Area from December 2013.
- All members of the University will be able to request a Team Area from March 2014. Further information will be publicised nearer to the time.

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WHAT ARE THE BENEFITS OF USING TEAM AREAS?

- It is more secure than passing information via email
- Access to a Team Area is controlled by the Site Owners so there is less reliance on IT support
- Only one copy of the document exists which everyone can see
- Versioning is available to maintain document integrity
- Tagging and metadata can be used to improve the searchability of your site content rather than relying on document names for accessing information.
- It is a web-based service so can be accessed over the Internet from anywhere in the world via a web browser. It can also be accessed via the web browser on a mobile device. It is hosted at the University of Manchester.

LINKS TO TEAM AREAS SUPPORT AND GUIDANCE

A Central Hub Support Site has been set up for sharing information and working together with the Team Area user community.

https://xorg.manchester.ac.uk/Help/Pages/Home.aspx

"The Help and How To" page provides users with support and guidance on all their Team Area related issues.

The Central Hub Support site is our platform for sharing information and working together with the Team Area user community to provide them with support and guidance on all their SharePoint related issues.

