Office 365

Fast Track for SharePoint Online

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Take SharePoint Online In To Use in Seven Steps

1. Service Hierarchy

The service will be set up in the standard structure and one language version. By default there are one unit and five workspaces included.

2. Access Rights

Using permissions, users see only the content they are allowed to see. The service is configured to use a three-tiered model (visitors, members, owners). Permissions are inherited throughout the structure of the service. The service roles assigned to the users are based on your Active Directory.

3. Branding

The service will be branded with design themes to reflect your visual identity. Themes help your sites to be consistent in appearance. A theme appears as an alternative in the system menu.

A theme defines the font styles as well as the colors and background images. The theme is based on your visual guidelines or any other suitable pattern.

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4. Efficient Content Management

The service contains ready-made libraries for the most common enterprise contents. The libraries are also used to manage the document versions. Default contents include:

- Guides
- Forms
- Orientation
- Administration
- Sales
- Marketing
- Pictures
- Videos

5. Document Templates

Users can easily create and save new documents. Document templates ensure that new documents, spreadsheets and presentations conform to your corporate standards.

With the content types you control the document templates. Furthermore they allow you to control also workflows - such as approvals for instance - and the search results.

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6. Managed Metadata

Content classified with metadata allows you to browse and search more efficiently. Using the managed metadata, where appropriate, information may be searched using synonyms as well.

The delivery includes a term set configuration for the classification of the substance and the content. The terms are used with the content which utilizes keywords and subject metadata.

7. Workspace Templates

The service contains workspaces aka websites for different purposes. New workspaces are easy to add with the ready-made site templates. The templates contain a rich set of appropriate management tools.

In addition to the SharePoint standard site templates there are templates for business units and workspaces. During the deployment you can affect on what features are included in the site templates.

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