

Managing Your Small Business

A Team Web Site Makes Teamwork Easier A New Software System May Help Small Businesses And Others Make Light Work Of Teamwork

(NAPSA)—Great minds may think alike, but it takes some ingenuity to enable them all to work on a project simultaneously.

One of the ways companies are implementing better ideas through corporate teamwork is with Web-based software that provides a central repository for project information—documents, contacts, tasks, discussions, etc.—that employees can access from just about anywhere.

One such program from Microsoft Corp., FrontPage 2002, includes a new technology called SharePoint Team Services—a team Web site solution that is designed to significantly improve the way teams manage information and activities. All it takes is a Web browser and access to a corporate network or the Internet.

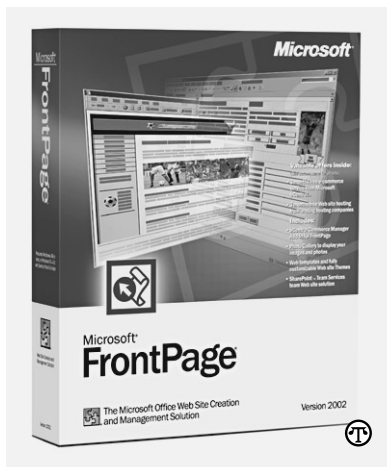
SharePoint Team Services opens the door to seamless communication and efficient collaboration, simplifying a variety of tasks:

- You can set up document libraries, which provide a single location for storing all your team's work. Also, when you assign templates to your document libraries, you guarantee that all documents are consistent and compatible.

- You can interact with your team. Subscriptions and notifications alert everyone to Web site changes. Online document discussion makes it easy to collaborate on specific deliverables without altering original documents. Discussion boards serve as a central forum for specific topics.

- You can manage your team. Once you've launched a SharePoint Team Services-based Web site, a simple e-mail invitation serves to register team members to the site. You can even assign different permission levels to members, depending on their role.

Whether you use your internal corporate network or the services of an Internet service provider, launching and maintaining a Web



A new software system may mean small businesses and others can make light work of teamwork.

site is fast and easy. It takes only three clicks to set up and configure a site running on Microsoft Windows 2000 operating system with Internet Information Services 5.0. SharePoint Team Services lets you delegate administration of the site to a team member, reducing demands on IT staff.

FrontPage 2002 works seamlessly with all Office XP applications—Word, Excel, PowerPoint, etc. For example, users can do the following:

- Save Office XP documents directly into their team Web sites (in document libraries);

- Import Office XP items (e.g., spreadsheets and Outlook contacts) to their SharePoint Team Services lists;

- Export SharePoint Team Services items (e.g., events) to Office XP, including Outlook.

Simple drag-and-drop functionality makes it easy to modify home pages. Also, adding new pages and custom lists is a snap.

To learn more, view an interactive demo or order the trial version of FrontPage 2002, visit <http://www.microsoft.com/frontpage/sharepoint/fastfacts.htm>.