

Getting Along & Going Along

MS Sharepoint and Other
Collaboration Tools

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Communication - Collaboration

- Essential skill for lawyers
- Essential tool for law firms
- New technology
- New tools
- New possibilities

Reasons for Collaboration

- Efficient and Timely Communication
- Structuring the Process
- Sharing Resources
- Scaffolding Knowledge

Benefits of Collaboration

- Lower Costs
- Faster Response
- Security & Integrity of Information
- Better Results

Applications

- Client Meetings
- Office Meetings
- Interviewing Experts
- Marketing
- Recruitment
- Document Sharing

Email

Mother of All Collaboration

- Benefits
 - Speed
 - Digital Trail

E-mail

Mother of All Collaboration

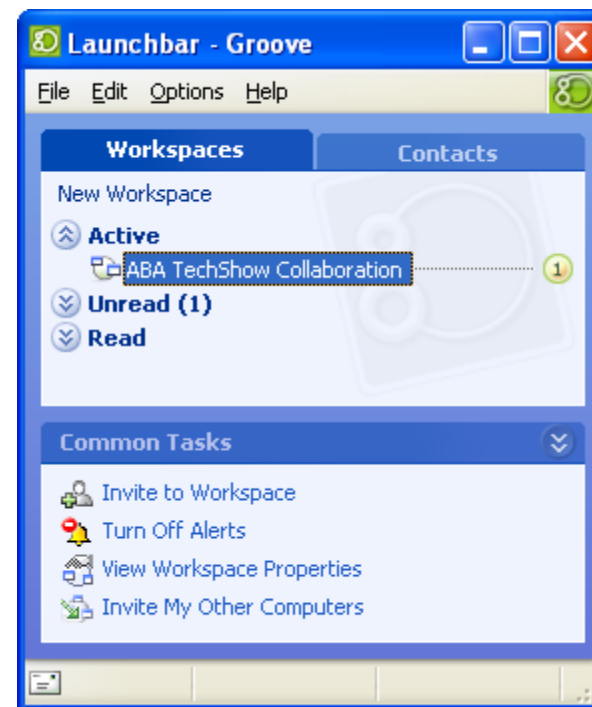
- Pitfalls
 - Watch What You Say
 - Watch What You Send
 - Watch Who You Send To (Auto-complete)
 - Watch Out for Document Proliferation
 - Watch Out for Multi-Reply Threads
 - Watch Out for Off-Subject Items

On-Line Tools

- NetMeeting
- WebEx
- GoToMeeting
- Linktivity WebDemo
- Groove Virtual Office

Groove Virtual Office

- Tools
 - Calendar
 - Discussion
 - Forms
 - Doc Review
 - Files
 - Images



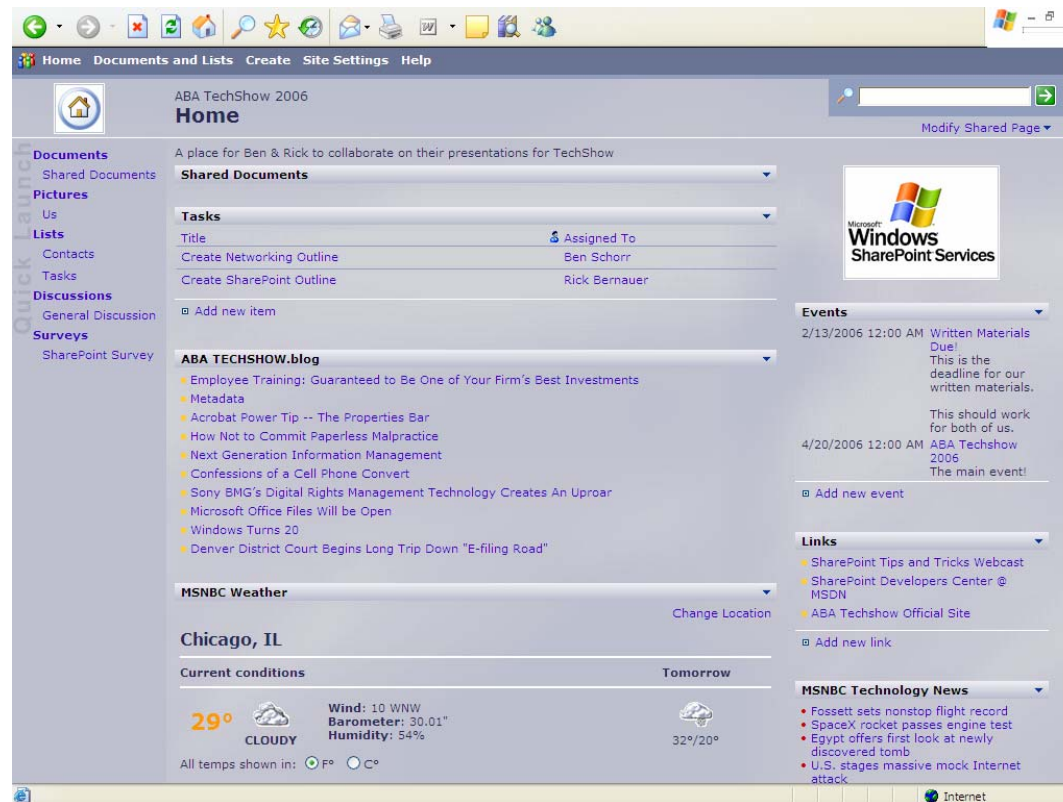
Microsoft SharePoint

- 2 Versions
 - Windows SharePoint Services
 - A collection of services for Windows Server that you can use to share information.
 - Microsoft SharePoint Portal Server
 - A scalable, portal server built upon SharePoint Services that you can use to aggregate SharePoint sites

SharePoint Features

- Document Library
- Form Library
- Picture Library
- Links
- Announcements
- Contacts
- Events
- Tasks
- Issues
- Discussion Board
- Survey

SharePoint Demonstration



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SharePoint Security

- Develop policies to clearly define who owns content & intellectual rights
- Strong password standards
- Firewall protected
- Encryption & certificates

SharePoint Anti-Virus

- Specialized Versions
 - AntiGen, Microsoft
 - TrendMicro Portal Protect
 - Symantec AntiVirus for MS SharePoint

SharePoint Templates

- Additional Templates Available
 - Room & Equipment Reservations
 - Employee Vacation & Absence
 - Performance Review
 - Legal Document Review Process

<http://www.microsoft.com/technet/prodtechnol/sppt/wssapps/default.mspx>

Workshare Professional

- Extending Document Management
- Revision comparison & audit trail
- Content Risk Alerts
- Metadata Removal
- PDF Generation

Collaboration Future

- SharePoint 2006
 - 2nd half of 2006
 - Full RSS
 - Blog & wiki support
 - Based on .NET 2.0.

Video with development team:

<http://channel9.msdn.com/ShowPost.aspx?PostID=115383#115383>



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OneNote

- Shared Notebooks
- Local Cached Copy
- Case Study: RST

Collaboration Tools

Questions?