

SharePoint® win

Network the smart way by adding colleagues to groups

When you add people as colleagues, you can follow their activities in your Newsfeed, which helps you stay connected with updates like when they receive a promotion or update their profiles. You can organize your colleagues into groups, to help you easily browse and manage your colleagues list.

To add a colleague to a new group:

1. Do one of the following:
 - If you are already viewing someone's profile or a page on your My Site, click **My Profile**.
 - If you are viewing a different type of page on your SharePoint 2010 site, click your name in the upper right corner, and then click **My Profile**.
2. Click **Colleagues**.
3. Select the check box next to the colleague or colleagues you want to add to a new group, and click **Edit Colleagues**.
4. In the Add to Group section, select whether or not to add the person to your team. You can use the My Team privacy category to provide access to some details that you don't want to share with all your colleagues.
5. To create a new group, click **New group**, and then type the name of the group.
6. In the Show To section, select a privacy category under Show this colleague to, if you only want to show this colleague to a specific set of people, such as just your manager.
7. Click **OK**.

Life win

MAKE IT PERSONAL

If it's allowed where you work, decorate your work space with objects or art that inspires you. Bring in a houseplant or two, or - if you have a green thumb of death - photos or posters that you love.