

SharePoint® win

Informally connect with colleagues using Note Board

If you meet someone knowledgeable in a meeting, you might want to connect with them later and ask them a question. You can do this by visiting their profile and leaving them a note on their Note Board.

When you leave a note on someone's profile, it is typically displayed until the person receives newer notes. Depending on how your organization has set up My Sites, the person may also receive an email notification of your note.

Click here for a video on how to use tags and notes to share information with colleagues:

<http://office.microsoft.com/en-us/sharepoint-server-help/video-use-tags-and-notes-to-share-information-with-colleagues-VA102465712.aspx>

To leave a note on someone's profile:

1. Browse or search for the person's profile where you want to leave a note. If the person's name appears on a SharePoint 2010 site, such as next to a document they recently modified, you can click their name to visit their profile.
2. Under Note Board, type a note in the box.
3. Click **Post**.

Life win

DINING IN

Many people eat lunch at their desks so they can get more done, but this can actually make you feel hungrier sooner after lunch. So take a break, eat with coworkers who also bring their lunches or find a pleasant place to sit and eat outside. You'll be happier – and fuller – for having done so.