

SharePoint® win

Work together on content using Microsoft® OneNote® 2010

Using Microsoft® SharePoint® 2010 and OneNote 2010, you can capture ideas and thoughts with coworkers during a brainstorming session – on the same notebook, at the same time.

To collaborate on a notebook using OneNote:

1. Post your OneNote 2010 content to a SharePoint 2010 site.
2. Co-authoring is automatically enabled when multiple individuals open the document for editing at the same time.
3. As you and others edit the same notebook, your changes sync automatically in near real-time. When someone makes an edit, their alias will show up next to the highlighted section they are editing.
4. When you save and reopen the notebook, all edits will appear with the author's alias next to it, allowing you to follow up with each author. You can even search content by who authored it.

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Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

PHEL

FLUSEU

YDPRTVOCYIUIT

PRODUCTIVITY

USEFUL

HELP

ANSWERS