

SharePoint® win

Find the right people, the first time

The people and expertise search engine in Microsoft® SharePoint® 2010 uses phonetic matching and nickname expansion to help find the right people, the first time.

With SharePoint 2010 search, you can find the person you are looking for without worrying about misspelling or knowing full names. The search system indexes names based on phonetic spelling and also includes common nicknames. This way, searches for "Geoff" will return results for "Jeff," while searches for "Bill" will also show results for "William."

To search for a person on a SharePoint site:

1. Every My Site page or SharePoint site has a search box. Simply type the name of the person you're looking for into that box and select **People** while searching.
2. The results page will display people whose names match exactly, as well as common expansions for nicknames.

Life win

HYDRATE, HYDRATE, HYDRATE

People are like plants. We get droopy when we don't have enough water. If you find a mid-afternoon slump coming on, try reaching for a glass of H₂O before you hit the coffee pot - you might be surprised at how much perkier being hydrated makes you feel.