



SharePoint 2013 – Sharing Content, Now Easier than Ever

Jennifer A. Mason
Senior SharePoint Consultant
Rackspace



About me...

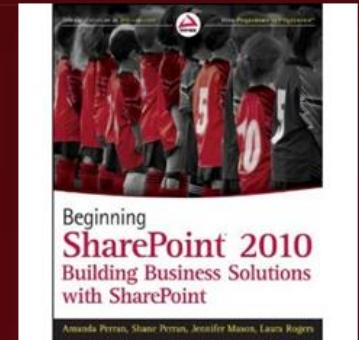
- Blog:
 - <http://blogs.sharepoint911.com/blogs/jennifer>
- Twitter: @jennifermason



Books

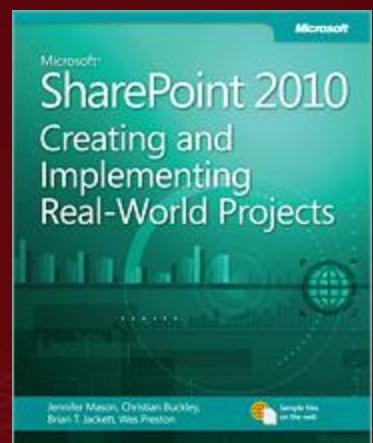
- Beginning SharePoint 2010: Building Business Solutions with SharePoint

- <http://www.amazon.com/Beginning-SharePoint-2010-Building-Solutions/dp/0470617896>



- Microsoft® SharePoint® 2010: Creating and Implementing Real-World Projects

- <http://shop.oreilly.com/product/0790145335920.do>

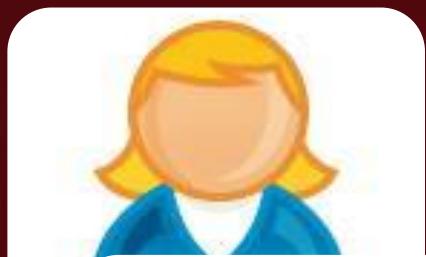


- Currently working on a revision for the 2013 SharePoint release! This should be available by February 2013.

Agenda

- Understanding Permissions
- Demos
 - User Shares a Site
 - User Shares a Document / Item
 - User Opens a Site Without Assigned Permissions
 - Admin Experience

Understanding Permissions



Non-Admin User

- Sends Sharing Request to Any User



Admin

- Request goes to Admin for Approval
- If Approved original message is sent to the person that the site was Shared with



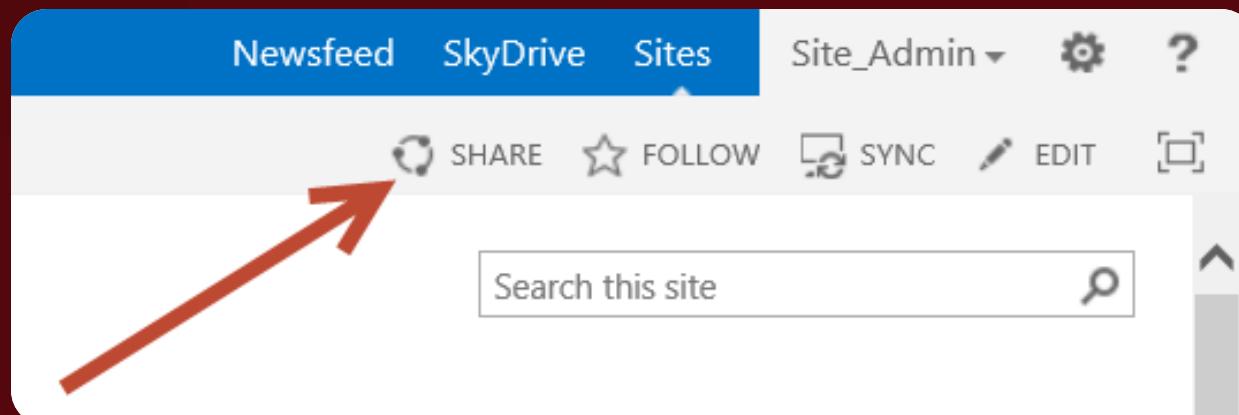
New User

- User is now granted permissions on the site per the original request

**Governance
& Control**

Demo

- User Shares Site



Sample Emails

● To the Requestor

 [Reply](#) [Reply All](#) [Forward](#)
Tue 11/27/2012 3:49 PM
SharePoint@ror.rackspace.corp
Administrator has responded to your request for 'Sharing Content'
To Jennifer Mason

Good news. User2 now has access to 'Sharing Content'.

[Go to the site](#)

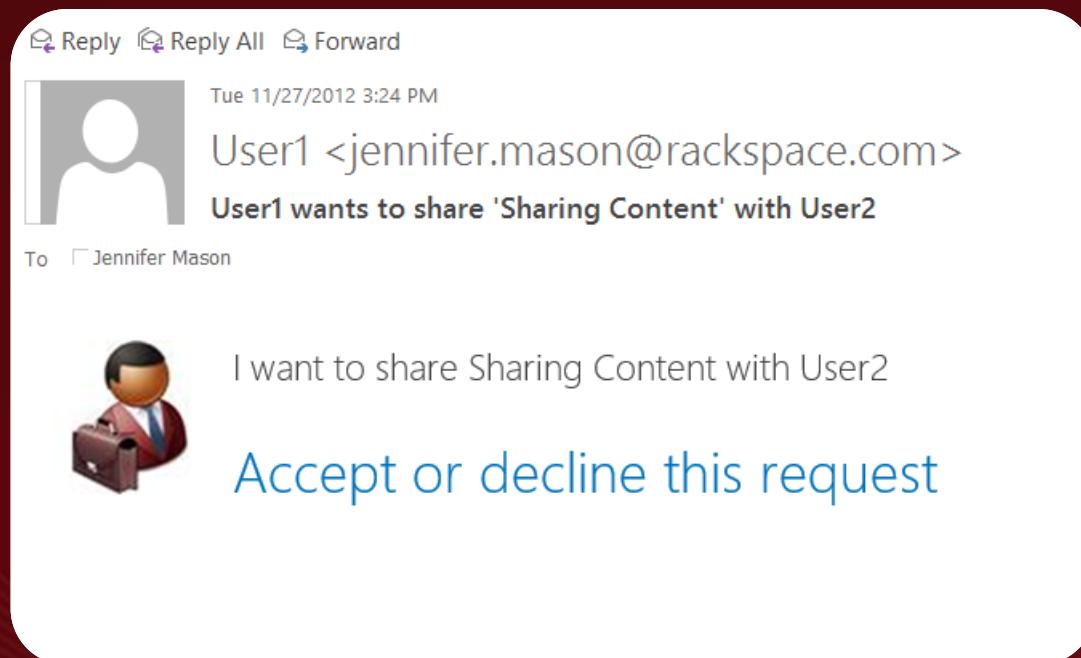
 [Reply](#) [Reply All](#) [Forward](#)
Tue 11/27/2012 3:56 PM
SharePoint@ror.rackspace.corp
Administrator has responded to your request for 'Sharing Content'
To Jennifer Mason

Sorry, the administrator has declined your request to access Sharing Content.

[Click here to try again](#)

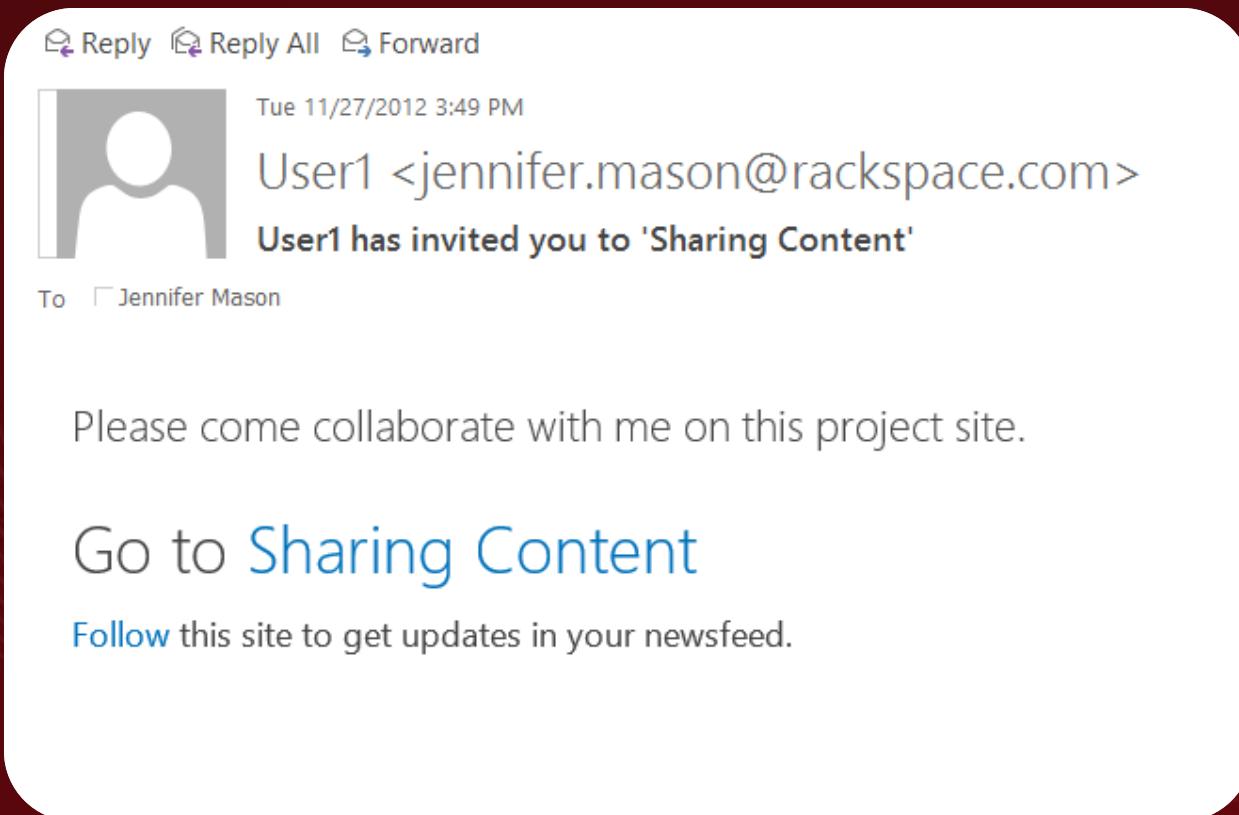
Sample Emails

- To the Admin



Sample Emails

- To the New User

A screenshot of an email interface. At the top, there are three buttons: 'Reply', 'Reply All', and 'Forward'. Below these is a placeholder profile picture for the sender. To the right of the picture, the date and time are shown as 'Tue 11/27/2012 3:49 PM'. The sender's name is 'User1 <jennifer.mason@rackspace.com>'. The subject line of the email is 'User1 has invited you to 'Sharing Content''.

To Jennifer Mason

Please come collaborate with me on this project site.

Go to [Sharing Content](#)

[Follow](#) this site to get updates in your newsfeed.

Sharing Content is a service provided by Rackspace.

Demo

User Shares a Document

The screenshot shows a SharePoint document library interface. On the left, there is a 'Documents' section with a 'new document or drag files here' button. Below it is a list of documents, with 'Share Pointers Article 9-7-2010.docx' selected. A red arrow points from this document to a detailed view window on the right. The window title is 'Share Pointers Article 9-7-2010.docx'. Inside, the document content is displayed, and at the bottom, there is a ribbon with 'EDIT', 'SHARE', 'FOLLOW', and '...' buttons. The 'SHARE' button is highlighted with a red arrow.

Demo Links

- User Shares Site
- User Shares a Document / Item
- User Shares With

Documents

+ new document or drag files here

- ✓ Name
- ✓ Share Pointers Article 9-7-2010.docx
- Share Pointers Article 10-31.docx
- Share Pointers Article 5-16.docx
- 2010ListLibraries_SPTechCon_Feb.docx
- 2010ListLibraries_BuckeyeSPUG_Feb.docx
- 2010Insights_SPTechCon_June11.docx

Share Pointers Article 9-7-2010.docx

Share Pointers: Quick Actions in SharePoint Designer 2010
By Jennifer Mason

One of the things that I love about 2010 is the ability to save my users a few clicks when they are completing common tasks. We may not always think about it, but saving a few clicks over the course of the day can prove to be quite the time saver for users. One way to do this within 2010 is through the use of Quick Steps and Custom Actions. You can think of these as a shortcut to common locations that your users access on a regular basis. For instance, you may have a document library with several different approval workflows. Instead of having users click on the Workflows option in the Item Drop Down and then select from the different workflows, you can add Custom Actions for each of the approval workflows. Once the custom actions are added, users can start specific workflows directly from the item drop down menu. Since they can select the specific workflow they want from the item drop down, you are saving them at least one click every time they kick off a workflow.

Custom Actions and Quick Steps are created using SharePoint Designer. You can get started by opening the list within the browser and then selecting the Library tab in the ribbon. Within the Library ribbon tab you will see an option to create a New Quick Step. Selecting this option will open the list within SharePoint Designer 2010 and allow you to configure the new Quick Step. Additionally you can open the list directly within SharePoint Designer and then create a new Custom Action from the List Summary

PAGE 1 OF 1

Changed by you on 11/27/2012 3:10 PM

Shared with User2 and User1

<https://teststuff.rackspace.com/sites/2013Webcasts/SharingContent/>

EDIT SHARE FOLLOW ...

Demo

- User Opens a Link Without Access

Let us know why you need access to this item.

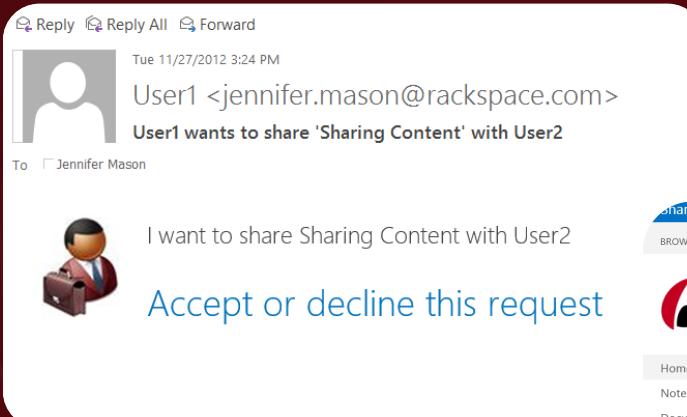
Jennifer sent me this link because she thinks this is a document I need? Can you help me get access?

[Send request](#)

[Cancel](#)

Demo

Admin Experience



The image shows a SharePoint "Access Requests" page. The top navigation bar includes "sharePoint", "BROWSE", and "2013 Webcasts". The main content area has a "Access Requests" heading with a "PENDING REQUESTS" section. It displays a message: "You are all up to date! There are no requests pending." Below this is a "HISTORY" section with a table showing two previous requests:

| Person | Permission | Requested on | Status | Request for |
|------------|-------------------------|----------------|------------------------|-----------------|
| User Two | Sharing Content Members | 45 minutes ago | Approved by Site Admin | Sharing Content |
| User Three | Sharing Content Members | 16 minutes ago | Declined | Sharing Content |