

About Meeting Workspaces

A Meeting Workspace is a SharePoint Server 2007 Web site for creating and storing agendas, minutes, documents, and other information about your meetings. You create a Meeting Workspace at the same time you create an Microsoft® Office Outlook® 2007 meeting request.

Topics in this guide:

- Create a Meeting Workspace
- Link a Meeting Request to an Existing Workspace
- Change Workspace Permissions
- View an Existing Workspace
- Apply Agenda Items Across All Meetings
- Delete a Workspace

Create a Meeting Workspace

When you create a Meeting Workspace from within an Outlook 2007 meeting request, SharePoint Server 2007 gives your attendees access to the workspace.

Note To create a workspace from a meeting request, you must have Site Owner permissions (Full Control) to the site where you create the workspace. The default location for your workspace is your My Site.

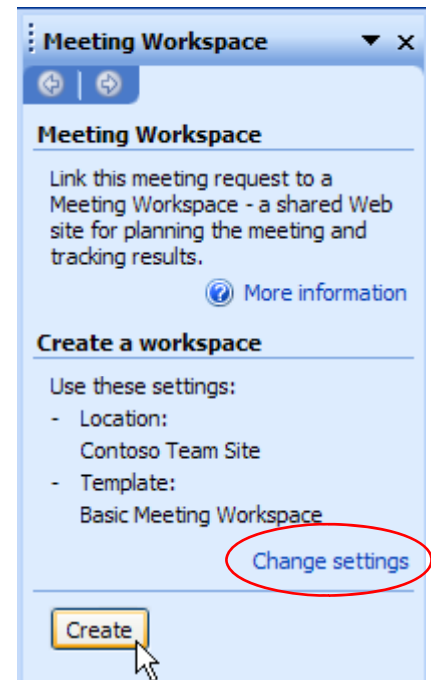
- 1 In Outlook 2007, create a meeting request.
- 2 On the **Meeting** tab of the meeting request, in the **Attendees** group, click **Meeting Workspace**.



- 3 In the **Meeting Workspace** task pane, review the default settings for the new workspace. You'll see where the workspace will be located and what type of site template will be used.

- To accept the default settings, click **Create**.
- To change the default settings, click **Change settings**. In the **Select a location** list, click the site to put your Meeting Workspace on. If your meeting is a recurring team meeting, you may want to put the Meeting Workspace on your Team Site. If your Team Site is not listed, click **Other**, and then type the URL of your Team Site. **Note** Do not include .aspx.


In the **Select a template type** list, click the template you want. The Basic Meeting Workspace contains standard items to start with. Click **OK**, and then click **Create**.



- 4 In the meeting request, type a message if necessary, and then click **Send**. The meeting request is sent with a link to the Meeting Workspace.
- 5 To add content to the Meeting Workspace, go to it by right-clicking the meeting on your calendar, and then clicking **View Meeting Workspace**.

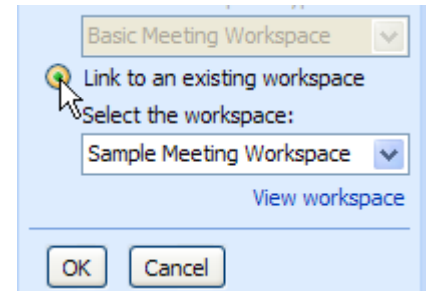
Link a Meeting Request to an Existing Workspace

If you already have a Meeting Workspace, you can link it to an Outlook 2007 meeting request.

- 1 Open a new or existing meeting request. On the **Meeting** tab, in the **Attendees** group, click  .
- 2 In the **Meeting Workspace** task pane, under **Create a Workspace**, click **Change settings**.
- 3 Under **Select a Location**, click a site.

- 4 Under **Select a workspace**, click **Link to an existing workspace**.

- 5 In the **Select the workspace** list, click a workspace, and then click **OK**.



- 6 Under **Link to a workspace**, click **Link**.

Notes

- To find a Meeting Workspace on a Team Site, go to the left navigation menu (Quick Launch), and look under **Sites**. Meeting Workspaces should be listed there. If your Workspace is not listed, at the top of the navigation pane, click **View All Site Content**. Meeting Workspaces are listed under **Sites and Workplaces**.
- To find a Meeting Workspace on a My Site, go to the left navigation menu and click **View All Site Content**. Meeting Workspaces are listed near the bottom of the page.

Change Workspace Permissions

Meeting organizers are automatically added to the Attendees list and they are assigned Full Control permissions to the Meeting Workspace. Other attendees are assigned Contribute permissions. Organizers may change attendee permissions at any time.

- 1 On the **Meeting Workspace** home page, under **Attendees**, click **Manage attendees**.
- 2 On the **Attendees** page, under **Settings**, click **List Settings**.
- 3 On the **Customize Attendees** page, under **Permissions and Policies**, click **Permissions for this list**.
- 4 On the **Permissions: Attendees** page, under **Actions**, click **Manage Permissions of Parent**.
- 5 On the **Permissions: [workspace name]** page, select the check boxes of the users or groups for whom you want to change permissions.
- 6 Under **Actions**, click **Edit User Permissions**.
- 7 On the **Edit Permissions: [workspace name]** page, assign new user or group permissions. When you have finished, click **OK**.

View an Existing Workspace

Access a Meeting Workspace from a meeting request, from a meeting reminder, from your Outlook calendar, or from a SharePoint site.

| To access from | Do the following |
|-------------------------------|---|
| A meeting request | Click the link to the Meeting Workspace. |
| A meeting reminder | On the Meeting Services list, click View Meeting Workspace . |
| An Outlook 2007 calendar | Right-click a meeting or appointment, and then click View Meeting Workspace . |
| A SharePoint Server 2007 site | In the left navigation menu (Quick Launch), click View All Site Content . On the All Site Content page, under Sites and Workspaces , click your Meeting Workspace. |

Apply Agenda Items Across All Meetings

To have the same agenda items appear from meeting to meeting, change them into series items.

- 1 On the **Meeting Workspace** home page, on the **Agenda** title bar, click **Agenda**.
- 2 Under **Settings**, click **List Settings**.
- 3 On the **Customize Agenda** page, under **General Settings**, click **Advanced settings**.

- 4 On the **List Advanced Settings: Agenda** page, next to **Share List Items Across All Meetings**, click **Yes**, and then click **OK**.

Contoso Team Site > Sample Meeting Workspace > Agenda > Settings > Advanced Settings

List Advanced Settings: Agenda

Item-level Permissions
Specify which items users can read and edit.
Note: Users with the Manage Lists right can read and edit all items. More information on item-level permissions.

Read access: Specify which items users can read
 All items
 Only their own

Edit access: Specify which items users can edit
 All items
 Only their own
 None

Share List Items Across All Meetings (Series Items)
If you want a list to share the same items for all the meetings in a series, change the items into series items. If you don't change to series items, each meeting displays the list with just the items added for that date.

Change items into series items:
 Yes No
Note: Once items become series items for a list, you cannot change the setting back.

OK Cancel

Notes

- Deleting a Meeting Workspace deletes all information on the Meeting Workspace site. It does not delete meeting information contained in Outlook 2007. To do this, open the meeting request in Outlook 2007.
- Canceling or deleting a meeting in Outlook 2007 does not delete the Meeting Workspace associated with it.
- To recreate a deleted meeting request with a link to a Meeting Workspace, you must manually re-establish the link. See “Link a Meeting Request to an Existing Workspace” earlier in this guide for information on how to do this.
- Don't cancel a meeting request in order to send a new one with changed details. Instead, send an updated meeting request to attendees. This maintains the existing link between the meeting request and the Meeting Workspace.

Delete a Workspace

- 1 Under **Site Actions**, click **Site Settings**.
- 2 Under **Site Administration**, click **Delete this site**.
- 3 On the **Delete Web Site** page, click **Delete**.