

## About SharePoint Server 2007 My Sites

Use your My Site to store files and collaborate with your co-workers online. My Sites have public and private pages. Use your public page (called the "My Profile" page) to share files and information with coworkers, and use your private page (called the "My Home" page) to store files and information that only you can access.

Topics in this guide include:

- Access Your My Site
- Edit Your Profile
- Restrict Visitor Access to Information
- Customize the My Home Page
- Change the My Home Page Layout
- Upload a Document
- Create a Document Library
- Create A Document Workspace

### As Seen By List

Restrict what others can see, and then preview your My Profiles page as others see it.

### Tabs

Click tabs to access the public and private pages of your site.

### Site Actions Menu

Add content, edit page, or change site settings.

### My Information

Edit your profile page.

### Left Navigation Menu (Quick Launch)

Get quick access to your site content.

### My Profile Page

Your public page. Displays information about you and your work to your coworkers.

### My Home Page

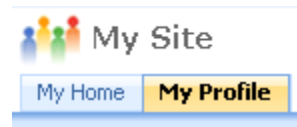
Your private page. Stores files and content for your use. This content is not publicly displayed.

## Access Your My Site

To access your my Site, contact the SharePoint Server 2007 Administrator for your organization.

Your My Site opens on your My Home page (your private page). To switch to your My Profile page (your public page), click the **My Profile** tab.

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## Edit Your Profile

Your My Profile page is a way for others to learn about you and your expertise, projects, and colleague relationships. Although you can limit who views your shared information, the more you share with everyone, the easier it becomes for others to network with you.

- 1 On your My Home page, in the left navigation menu (Quick Launch), click **Profile**.
- 2 On the **Edit Profile** page, in the **About me** box, type descriptive text about yourself (for example, where you live, how long you've been with the company, your hobbies).

- 3 To add a photograph of yourself, click **Choose Picture**, and then in the **Upload Picture** dialog box, do one of the following:
  - To use your cardkey photo, click **Select your cardkey photo**, and then click **OK**.
  - To use another photo, click **Select a photo to upload**, browse to the photo and select it, click **Open**, and then click **OK**.

- 4 For each of the remaining text boxes on the Edit Profile page, do one of the following:
  - Type appropriate text in the text box.
  - If there is a **Browse** button  to the right of the text box, click it. In the dialog box that opens, make your selections, and then click **OK**.

**Tip** After entering the appropriate values in each text box, if there is a **Check Values**  or **Check Names**  button to the right of the box, click it to verify the validity of the values entered in the box.

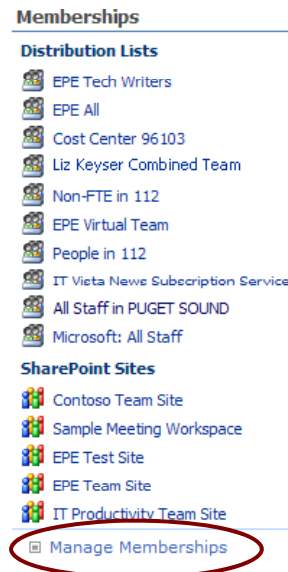
- 5 In the **Show To** column, select the audience who will be able to see the corresponding profile entries. (Only the selected audience can see the information on your My Site.) When you are finished, click **Save and Close**.

## Restrict Visitor Access to Information

Use privacy categories on your My Profile page to restrict the information visitors can see. Among the parts of your site you can restrict are membership lists, links, and your colleagues list. The following illustrates how to edit the Memberships area.

**Note** You cannot change the layout of the My Profile page.

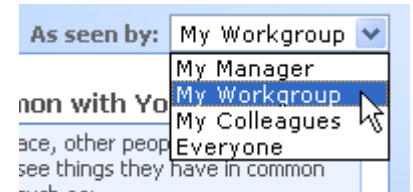
- 1 On your My Profile page, at the bottom of the **Memberships** area, click **Manage Membership**.
- 2 On the **My Memberships** page, select the check boxes of the list items you want to restrict, and then click **Edit Memberships**.
- 3 On the **Show these memberships to** list, click the category of site visitors you want to be able to view the memberships you specified in the previous step. The farther down the list, the more restrictive the group.
- 4 If you want the selected memberships to be grouped together for sorting purposes, click **New group**, and then enter a name for the group. Otherwise, accept the default **Existing group**, and then click **OK**.



## View Your My Site As Others See It

Ensure that you're exposing only the information you wish to by viewing your My Profile page as others see it.

- 1 On your My Profile page, on the **As seen by** list in the upper-right corner, click one of the following privacy categories: **My Manager**, **My Workgroup**, **My Colleagues**, **Everyone**. The page then refreshes.



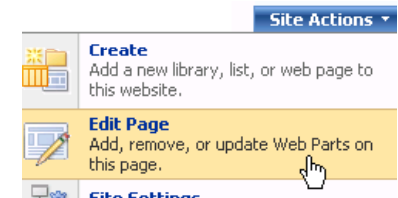
- 2 Notice that the refreshed page is the one that will be seen by the members of the particular privacy category that you selected.

## Customize the My Home Page

The main area of the My Home page is customizable. You can display almost any type of content by adding new sections such as your files, tasks, calendar, news, and alerts—whatever best helps you organize your daily activities.

Customize the My Home page with Web Parts. Web Parts are content "containers" used to display information on your site. Use Web Parts to arrange text, related links, calendars, images, document libraries, other Web pages, and more.

- 1 On the **My Home** page, on the **Site Actions** menu, click **Edit Page**.

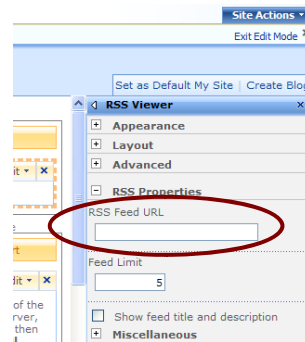


- At the top of the zone in which you want to add a Web Part, click **Add a Web Part**.




- In the **Add Web Parts to [zone]** list, select the desired Web Part (for example, **RSS Viewer**), and then click **Add**. In the **RSS Viewer** Web Part, click **open the tool pane**.

- In the tool pane, under **RSS Properties**, enter the URL of the desired RSS link, and then click **OK**.





- When you have finished, below the **Site Actions** menu in the upper right, click **Exit Edit Mode** to return to the normal page.

#### Notes

- Use the tool pane to adjust appearance and layout. To open the tool pane, click  to the right of the Web Part title, and then click **Modify Shared Web Part**.
- Never use a copyrighted image on your site without obtaining permission from the copyright holder.

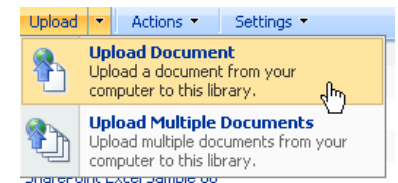
## Change the My Home Page Layout

- On your **My Home** page, on the **Site Actions** menu, click **Edit Page**.
- Drag Web Parts by their title bars into other zones on the page.
- For additional layout options, click  to the right of a Web Part title, and then click **Modify Shared Web Part**.
- To close a Web Part, click  to the right of the Web Part title.  
**Note** Closing a Web Part removes it from the page, but does not delete it.
- When you have finished, click **Exit Edit Mode** to return to the normal page.

## Upload a Document

Two default libraries, **Shared Documents** and **Private Documents**, are included with your My Site. You may also create your own, customized libraries.

- Navigate to the Document Library in which you want to store your documents. On the **Upload** menu, click **Upload Document**.

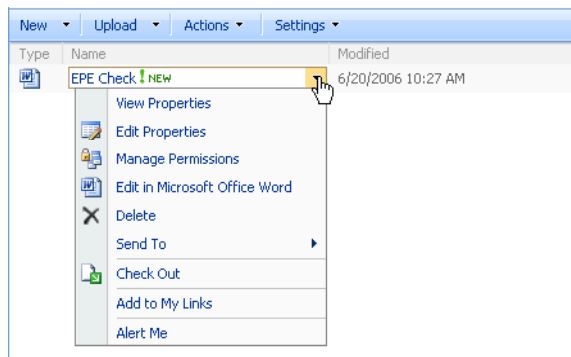


- 2 On the **Upload Document: [document library]** page, click **Browse** to find a single document to upload.
- 3 In the **Choose file** window, select the file, click **Open**, and then click **OK**.
- 4 Add descriptive information if desired, and then click **OK**.

**Note** Upload multiple documents from the same folder by clicking **Upload Multiple Documents**, navigating to the desired folder, and then selecting the check boxes of the files you want to upload.

## Check Out and Edit a Document

- 1 In a Document Library, locate the document that you want to check out. Point to the document, click the arrow, and then click **Check Out**.



- 2 To edit your checked-out document, click the down arrow again, and then click **Edit in [Software Application]**.

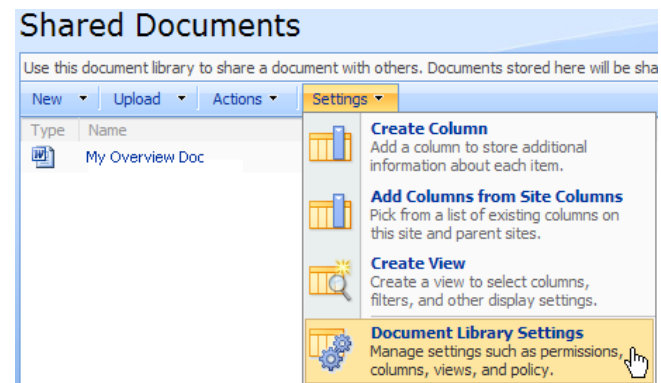
## Check In a Document

- 1 In a Document Library, locate the document that you want to check in. Point to the document, click the arrow, and then click **Check In**.
- 2 On the **Check in** page, under **Document Check In**, choose the appropriate option. Under **Comments**, enter optional comments, and then click **OK**.

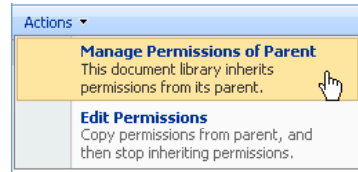
## Control Access to a Document Library

To allow only specific users access to a Document Library, change the permission settings for that Document Library.

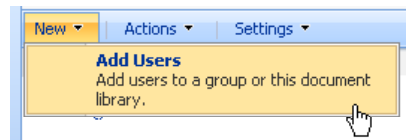
- 1 On the **My Home** page, on the left navigation menu, click **Documents**.
- 2 Under **Document Libraries**, click the library for which you want to create distinct permissions.
- 3 On the Document Library page, on the **Settings** menu, click **Document Library Settings**.



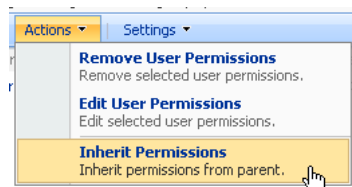
- 4 Under **Permissions and Policies**, click **Permissions for this document library**. On the **Actions** menu, click **Manage Permissions of Parent**.



- 5 Perform one of the following steps:
- Click one of the site groups and change permissions for that group.
  - Click one or more specific users and change permissions for those users.
  - On the **New** menu, click **Add Users**. Add new, specific users to the library, and apply distinct permissions during the Add Users process.



**Note** To automatically apply the general site permissions to a Document Library, at the top of the **Permissions** page for the library, on the **Actions** menu, click **Inherit Permissions**. This link does not appear if general permissions already apply to the library.



## Create a Document Library

- 1 On the **My Home** page, on the left navigation menu, click **Documents**, and then click **Create**.
- 2 On the **Create Page**, under **Libraries**, click **Document Library**.
- 3 On the **New** page, give the Document Library a name and a description, and choose whether to display the library on the left navigation menu. You can also choose whether to create document versions, and whether to select a default document template.
- 4 When you have finished, click **Create**.

## Create a Document Workspace

- 1 Go to your My Home page, click **Documents**, and then click **Create**.
- 2 In **Create Page**, under **Web Pages**, click **Sites and Workspaces**.
- 3 Complete the **New SharePoint Site** form. Under **Template Selection**, select **Document Workspace**.
- 4 When you have finished, click **Create**.

**Note** The default location of a Workspace is in the My Profile page. Only users with proper permissions can see the Workspaces.