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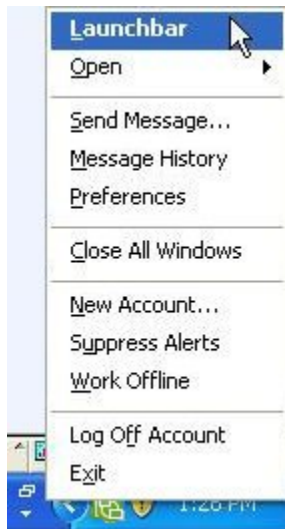
Getting Started Guide
Microsoft Office Groove 2007
(November 2010)

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Examine the Launchbar

The Groove Launchbar opens when you first start up Groove. You can initiate all Groove activities from the Launchbar. You can also open the Launchbar by clicking the Groove taskbar icon and selecting **Open Launchbar**.



The Launchbar contains three panes, one for creating and managing workspaces, one for adding and managing contacts, and a Common Tasks pane that contains links to activities related to your current selection.

Workspaces pane

Click to open the Create New Workspace dialog box.

Workspaces that you and/or other members have open for reading or updating.

Workspaces that contain new or updated information.

- = new or updated within last 48 hours
- = new or updated within last 7 days
- = new or updated more than 7 days ago

Workspaces that do not currently contain any new or updated information.

Lists links to common tasks related to your current context or selection.

Opens the Message History. Create, reply to, and manage messages and invitations.

The number of active members currently in the workspace. Point at the number to see more information.

You can also list workspaces alphabetically, by folder, by type, or by last unread time.

Reference Library
Modified: 9/29/06 10:08 AM
Members in Workspace:
Shu Ito/Contoso, LTD
David Alexander

Contacts pane

The screenshot shows the Groove interface with the 'Contacts' pane selected. The pane is divided into 'Workspaces' and 'Contacts' sections. The 'Contacts' section lists contacts categorized by status: Active, Online, and Offline. The 'Active' section shows 'Shu Ito/Contoso, LTD' with a green clock icon. The 'Online' section shows 'David Pelton/Fourth Coffee', 'Lisa Andrews/Contoso, LTD', 'Mark Hanson/Contoso, LTD', and 'Michael Sullivan/Contoso, LTD'. The 'Offline' section shows 'David Alexander' with an orange clock icon. The 'Common Tasks' section at the bottom includes 'View By', 'Suppress Alerts', 'New Folder', and 'Send My Contact via E-mail'. The bottom status bar shows '327 KB'.

Click to search for and add new contacts.

You can also list contacts alphabetically, by folder, by type, by verification status, or by organization.

Lists links to common tasks related to your current context or selection.

Opens the Message History. Create, reply to, and manage messages and invitations.

Contacts who are currently active in one of your workspaces. Point at an active contact to see more information.

Contacts who are currently online and are ready to start Groove activities. A clock indicator means the contact is currently idle. You can point at idle contacts to see more information.

Contacts who are not currently logged in to Groove.

In the next task you will use the Launchbar to create a workspace.

Start activities in a workspace

A workspace is a place where people with common purposes and goals can share ideas and work together. You can participate in a wide range of activities in a workspace. For example, you can post messages and responses, share files, track projects and meetings, write in a notepad, and share files. And much more: Application designers can create custom tools used for collecting and analyzing data records using the Groove Forms or Groove InfoPath Forms tool.

"Standard" workspaces display in the Groove Workspace Explorer. In this task you will create a workspace that initially includes tools for sharing files (Files tool) and posting messages and responses to messages (Discussion tool).

Later in this guide you'll learn about "file sharing workspaces," a different type of workspace that allows people to synchronize files that reside in Windows Explorer.

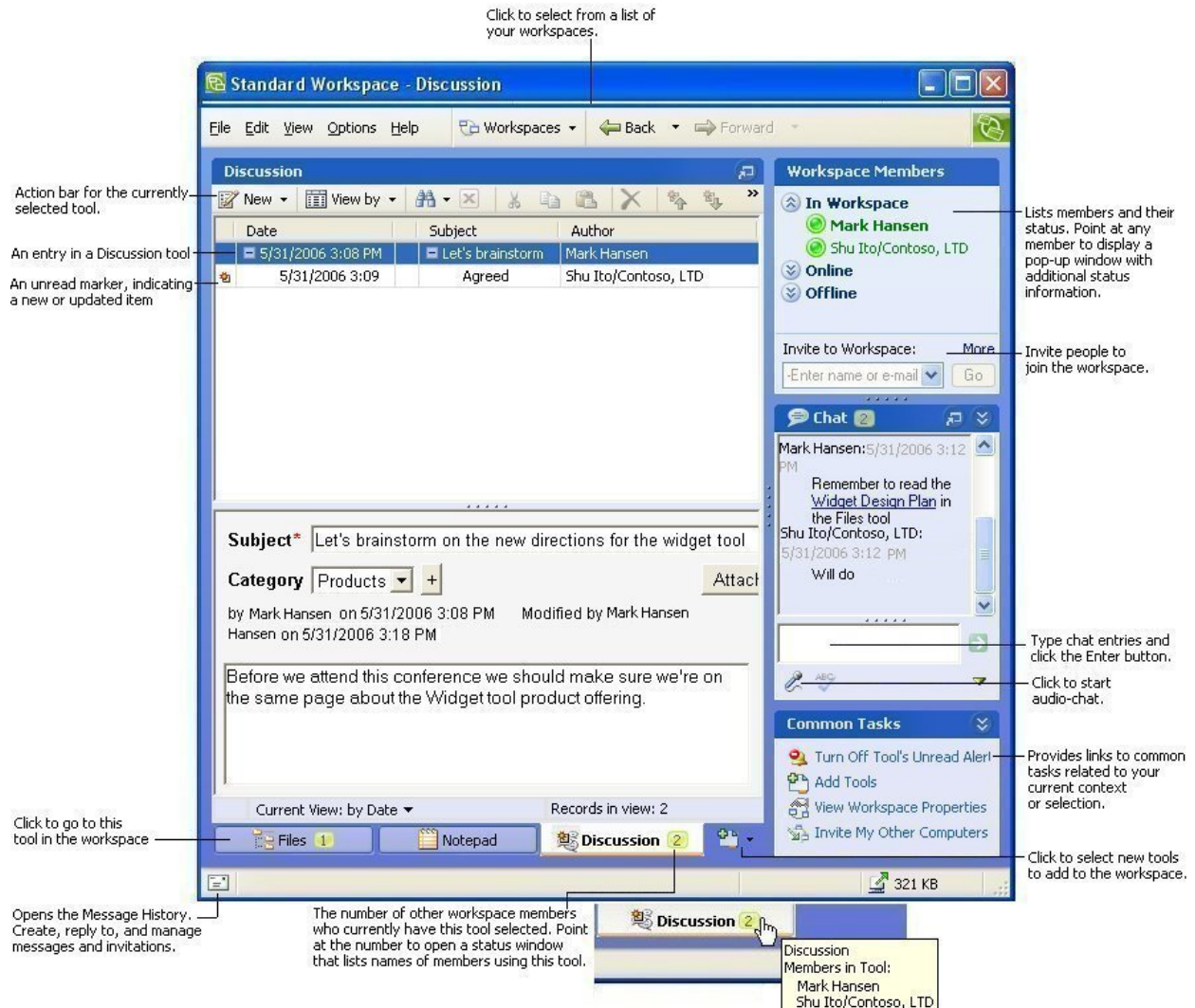
Create the workspace

1. In the Launchbar, select **File - New - Workspace**.
2. Click **Standard**.
3. Change the workspace name, if you want, or accept the default name.
4. Click **OK**.

A workspace named "Standard Workspace" opens in the Groove Workspace Explorer. The workspace includes a Files and a Discussion tool. In the next task, you'll examine the features of a standard workspace.

Examine the workspace

The captions in the picture below describe the components in the workspace you created in the previous topic. For illustration purposes, the example includes data entries for the Discussion tool and the Chat windows.



In the next task you will add content to the standard workspace you just created.

Add content to a workspace

At this point (if you are doing the tasks in this guide sequentially), you have a workspace with two applications tools in which you are the only member. Although you could immediately proceed to inviting people to become members of the workspace, it is best if you first add some content. Then, the people you invite will be more easily oriented to the purpose of the workspace, and know the types of information suitable for each tool.

In this task you will add an entry to the Discussion tool and a file to the Files tool.


Invite someone to a workspace

You can invite anyone to join a workspace if you have their email address or Groove contact information. Use an email address if you don't have the invitee's Groove contact information yet.

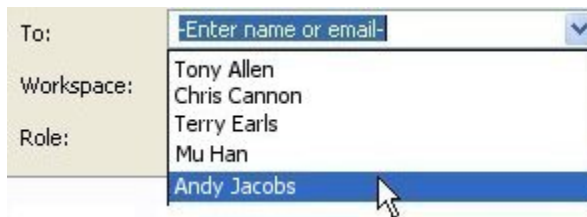
1. Select or open the workspace.

You can select or open the workspace in the [Launchbar](#).

2. Select **Options - Invite to Workspace...**
3. Type the invitee's email address in the To: box.



Tip: If you've already done Groove activities with the invitee, you should be able to select their Groove name from the To: drop-down menu.



4. If you want, type a message in the text area.

Note that if you send the invitation via email, Groove automatically adds instructions to the message about installing Groove.

5. Click **Invite**.

In the next task you'll synchronize files in a Windows folder by creating a file sharing workspace.

What's next?

You've now completed all the tasks in *Getting Started with Groove*. You should now have the skills to start Groove activities with any other Groove contacts, as well as anyone else whom you'd like to introduce to Groove.

For complete information on Groove product features, select options from the Help menu in the Groove Launchbar or the Groove Workspace Explorer.