

# Websites, New Media, and SharePoint – Oh My!

Megan Nagel

November 17, 2010

North Atlantic LCC Steering Committee Meeting

# Website: Final Draft

<http://www.northatlanticlcc.org>

# North Atlantic LCC

Home

About

Projects

Meetings

Contact



Silvio O. Conte National Wildlife Refuge. Photo by James Weliver, USFWS. [ << ] [ < ] [ > ] [ >> ]

*"Threats to America's land, water, fish and wildlife, and cultural resources are greater than any one agency or one program can handle alone – landscape conservation cooperatives (LCCs) are a way to leverage all of our resources and work together to meet these threats."*

## Links And Resources

[North Atlantic LCC Sharepoint](#)

## Welcome The North Atlantic LCC

Threats to our natural resources are increasing and some - like water scarcity and natural habitat - are being increasingly accelerated by the changing climate. To protect the natural resources of

# Website: Questions

1. Pictures – Are you willing to contribute your professional or near professional quality photos for the Website?
2. Additional tabs in the header besides Home, About, Meetings, Projects, and Contacts?
3. Organizational prominence – Will your organization allow the display of your logo on the Website? Would you like a description of each organization on the site?
4. Moving forward: Is it acceptable to post the materials the USFWS has already developed for the North Atlantic LCC on the Website?
5. Any additional items or information you would like on the Website?

# New Media

Facebook, Twitter, Blogging, Yadda Yadda Yadda....



# North Atlantic Landscape Conservation Cooperative

Thumbnails Detail Map Comments

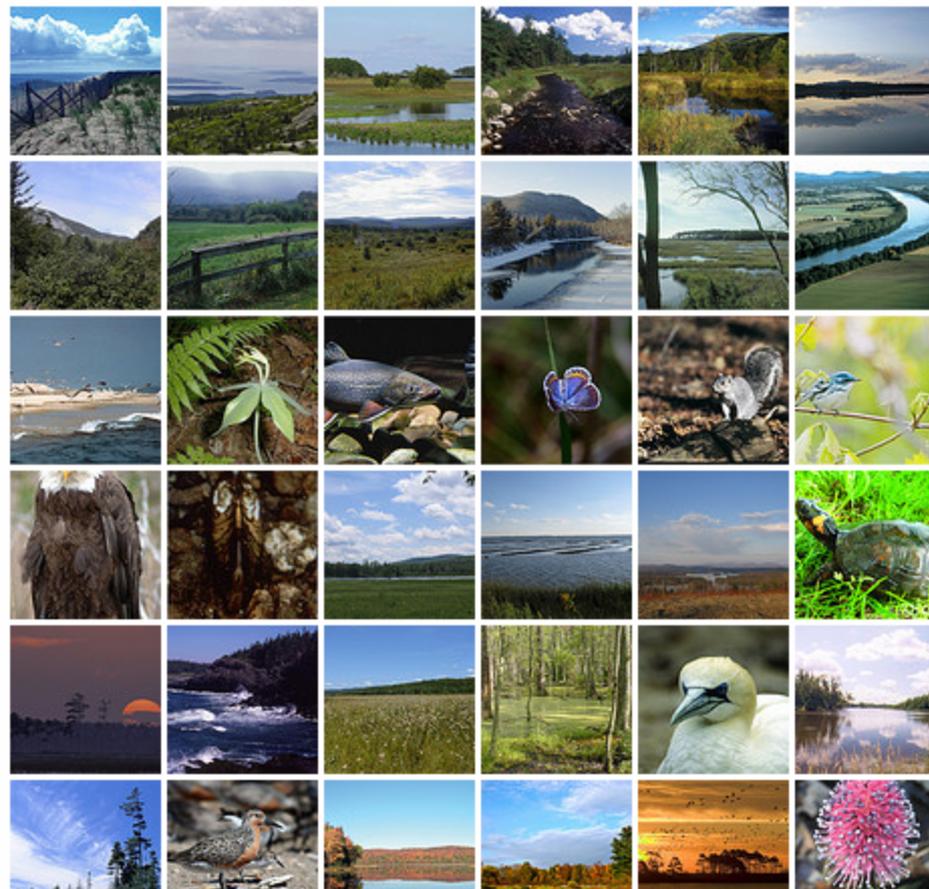


With 92 threatened species in the North Atlantic, fish and wildlife require the attention of the North Atlantic Landscape Conservation Cooperative (LCC) due to the changing climate.

Landscape Conservation Cooperatives are a priority for the Department of the Interior. Support is being provided through several bureaus and partnerships.

38 photos | 33 views

items are from between 09 Mar 2003 & 01 Jul 2010.



# New Media Recommendations

1. Implement a blog for story updates, resources, and entries from LCC partners.
2. Start a Flickr stream for LCC photos.
3. Consider how Facebook and Twitter might be best leveraged for the North Atlantic LCC.

# SharePoint 2010

Please consider what you like, what you do not like, and how we can improve this site to better suit our needs.

# SharePoint: What is it?

1. SharePoint is a secure, data-sharing and project management Website that allows external and DOI partners to collaborate.
2. SharePoint allows the LCC partners to: set multiple permission levels, post and edit documents, send out announcements, create task lists, maintain a calendar, have discussions, and manage projects.
3. Pilot project will develop the national template and work out any problems with the framework before making the LCC SharePoint national framework available in early 2011.
4. The pilot project will last 60 days, November 1<sup>st</sup> – December 31<sup>st</sup>, with the site being made available nationally in early 2011.
5. Megan Nagel is the site owner and will maintain the content. She will act as the help support for the North Atlantic LCC.

# How to get added to the SharePoint Site:

1. Email Andrew Milliken your request to join the North Atlantic LCC site. Include your name, title, organization, and email address.
2. EX. Andrew – Please add me to the North Atlantic LCC site. Megan Nagel, Public Affairs Specialist, USFWS, [megan\\_nagel@fws.gov](mailto:megan_nagel@fws.gov).
3. You will receive an email promoting you to follow a link to set up your DOI password –follow the instructions.
4. Shortly there after or at the same time, you will receive an invitation to join the North Atlantic LCC –follow the instructions.
5. **IMPORTANT:** You will only be able to access the SharePoint site via the specific link included in your email – so please save it as a favorite. You will also be able to link to the site from the North Atlantic LCC .org. Website.

# U.S. Department of the Interior Access Portal

## Log On

UserName:

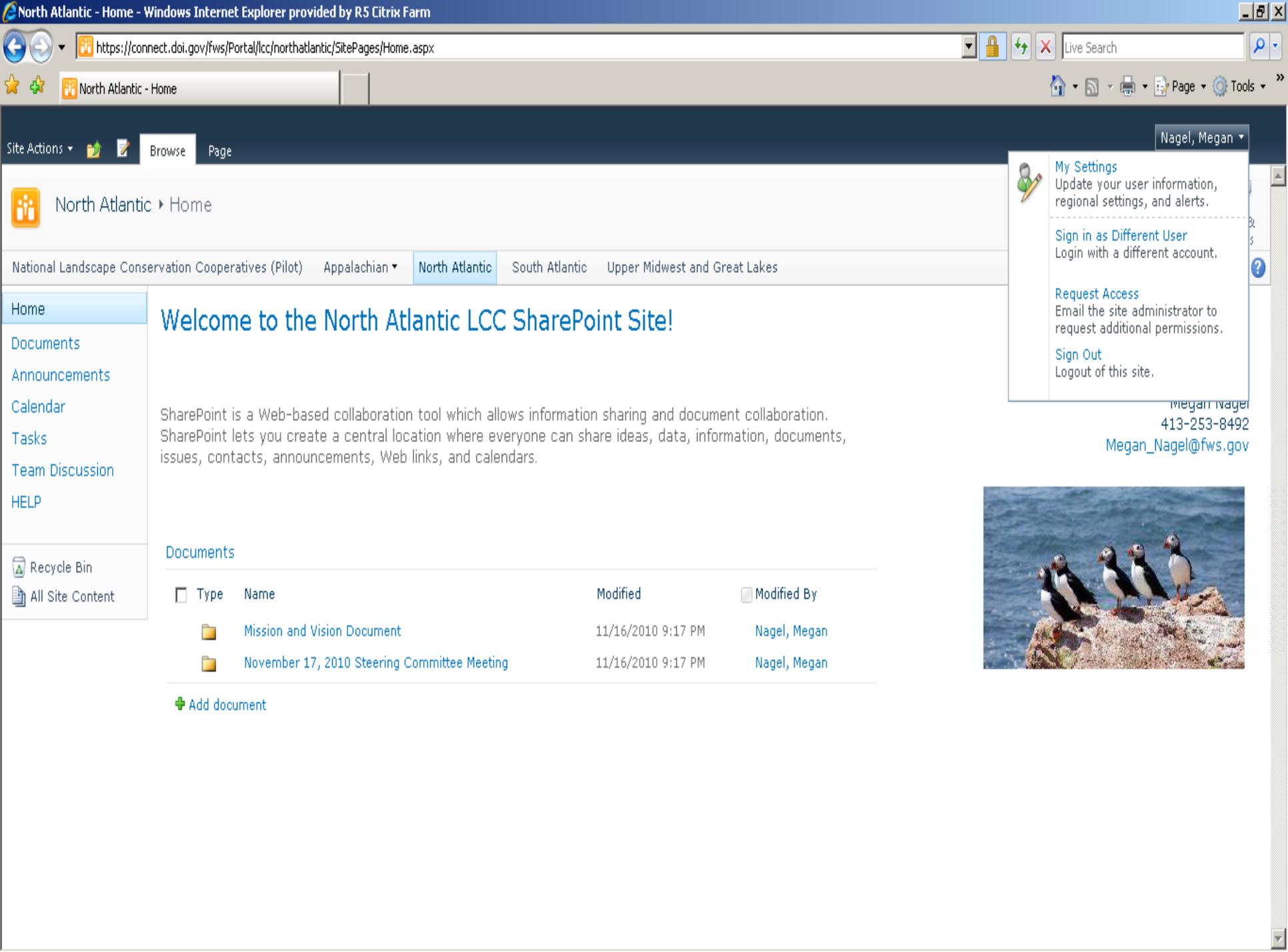
Password:

If you are a PARTNER and need password assistance please click [here](#)

[Log On](#)

You are accessing this site from an endpoint running Windows Server 2003 with Service Pack 1 (or a later service pack).

THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system. By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution. If you experience access problems contact the [site administrator](#).



# North Atlantic > Home

- National Landscape Conservation Cooperatives (Pilot)
- Appalachian
- North Atlantic**
- South Atlantic
- Upper Midwest and Great Lakes

- Home**
- Documents
- Announcements
- Calendar
- Tasks
- Team Discussion
- HELP

## Welcome to the North Atlantic LCC SharePoint Site!

SharePoint is a Web-based collaboration tool which allows information sharing and document collaboration. SharePoint lets you create a central location where everyone can share ideas, data, information, documents, issues, contacts, announcements, Web links, and calendars.

### Documents

<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/>	Modified By
<input type="checkbox"/>	Folder	Mission and Vision Document	11/16/2010 9:17 PM	<input type="checkbox"/>	Nagel, Megan
<input type="checkbox"/>	Folder	November 17, 2010 Steering Committee Meeting	11/16/2010 9:17 PM	<input type="checkbox"/>	Nagel, Megan

[+ Add document](#)

**My Settings**  
Update your user information, regional settings, and alerts.

---

**Sign in as Different User**  
Login with a different account.

---

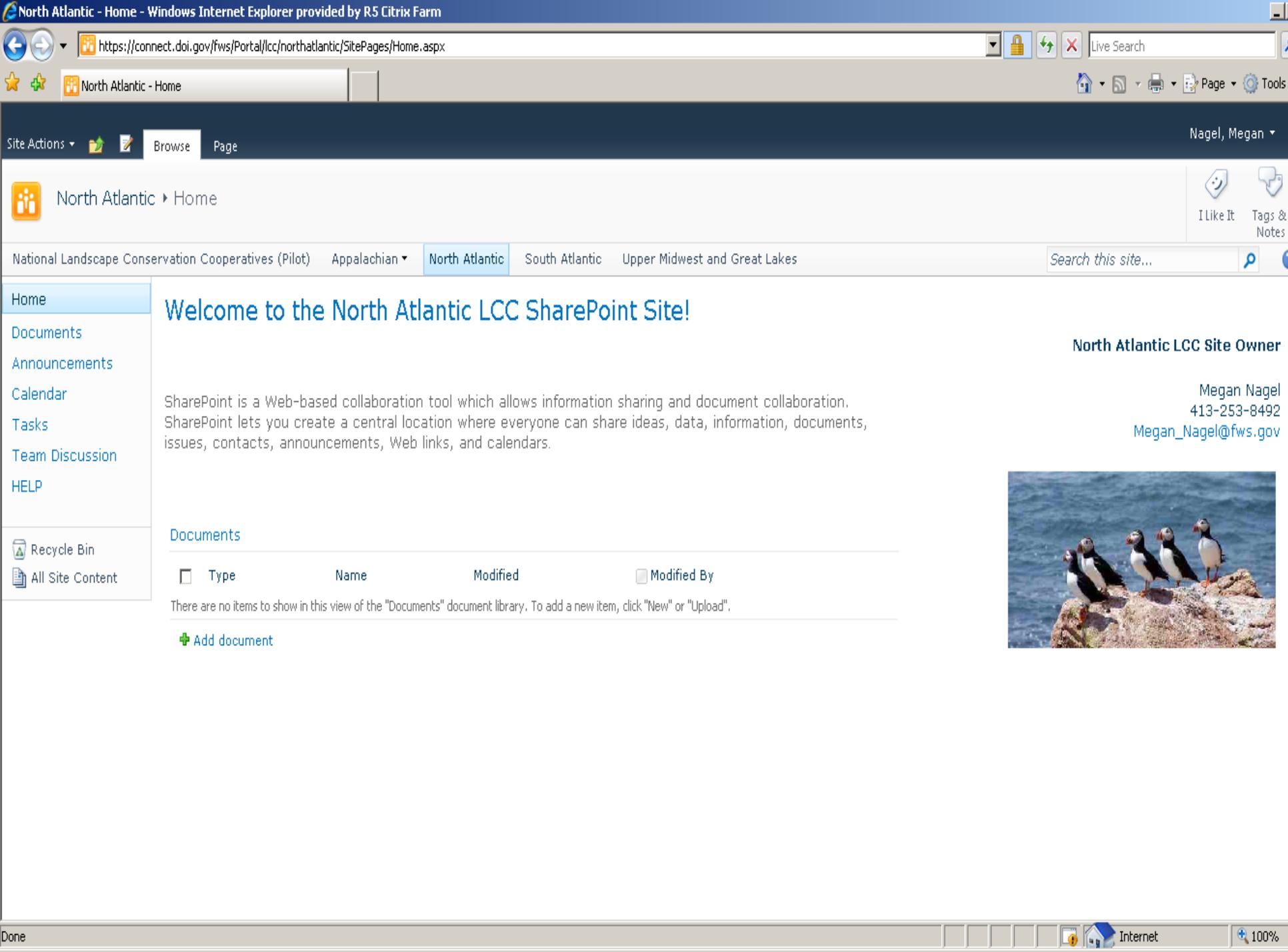
**Request Access**  
Email the site administrator to request additional permissions.

---

**Sign Out**  
Logout of this site.

Megan Nagel  
413-253-8492  
[Megan\\_Nagel@fws.gov](mailto:Megan_Nagel@fws.gov)





- Home
- Documents
- Announcements
- Calendar
- Tasks
- Team Discussion
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### Documents

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
-------------------------------	------	----------	--------------------------------------

There are no items to show in this view of the "Documents" document library. To add a new item, click "New" or "Upload".

[+ Add document](#)

### North Atlantic LCC Site Owner

Megan Nagel  
413-253-8492  
[Megan\\_Nagel@fws.gov](mailto:Megan_Nagel@fws.gov)



Library Tools

Documents Library

New Document Upload Document New Folder

Edit Document Discard Check Out

Check Out Check In

View Properties Edit Properties

Version History Document Permissions

Delete Document

E-mail a Link Alert Me

Download a Copy

Send To Manage Copies Go To Source

Workflows Publish

Unpublish Approve/Reject Cancel Approval

I Like It Tags & Notes

- Home
- Documents
- Announcements
- Calendar
- Tasks
- Team Discussion
- HELP
- Recycle Bin
- All Site Content

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
	Mission and Vision Document	11/16/2010 9:17 PM	Nagel, Megan
	November 17, 2010 Steering Committee Meeting	11/16/2010 9:17 PM	Nagel, Megan

+ Add document

- Home
  - Documents
  - Announcements
  - Calendar
  - Tasks
  - Team Discussion
  - HELP
- 
- Recycle Bin
  - All Site Content

## Welcome to the North Atlantic LCC SharePoint Site!

SharePoint is a Web-based collaboration tool. SharePoint lets you create a central location for issues, contacts, announcements, and documents.

### Documents

<input type="checkbox"/> Type	Name
-------------------------------	------

There are no items to show in this view of the document library.

Add document

### North Atlantic - Home

**Upload Document**

Browse to the document you intend to upload.

Name:

[Upload Multiple Files...](#)

Overwrite existing files

**Destination Folder**

Specify the folder in this document library where the document should be saved.

Folder:

- Home
  - Documents
  - Announcements
  - Calendar
  - Tasks
  - Team Discussion
  - HELP
- 
- Recycle Bin
  - All Site Content

<input type="checkbox"/>	Type	Name	
<input type="checkbox"/>		Handout_1_North_Atlantic_LCC_Meeting_Agenda_11-17-10_final	 NEW 11
	Add document		

Library Tools

Documents Library

Site Actions ▾ Browse

New Document ▾ Upload Document ▾ New Folder

Edit Document

Check Out

Check In

Discard Check Out

Open & Check Out

View Properties

Edit Properties

Version History

Document Permissions

Delete Document

Manage

E-mail a Link

Alert Me ▾

Share & Track

Download a Copy

Send To ▾

Manage Copies

Go To Source

Copies

- Home
  - Documents
  - Announcements
  - Calendar
  - Tasks
  - Team Discussion
  - HELP
- 
- Recycle Bin
  - All Site Content

Type	Name
	Handout_1_North_Atlantic_LCC_Meeting_Agenc
	Add document

Microsoft Internet Explorer

You are about to open:

Name: ...da\_11-17-10\_final.docx

From: connect.doi.gov

How would you like to open this file?

Read Only

Edit

OK Cancel

Some files can harm your computer. If this information looks suspicious, or you do not fully trust the source, do not open the file.

**North Atlantic Landscape Conservation Cooperative  
Steering Committee Agenda  
November 17, 2010  
New Castle, New Hampshire  
8:00 a.m. – 5:00 p.m.**

Formatted: Left

**Purpose of meeting:** ~~Review progress from first year, reach consensus on important issues and provide guidance on next steps for North Atlantic Landscape Conservation Cooperative~~

Comment [g1]: Comment!

**Morning Agenda**

Agenda Items
1. Introductions Review agenda Approve minutes from
2. Action items from last call and actions taken
3. Review of North Atlantic LCC background, activities, decisions, governance and projects from last year
4. Updates and guidance from national LCC network and Department of the Interior
5. Draft vision and mission statement

Microsoft Office Word

Welcome to full screen reading view, which is the default view when you open e-mail message attachments and documents stored on a Windows SharePoint Services site.

[More information about full screen reading](#)

Don't open attachments in full screen reading view again

Don't show this message again

OK

<i>Handout 3 - Minutes List</i>		
Andrew Milliken <i>Handout 4 - Action items</i>	8:20 a.m.	
Andrew Milliken, Ken Elowe, Rick Bennett	8:30 a.m.	
Andrew Milliken, Doug Austen	9:00 a.m.	
Ken Elowe, All	9:15 a.m.	

Navigation bar: Site Actions, Browse, Documents, Library Tools

Page location breadcrumb: DOI Connect Home > U.S. Fish and Wildlife Service > National Landscape Conservation Cooperatives (Pilot) > North Atlantic > Documents > November 17, 2010 Steering Committee Meeting

Left sidebar menu: Home, Documents, Announcements, Calendar, Tasks, Team Discussion, HELP, Recycle Bin, All Site Content

Right sidebar menu: Version History, Document Permissions, Delete Document, E-mail a Link, Alert Me, Download a Copy, Send To, Manage Copies, Go To Source

Main content area: da\_11-17-10\_final NEW

**Calendar Tools**

Site Actions Browse **Events** Calendar

Day Week **Month** Expand All Collapse All Calendars Overlay Create View Modify View Create Column

Current View: **Calendar**

E-mail a Link Alert Me RSS Feed Connect to Outlook Export to Excel Open with Access Edit List Form Web Parts

Scope Expand Manage Views Share & Track Connect & Export Customize List

◀ 2010 ▶

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	<b>Nov</b>	Dec

Today is Tuesday, November 16, 2010

Calendars in View

**Calendar**

Home

Documents

Announcements

**Calendar**

Tasks

Team Discussion

HELP

---

Recycle Bin

All Site Content

November, 2010

	Sunday	Monday	Tuesday	Wednesday	Thursday
	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	1	2

Event on Nov 17: 8:00 am - 5:00 pm North Atlantic LCC Steering

Calendar Tools

Events Calendar

Version History

Event Permissions

Delete Event

Attach File

Actions

Share &

November, 2010

Sunday	
31	1
7	8
14	15
21	22
28	29

### North Atlantic - Home

**Edit**

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title \*

Location

Start Time \*

End Time \*

Description

Category 

- Meeting
- Work hours
- Business
- Holiday
- Get-together
- Gifts
- Birthday
- Anniversary

All Day Event

Recurrence

Workspace  Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

Friday
5
12
19
26
3

Site Actions Browse

List Tools

Items List

New Item New Folder View Item Edit Item

Version History Item Permissions Delete Item

Attach File Alert Me Workflows Approve/Reject

I Like It Tags & Notes

Actions Share & Track Workflows Tags and Notes

**Task**  
Track a work item that you or your team needs to complete.

**Summary Task**  
Group and describe related tasks that you or your team needs to complete.

Tasks

Team Discussion

HELP

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Recycle Bin

All Site Content

	Title	<input type="checkbox"/> Assigned To	Status	Priority	Due Date
--	-------	--------------------------------------	--------	----------	----------

Items to show in this view of the "Tasks" list. To add a new item, click "New".

List Tools  
Items List  
Version History  
Item Permissions  
Delete Item  
Manage

### North Atlantic - Home

**Edit**

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title \*

Predecessors

Priority

Status

% Complete  %

Assigned To

Description 

**A** **A1** | **B** *I* U |

Start Date



Site Actions ▾ Browse

List Tools

Items List

New Item ▾	New Folder	View Item	Edit Item	Version History	Item Permissions	Delete Item	Attach File	Alert Me ▾	Workflows	Approve/Reject	I Like It	Tags & Notes
				Actions		Share & Track		Workflows		Tags and Notes		

**Discussion**  
Create a new discussion topic.

- Documents
- Announcements
- Calendar
- Tasks
- Team Discussion**
- HELP
- Recycle Bin
- All Site Content

ject  Created By Replies

There are no items to show in this view of the "Team Discussion" discussion board. To add a new item, click "New".

[Add new discussion](#)

Site Actions ▾ Browse

**List Tools**

Items | List

New Item ▾	New Folder	View Item	Edit Item	Version History	Item Permissions	Delete Item	Attach File	Alert Me ▾	Workflows	Approve/Reject	I Like It	Tags & Notes
New		Manage			Actions		Share & Track		Workflows		Tags and Notes	

- Home
- Documents
- Announcements
- Calendar
- Tasks
- Team Discussion**
- HELP
- Recycle Bin
- All Site Content

<input type="checkbox"/> Subject	<input type="checkbox"/> Created By
<input type="checkbox"/> <a href="#">North Atlantic LCC Steering Committee Meeting</a>	Nagel, Megan
<a href="#">Add new discussion</a>	

Breadcrumb navigation: North Atlantic > Team Discussion > North Atlantic LCC Steering Committee Meeting > Flat >. Includes 'I Like It' and 'Tags & Notes' icons.

Regional navigation tabs: National Landscape Conservation Cooperatives (Pilot), Appalachian, North Atlantic, South Atlantic, Upper Midwest and Great Lakes. Includes a search box 'Search this site...'.

Table header with columns: Home, Posted By, Post.

Started: 11/16/2010 9:42 PM [View Properties](#) [Reply](#)

User profile for Nagel, Megan with a placeholder image and the post title 'North Atlantic LCC Steering Committee Meeting'.

Documents are available online for download....

- Recycle Bin
- All Site Content



el, Megan



el, Megan

North A  
Docume

I am hat

Show

### North Atlantic - Home

Editing Tools

Edit   Format Text   Insert

Save   Cancel   Paste   Cut   Copy   Attach File   Spelling

Commit   Clipboard   Actions   Spelling

Body

Here is a link to fix that problem...]

---

**From:** Nagel, Megan  
**Posted:** 11/16/2010 9:44 PM  
**Subject:** North Atlantic LCC Steering Committee Meeting

I am having trouble downloading a file...

---

**From:** Nagel, Megan  
**Posted:** 11/16/2010 9:42 PM  
**Subject:** North Atlantic LCC Steering Committee Meeting

Documents are available online for download....

Save   Cancel

- Home
  - Documents
  - Announcements
  - Calendar
  - Tasks
  - Team Discussion
  - HELP
- 
- Recycle Bin
  - All Site Content

Posted By	Post
-----------	------

Started: 11/16/2010 9:42 PM



[Nagel, Megan](#)

**North Atlantic LCC Steering Committee Meeting**  
Documents are available online for download....□

Posted: 11/16/2010 9:44 PM



[Nagel, Megan](#)

I am having trouble downloading a file...  
[Show Quoted Messages](#)

Posted: 11/16/2010 9:44 PM



[Nagel, Megan](#)

Here is a link to fix that problem...  
[Show Quoted Messages](#)

□ The purpose of this page is to help visitors to answer the following questions:

### **The User's 'How to' guide: Answers to 10 frequently asked questions**

Please follow this link  [The User's 'How to' Guide](#) to find answers to the following ten frequently asked questions:

1. How to upload a file to the Documents library?
2. How to upload multiple files to the Documents library?
3. How to delete a file from the Documents library?
4. How to rename a file in the Documents library?
5. How to create, delete or rename folders in the Documents library?
6. How to search for information?
7. How to create, edit or delete an alert?
8. How to create, edit or delete a calendar entry?
9. How to create, edit or delete an announcement?
10. How to create, edit or delete a task?

### **Are there any use expectations, requirements or restrictions on this site?**

Yes. Please review the  [SharePoint Use Standards](#) to see the complete list of use expectations, requirements restrictions.

### **What are the major components or sections of this site?**

Please follow the  [National LCC Site Map](#) link to view a graphical representation of all major site components.

### **How can I request a new SharePoint LCC site?**

To request a new LCC site on the National LCC SharePoint site please complete the  [New Site Request Form](#).

### **Where can I find basic information about SharePoint features available on this site?**

# Questions?

Comments, concerns...