

Microsoft Office Groove 2007 for workgroups

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Sharing and sharing documents on the local network (LAN) is very simple. But how to bring the sharing and sharing of this document out of the office. What you need now is an Internet connection and a Microsoft Groove 2007 tool.

When work grows with the need to share information, you will often think of creating a shared server with the assigned folders for each workgroup. However, if you are a frequent traveler and do not sit on your company's LAN, accessing the information shared on the Server is an inconvenient task. It is said that there are already RAS technologies with VPN and SmartCard, etc. but with slow access speed like cows, it is easy to 'discourage soldiers'. You also think about exchanging information by e-mail and chat programs. However, be aware that transferring a presentation of 10MB to 30 members of the group will clog the entire network or make your computer sit there for hours.

Groove was born to help you solve all the problems mentioned above gently and easily.

First you need to install Groove on your computer and on all computers of the team members. Groove is a Desktop product available in Microsoft Office Enterprise or Ultimate edition. You can also download the trial version [here](#).

After installing Groove 2007 on your computer, you activate it by clicking the Microsoft Office Groove 2007 icon, Groove will be activated in the form of a window called Launchbar as shown or with the icon in the toolbar. at the bottom of the screen.

In the first activation, the program will ask users to create a new account. After selecting **Create a new Groove account** , choose Next **I don't have a Groove Account Configuration Code** to skip the configuration code section and declare the name, email address and password as follows:

Account Configuration Wizard - Microsoft Office Groove

Enter Groove Account Information

Name:

E-mail Address:

Password:

Confirm Password:

Password Hint:

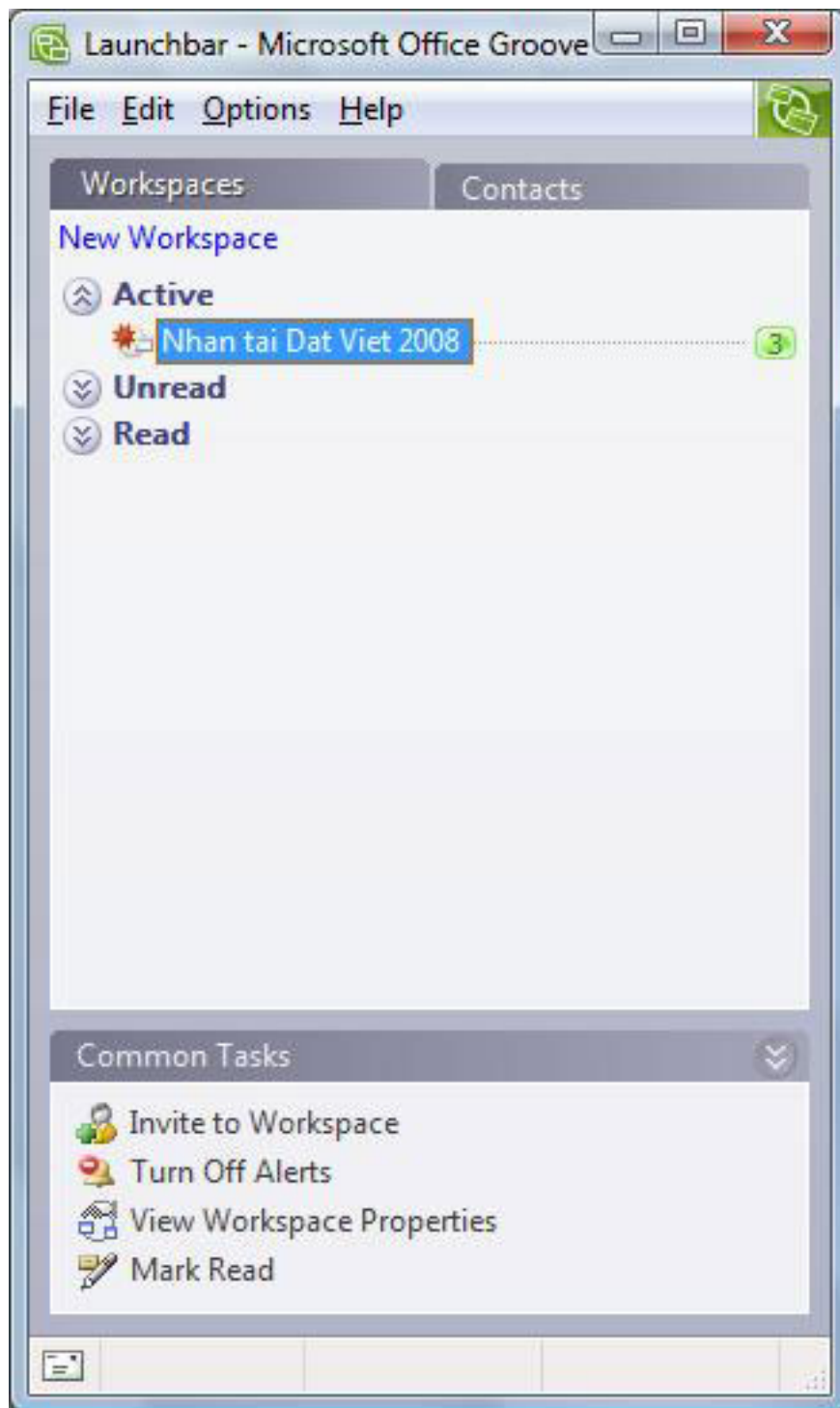
Remember password

Enable password reset
If checked, you can request a password reset and select a new password.

[Privacy Statement](#)

< Back Next > Cancel

Your task now is to create a shared workspace, which will contain the information you want to share with members of a project team and they will be synced together extremely quickly. fast.



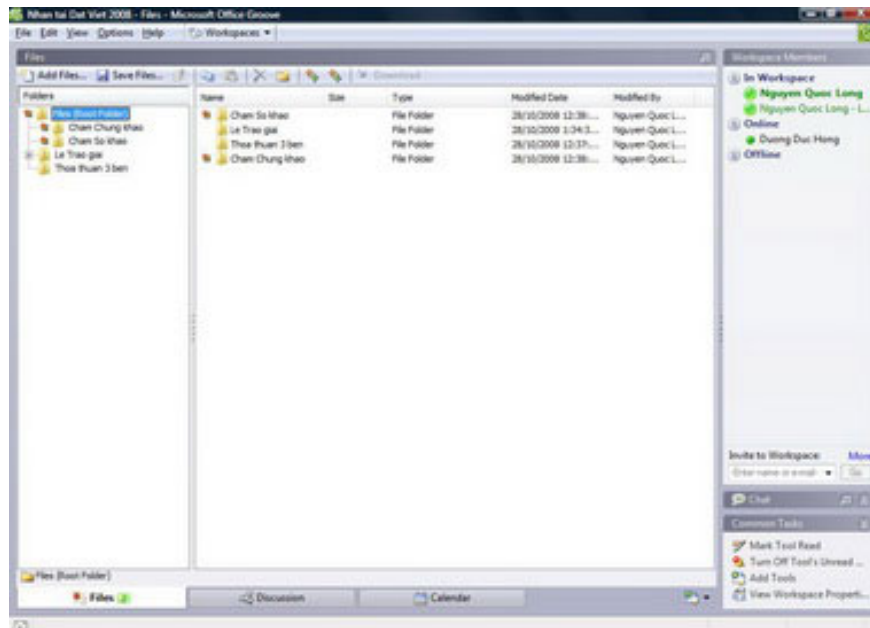
Create Workspace

To create a new workspace in Groove (called a workspace), follow these steps:

1. Select **File | New | Workspace** . The **Create New Workspace** dialog box will appear as shown



2. Enter a name in the **Name of Workspace** dialog box, select **Standard** in the **Type of Workspace** section
3. Click **OK**
4. Groove will create a workspace as shown below



Put information on Workspace

In the common workspace you can put all the information up there. Specifically, files, images, documents, spreadsheets, presentations, folders containing data .

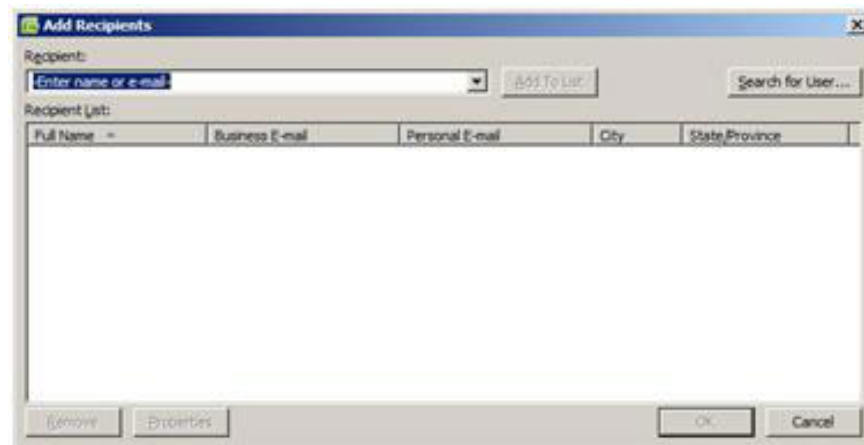
To do this, follow these steps:

1. Open the workspace
2. Click the **Add Files** button, the Add Files dialog box will appear as shown
3. You choose the files you want to share (you can select multiple files at the same time by clicking and holding the **Shift** key, you can also select the folder you want to share) then press the **Open** button.
4. All selected information will be loaded into the Workspace
5. In the workspace you can also manipulate cutting, pasting, moving, creating new folders, editing names, deleting . just like you would on a Windows Explorer window.

Invite everyone to join the Workspace

After you have completed the loading of the information you want to share on Workspace, you start inviting people to join in the following way:

1. Open Workspace
2. In the **Workspace Members** section on the right, enter the name or e-mail address of the person you want to invite
3. Select the **Role: Participant** entry mode (collaborators, editors), **Guest** (view only), **Manager** (full rights)
4. Click the **More** button to open the **Add Recipients** window



5. Type the e-mail address of the person you want to invite, then click the **Add to list** button
6. Finally press the **OK** button to send the invitation
7. Assign rights to the person you are about to invite
8. You can record your voice or type the content of the invitation before sending

In principle, you can invite an unlimited number of people to join a Workspace. However, to optimize the system and speed the synchronization of information, you should limit the working group from 2 to 30 people.

Groove has a very smart information synchronization mechanism. When you edit a 10MB file, as soon as it's done, Groove will bookmark and send the changed information in that document instead of sending a complete file. Therefore, the synchronization speed will take place in a split second and do not block the line.

All information on Groove is encrypted right at the desktop and when transmitted on intranet and internet. It is Groove program that will be a tool to encrypt and decode information with 192 bit AES level (Advanced Encryption Standard) so it can be said that it is very safe.

Groove users while working in environments with slow internet transmission speeds can easily limit the synchronization of information to increase productivity.

Where users do not install mail clients (such as Outlook, ThunderBird .)

The drawback is that the invitation server must have a mail manager like Outlook, Thunderbird . If you don't have the above mail clients, to create an invitation, the user selects **Options** , select **Invite my other computer**. then **OK** . The program will create a file ending in GRV, the default on the Desktop. You can use any tool to send this file to the invitee instead of the email as above.

The first time I joined Workspace

The invited person will receive an email which includes a file of Workspace information created by the Manager on the server. Open this attachment with Groove, the user will be asked to accept (Accept) to connect.

After connecting, the machine will send a request for data synchronization to the server containing the original Workspace. At the server, for the first time, at the server must also agree to establish a connection.

In principle, the person invited by default to use the invitee's account to enter Workspace, so when a connection is made for the first time, a conflict will occur because of the same name. At this point, select the **Verify Identity** to change. Then select the **Verify .** button **and** then type the name of the invited person and then **OK** .

Where many people edit a document together

When many people join in editing the same document will lead to a dispute and you may be worried about losing information (this will happen when you share files in shared folders). For Groove, the problem has been solved very naturally by only saving files with content disputes in different versions and then individuals in the workgroup can themselves solve by hand.

All information in the workspace is stored in your own hard disk and this information is also synchronized and stored on all workspace computers.

When there is a change, Groove will help you identify when there is a change in the workspace through an unread icon and a text or audio alert.

Workspace Management

Depending on the member's permissions in Workspace, if you have Manager rights, there will be sufficient

permissions to delete the entire workspace of other members. If you only have Participant or Guest rights, you can only delete the information on your computer.

Conclude

Groove works well with Microsoft Windows SharePoint Services 3.0, Microsoft Office SharePoint Server 2007, Microsoft Office InfoPath 2007, and Microsoft Office Communicator to enhance internal information exchange capabilities.

In Groove, in addition to the main tool which is Files, Discussion, there are other useful tools like Calendar (Pictures), Pictures (photo sharing) .

Through the basic features mentioned above of Groove 2007, be sure to work with project teams, not the same organization, not the same network, need to access information online or offline, wishing to synchronize group information together . will find Groove is a very suitable product and easy to deploy, without Server, without network administrators, without much knowledge about technology .

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