

MICROSOFT VISTA & OFFICE 2007 USERS. Our version of Sharepoint has difficulty working with MS Vista and Office 2007. Until the system is upgraded, you may need to follow this procedure in order to save your work on Sharepoint.

- Open the document.
- Save your work to your computer with a new name. (When saving, select Office 2003 compatible files types). Virginia Beach City Public Schools uses Office 2003 exclusively.
- Open Sharepoint.
- Upload the document with the new name. (If you are trying to upload the document from a Vista or Office 2007 computer and the document has the same name as a file already stored on Sharepoint, it may not save).