

Jive Interactive Intranet

Cloud User Guide

Jive for SharePoint Online

Notices

For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

Notices

Copyright © 2000–2021. Aurea Software, Inc. (“Aurea”). All Rights Reserved. These materials and all Aurea products are copyrighted and all rights are reserved by Aurea.

This document is proprietary and confidential to Aurea and is available only under a valid non-disclosure agreement. No part of this document may be disclosed in any manner to a third party without the prior written consent of Aurea. The information in these materials is for informational purposes only and Aurea assumes no responsibility for any errors that may appear therein. Aurea reserves the right to revise this information and to make changes from time to time to the content hereof without obligation of Aurea to notify any person of such revisions or changes.

You are hereby placed on notice that the software, its related technology and services may be covered by one or more United States (“US”) and non-US patents. A listing that associates patented and patent-pending products included in the software, software updates, their related technology and services with one or more patent numbers is available for you and the general public’s access at <https://markings.ip-dynamics.ai/esw/> (the “Patent Notice”) without charge. The association of products-to-patent numbers at the Patent Notice may not be an exclusive listing of associations, and other unlisted patents or pending patents may also be associated with the products. Likewise, the patents or pending patents may also be associated with unlisted products. You agree to regularly review the products-to-patent number(s) association at the Patent Notice to check for updates.

Aurea and Aurea Software are registered trademarks of Aurea Software, Inc. in the United States and/or other countries. Additional Aurea trademarks, including registered trademarks, are available at: <https://www.aurea.com/legal/trademarks/>. Jive is a registered trademark of Jive Software, Inc. in the United States and/or other countries. Additional Jive trademarks, including registered trademarks, are available at: <https://www.jivesoftware.com/legal/>.

Third-party acknowledgments

The following third-party trademarks may appear in one or more Jive guides:

- Amazon is a registered trademark of Amazon Technologies, Inc.
- Apache and Derby is a trademark of Apache Software Foundation.
- Chrome is a trademark of Google Inc.
- Eclipse is a registered trademark of the Eclipse Foundation, Inc.
- HP-UX is a registered trademark of Hewlett-Packard Development Company, L.P.
- IBM, AIX, DB2, and WebSphere are registered trademarks of International Business Machines Corporation.
- Intel and Pentium are registered trademarks of Intel Corporation in the U.S. and/or other countries.
- JBoss is a registered trademark, and CentOS is a trademark, of Red Hat, Inc. in the U.S. and other countries.
- Linux is a registered trademark of Linus Torvalds.
- Microsoft, Active Directory, Internet Explorer, SharePoint, SQL Server, Visual Studio, and Windows are registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Mozilla and Firefox are registered trademarks of the Mozilla Foundation.
- Oracle and Java are registered trademarks of Oracle and/or its affiliates.
- Progress and OpenEdge are registered trademarks of Progress Software Corporation or one of its subsidiaries or affiliates in the U.S. and other countries.
- Red Hat and Red Hat Enterprise Linux are registered trademarks of Red Hat, Inc. in the U.S. and other countries.
- SAP and SAP NetWeaver are registered trademarks of SAP SE in Germany and in several other countries.
- SUSE is a registered trademark of SUSE, LLC.
- Ubuntu is a registered trademark of Canonical Limited in the United States and/or other countries.
- UNIX is a registered trademark of The Open Group in the United States and other countries.

All other marks contained herein are for informational purposes only and may be trademarks of their respective owners.

Table of Contents

Aurea global support.....	5
Chapter 1: Using Jive for SharePoint Online and O365.....	6
Jive for SharePoint Online overview.....	6
System requirements for Jive for SharePoint Online	7
Creating places linked to SharePoint Online.....	7
Disconnecting your place from SharePoint Online.....	10
Using Jive with SharePoint Online	12
Using Jive with Office 365	12

Aurea global support

If you encounter a problem while using an Aurea product or require assistance with downloading the software or upgrading a product release, please, try to:

- Search the articles on the [Aurea Knowledge Base](#) for solutions to your issues.
- Search the product documentation and other product-related information that are also available on [Support Central](#).

If you still cannot find a solution, open a ticket on [Aurea Support Central](#). Information about the support organization is available on [Support Portal](#) as well.

You can also find the setup files on [Support Portal](#).

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our [website](#).

1

Using Jive for SharePoint Online and O365

Documents uploaded to SharePoint online, either as uploaded documents to a Jive group or inside a linked folder in OneDrive for Business, will be available for preview in Jive. You can easily move between the Jive site and SharePoint storage, so you can leverage Jive's rich social functionality (such as likes, comments, shares, and badges) as well as SharePoint's robust document management functionality.

You can also co-author Office 365 files directly from Jive or bring Jive to Office 365, across any device or operating system. Versioning, collaborative editing, and social features become available in a sidebar when you open your SharePoint-linked documents in Office 365. For more information, see [Using Jive with Office 365](#) on page 12.

Jive for SharePoint Online and Office 365 lets you synchronize a SharePoint site collection with a Jive group and lets you edit collaboratively and interact with a Jive community from directly within Office 365 documents.

For details, see the following topics:

- [Jive for SharePoint Online overview](#)
- [System requirements for Jive for SharePoint Online](#)
- [Creating places linked to SharePoint Online](#)
- [Disconnecting your place from SharePoint Online](#)
- [Using Jive with SharePoint Online](#)
- [Using Jive with Office 365](#)

Jive for SharePoint Online overview

Jive for SharePoint Online and Office 365 lets you store your files in SharePoint while still making them visible and available for social interaction in Jive. Collaborate socially around your documents, easily search for them in your community, and track their reach and impact.

In Jive for SharePoint Online, you can:

- Connect Jive groups with SharePoint Online sites so that you can store all binary files uploaded to the Jive Group in the associated SharePoint document library.
- Upload files to SharePoint online through Jive.

- Upload files to SharePoint online and synchronize automatically to make them visible and available in Jive.
- Use the full Jive for Office functionality for collaborative editing and publishing right inside Office.

System requirements for Jive for SharePoint Online

Jive for SharePoint Online requires the Jive for Office 365 add-on, plus a current version of Jive.

Jive requirements

Microsoft requirements

- Office 365 with SharePoint Online and accounts for all participating users

Browser requirements

The following browsers are supported:

- Internet Explorer 9 or higher
- Current versions of Chrome and Firefox

Creating places linked to SharePoint Online

To use Jive for SP Online and O365, you need a Jive place linked to a site collection in SharePoint Online. Here's how to create one.

If you already connected a Jive place to SharePoint Online, and you need to disconnect them, see [Disconnecting your place from SharePoint Online](#) on page 10.

To create a place that will store all uploaded files in SharePoint Online:

1. Create a place in Jive by using the **Create** menu and provide basic place settings.
2. Go to the place Activity page and select **Gear icon > Edit activity page** to get to the settings page of an existing place.

Because of permissions complexity, we recommend using a group for most implementations.

For the detailed procedures, see [Creating user groups](#), [Creating new space from user interface](#) in the Jive 9.x Community Manager Help, or [Creating projects](#) in the Cloud User Help.

3. Next to **External file storage**, click **Change**.

Enable Features and Content Types

Group Features

Select which features you want enabled in your group.

<input checked="" type="checkbox"/>  Blogs	<input checked="" type="checkbox"/>  Documents	<input checked="" type="checkbox"/>  Discussions & Questions	<input checked="" type="checkbox"/>  Polls	<input checked="" type="checkbox"/>  Projects	<input checked="" type="checkbox"/>  Videos
<input checked="" type="checkbox"/>  Status Updates	<input checked="" type="checkbox"/>  Events	<input checked="" type="checkbox"/>  Ideas			

External file storage

Choose where to store files saved in this group.

- No external storage - all files will be stored on your community server
-  BBB
-  SPOnline1

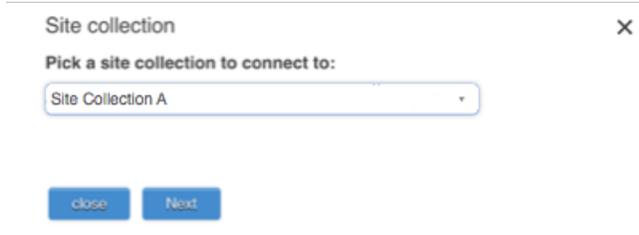
 Only files you upload from now on will be stored in external storage. Any files or attachments that were already created in this place will continue to be stored on the community server.

4. Under **External file storage**, select the name of an Office365 integration in your community.

Depending on how your integration was set up, this could be called Office365 or SharePoint, or it could be the name of a specific site collection. If you're not sure, ask your community manager.

5. Click **Apply**.

This opens the **Site Collection** dialog box, as shown in the following image.



6. Some communities are set up to connect only to new SharePoint sites, and some have the choice of connecting their place to an existing or a new site. You'll know by the buttons you see in your Site Collection dialog:

- If you see a **Finish** button, select your site collection, then click **Finish > Save**. You've completed this procedure, and your place will connect to a new SharePoint site.
- If you see a **Next** button, click it. You're allowed to connect to existing or new sites. Proceed with the next step of this procedure.

7. Select a site collection to be linked to this group, and click **Next**.

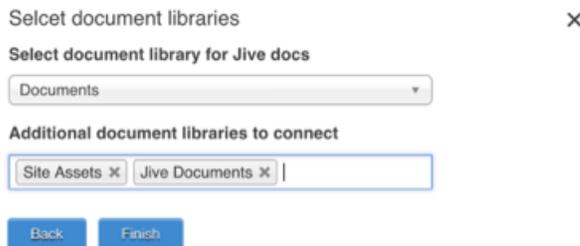
This opens the SharePoint Site dialog.

8. To connect to an existing site:

a) Under **Select SharePoint site**, select the site, and click **Next**.



b) Select one or more document libraries to store Jive documents.



When you select one or more additional document libraries, all files in those libraries will be synced in batch to the connected Jive place, but files uploaded to Jive will only be synced to the primary library. This may take a while, depending on the size of the libraries.

c) Click **Finish**.

Note: When you connect to an existing site, Jive does not alter the set site permissions.

9. To connect to a new site:

a) Under **Select SharePoint site**, select **Create a new site**.

b) Click **Finish**.

Jive creates your SharePoint site for you.

10 Click **Save** to create the new place or save changes to an existing one.

With this setup enabled, files uploaded to the place will be stored in the place-linked site in SharePoint Online. Jive native documents will still be stored in Jive.

Disconnecting your place from SharePoint Online

You can disconnect your place from SharePoint Online if required.

When you disconnect your place from SharePoint, Jive leaves the external storage files intact in SharePoint so that they can be repurposed or safely deleted from the storage system. The file objects pointing to the external files are maintained in Jive, including all their social collaboration activities (such as commenting and liking), and the link to download the file is converted to a permanent link pointing to the last known location of the file in the external storage system.

To disconnect your place:

1. Go to the Activity page of the place you want to disconnect from Sharepoint Online.
2. Select **Gear icon > Edit activity page** to get to the settings page of an existing place.

Enable Features and Content Types

Group Features

Select which features you want enabled in your group.

<input checked="" type="checkbox"/>  Blogs	<input checked="" type="checkbox"/>  Documents	<input checked="" type="checkbox"/>  Discussions & Questions	<input checked="" type="checkbox"/>  Polls	<input checked="" type="checkbox"/>  Projects	<input checked="" type="checkbox"/>  Videos
<input checked="" type="checkbox"/>  Status Updates	<input checked="" type="checkbox"/>  Events	<input checked="" type="checkbox"/>  Ideas			

External file storage

Choose where to store files saved in this group.

- No external storage - all files will be stored on your community server
-  BBB
-  SPOnline1



Only files you upload from now on will be stored in external storage. Any files or attachments that were already created in this place will continue to be stored on the community server.

Apply

Close

3. To switch to another storage provider, select another integration option.
4. To completely disable external file storage and save uploaded files to Jive, select **No external storage**.

5. Click **Apply** to apply the configuration.
6. Click **Save** to save the changes to the Activity page.

Using Jive with SharePoint Online

Jive for SharePoint Online lets you link documents in a SharePoint Online site to a Jive group. You can edit or upload documents from either direction.

: Moving files from one Jive-linked site collection to another, or from one SharePoint Online-linked Jive group to another, is not supported.

Create a document in Jive and store it in SharePoint Online

- Upload a Word, Excel, or PowerPoint document to a Jive group that's linked to SharePoint Online.

The document is synchronized in the linked site collection in SharePoint.

Upload a document to a Jive-linked site collection in SharePoint and surface it in Jive

- In SharePoint Online, upload your files into the subfolder called **Jive Documents**.

The document show up in the linked Jive group.

Open an Office 365 document for editing from the Jive preview page

- Go to the document and click **Edit this document in Office 365** at the top of the preview pane.

Note: If you also have Jive for Office Online, you can use Jive social features when editing it in Office online.

Using Jive with Office 365

With Jive for SharePoint Online and Office 365, you have access to real-time, interactive editing of Office docs.

Note: Jive for Office 365 collaborative editing will only work for Office documents that reside in a Jive place connected to a SharePoint Online site. Make sure you're logged in to Office365 before you begin, and that you have Jive Anywhere installed in your browser.

: Moving files from one Jive-linked site collection to another, or from one SharePoint-linked Jive group to another, is not supported.

Create an Office 365 documents that are linked to a Jive community

- Upload a Word, Excel, or PowerPoint document to a Jive group that's linked to SharePoint Online.
- Upload the document to a Jive-linked site in SharePoint. Your files should be located in a folder called **Jive Documents**.

You should ask your community manager for the correct locations in Jive and SharePoint Online.

Open an Office 365 document for editing from the Jive preview page

- Go to the document and click **Edit this document in Office 365** at the top of the preview pane.

If you're logged into Office 365 and have Jive Anywhere connected to your community, you should see the Jive pane to the right of your document in Office Online.

Like, rate, or comment on content linked in Jive, or reply to existing comments

When you open a Jive-linked document in Office 365 or SharePoint, the Jive pane on the right lets you interact the same way you do in Jive. Comments, likes, and ratings are synced back into the community.

If you are using the desktop version of Office 365, you should install the Jive for Office app connector to get this functionality. For more information, see the Jive for Office.

Mark a comment for action or another outcome

- Under the comment, select **Actions** and then the mark you prefer.

Compare an Office 365 document with a previous version uploaded by you or another user

- In the **Jive** pane, click on an earlier version under **Versions**.

See who else is working on the document at the same time and collaborate with them

Under **Online Collaborators** in the Jive pane, you can see information about other people who have opened the document and are working in it. You can contact them directly to discuss, or wait till they upload changes and then merge your changes with theirs.