



Introduction to Sharepoint Online

17th June 2021

Thank you for joining – we'll be starting soon



the I.T. team[™]
Maintaining the health of your I.T. system

IN PARTNERSHIP WITH
techsoup

WHO IS THIS WEBINAR IS FOR?

- New to Sharepoint & M365
- Potentially using 365 but not yet started with Sharepoint
- Wishing to or needing to understand how to get started.
- Those wanting to understand how it works, not just why to use it.

WHAT WE WILL COVER TODAY?

- What is Sharepoint?
- Why should you want it?
- Basic outline of how OneDrive & Teams fit in
- Demonstrations of Sharepoint (multiple ways)



About the I.T. team

- Formed in 2011
- Office 365 since its inception
- Managed Services/IT support
- A wide range of IT services
- Major NFP base of customers
- Providing IT services to NZ & Australian organisations



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SharePoint



SharePoint



What is Sharepoint Online?



Sharepoint stored in 365 managed by Microsoft



Document Management & Collaboration Tool



Used as an Intranet and File storage (alt. to File Server)



Part of most 365 Plans including E1 and Basic



For Internal Use Primarily



For Organisational Usage rather than Individual storage

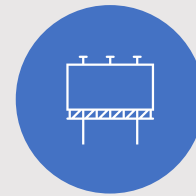
Why use Sharepoint Online?



Infrastructure
Costs



Support Costs



Administrate
Internally



Continuous
Improvement

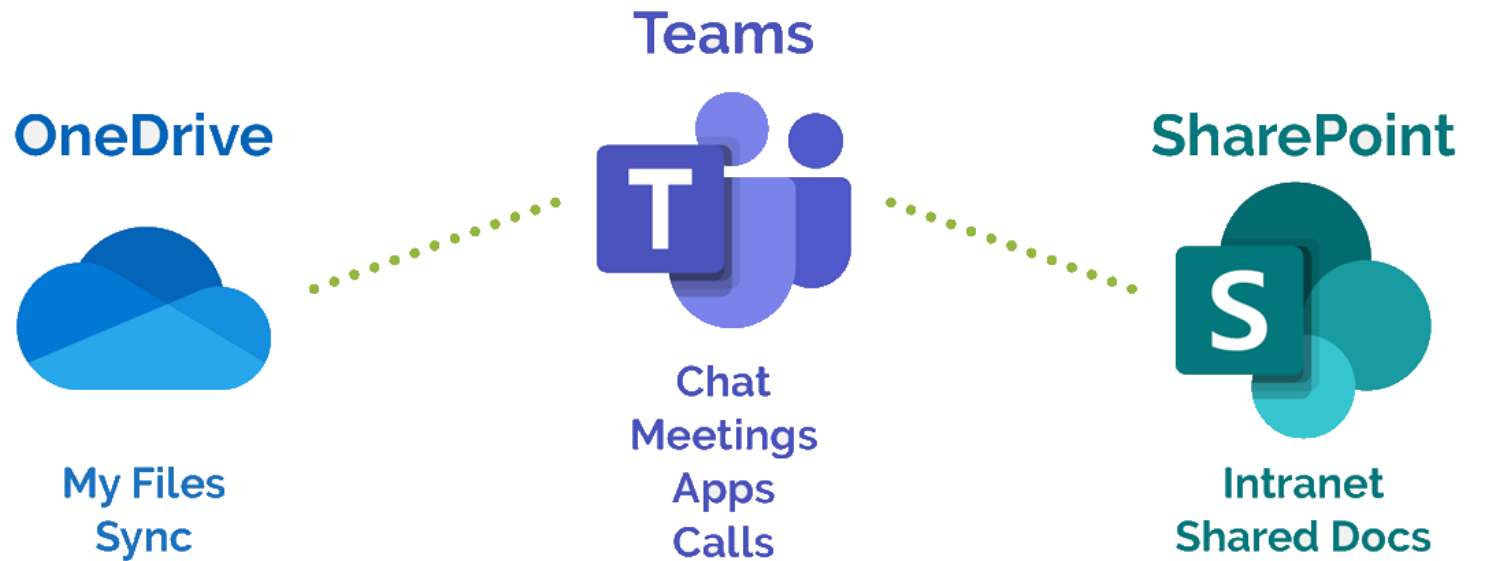


Collaboration



Mobility

Teams, OneDrive or Sharepoint?



OneDrive for Business

Where does OneDrive fit in?

- User Data
- Backup
- Sync Tool (Sharepoint)
- Basic Sharing

SharePoint – Base Setup

- Team sites (collaboration)
- Communication sites (communication)
- Hub sites (connections)



SharePoint – where the Company Data will reside



Team Sites:
Collaboration.
Permissions

Communication
Sites:
Communication

Hub Sites:
Connections

[Planning your SharePoint hub sites - SharePoint in Microsoft 365 | Microsoft Docs](#)

SharePoint – Permissions

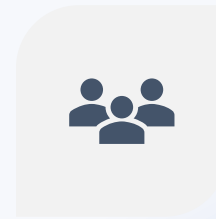
Organisations will manage
own permissions



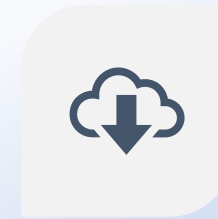
THE 4 WAYS OF MANAGING FILES



SHAREPOINT WEB



MS TEAMS VIA A
SHAREPOINT LINKED
TEAM



DIRECTLY THROUGH THE
MICROSOFT 365 APPS
(WORD, EXCEL, ETC.)

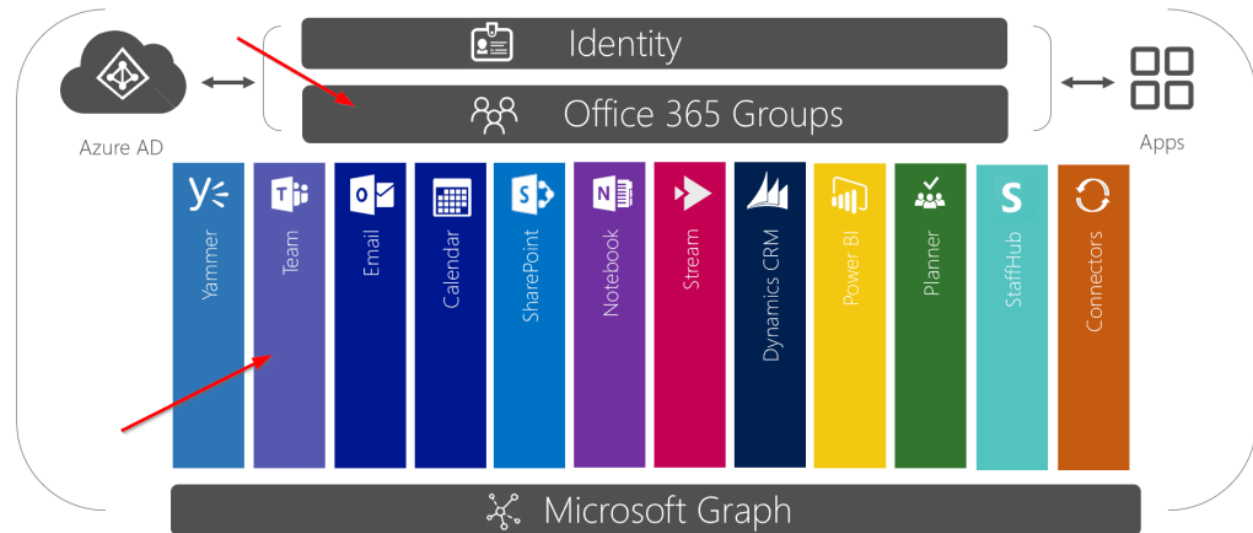


SYNCED TO YOUR PC
(NOT EVERYTHING!
PAIN!).

Microsoft 365 Groups

- A SharePoint team site has a Microsoft 365 Group.
- Every 'Teams' team has a Microsoft 365 Group.
- Has a 'Shared Mailbox'

Office 365 Groups Building Blocks



Getting start - optimally

Not taking a 'Big Bang' approach.

Agree on Structure

Which Teams & who is in each team.

Which Sites (Communication).

Which Hubs.

Which channels (not as important).

Sharepoint – Adoption Tips



Create reasons to go there



Consider 'champions' in your team



Visual appeal (good images) is important



Some training may be beneficial

IT Process & Governance (over these tools)

- Teams/Sharepoint – Self evolution is important
- Put some restrictions in place – documented
- Consider some key areas to have perimeters (General, HR)
- Sensitive areas need more protection and governance
- Compliance – large area to consider

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QUESTION TIME

webinar@theitteam.co.nz



THANK YOU

the I.T. team has been in business since 2004 .

Our focus has always been on offering a fresh range of I.T. related services and support designed to help client organisations maximise productivity and protect themselves from all kinds of data related risks.

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