



Which tool when?

Collaborating with OneDrive, Teams and SharePoint

18th August 2020

Thank you for joining – we'll be starting soon



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

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WHO IS THIS WEBINAR IS FOR?

- Previously attended the webinar on “Reimagining Your Office: How to work virtually using O365' free webinar”
- Utilising Teams, OneDrive & Sharepoint (at some level)
- Keen to understand how to go deeper, and adopt some best practices
- Keen learn the crossover areas

WHAT WE WILL COVER TODAY?

- Examples of Which Tool, When?
- Sharepoint, Teams & OneDrive Good Practice, Build Guidance & Key Points
- Demonstration of Sharepoint, Teams & OneDrive showing key areas
- Some Adoption (and Governance) tips

WHAT WON'T WE COVER

- Why you should use these tools
- *Please refer to previous Webinar*
- Entry Level, the basics
- User Training & How To's
- Migration or Adoption demonstrations



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



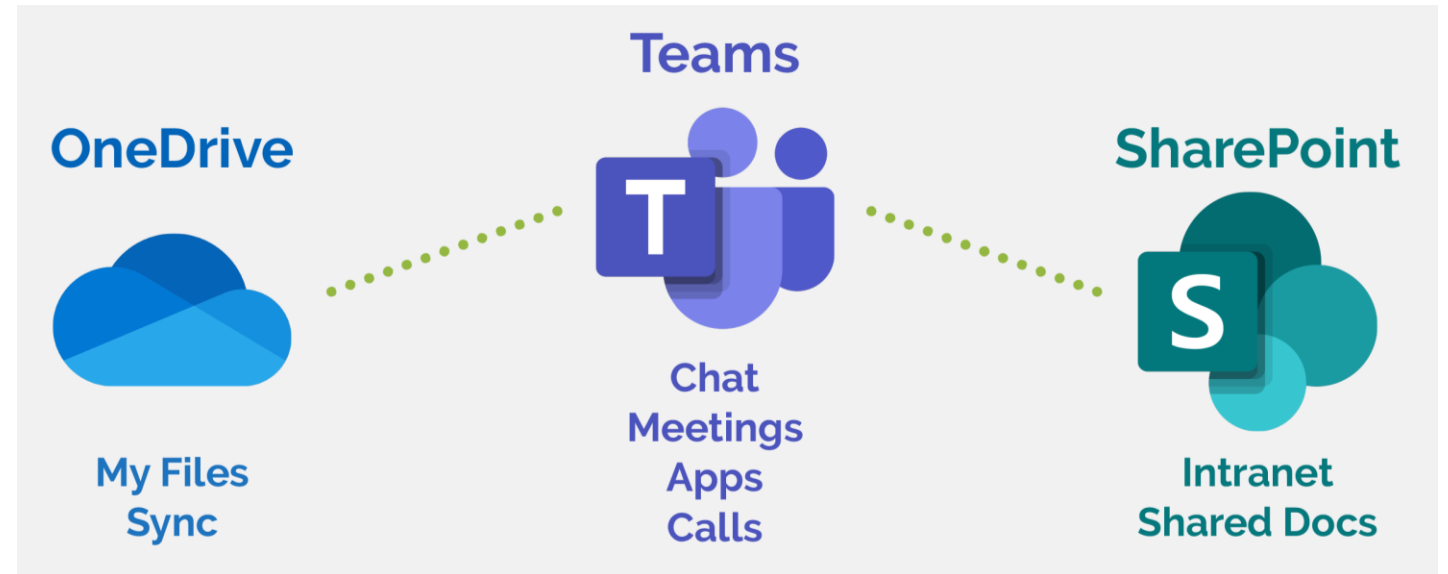
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Which, tool,
when?



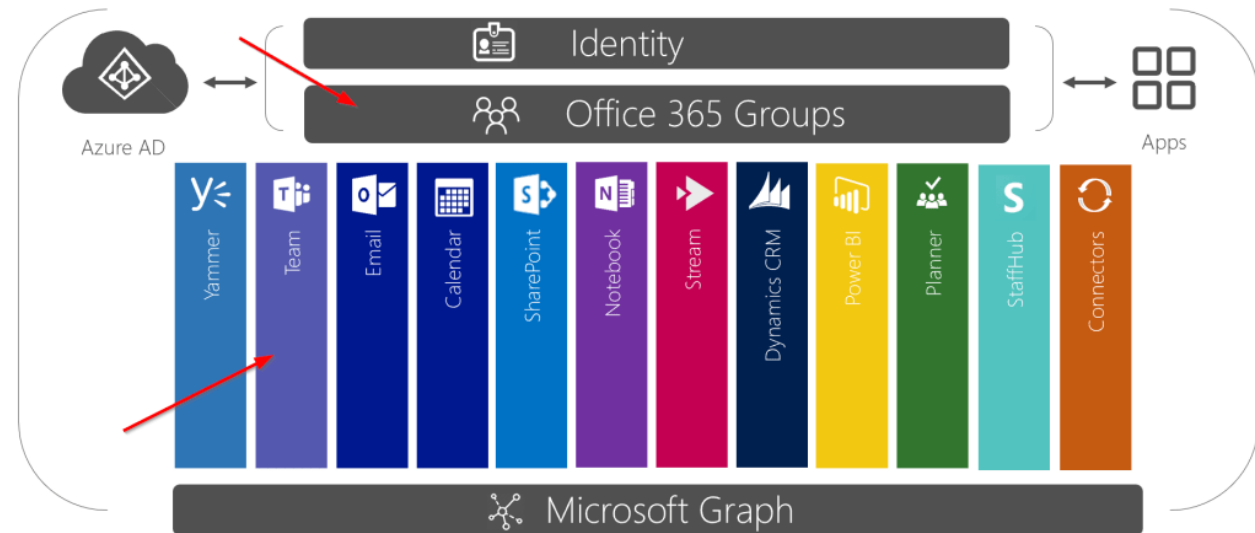
Which Tool, When?



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





SharePoint



SharePoint



SharePoint – Base Setup

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



Sharepoint Demonstration

Sharepoint – Adoption Tips



Create reasons to go there



Consider 'champions' in your team



Visual appeal (good images) is important



Some training may be beneficial



Microsoft Teams



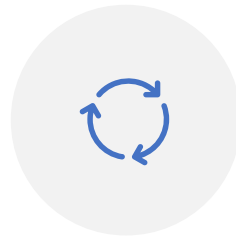
Teams – Key Points



CHAT GROUPS VS
TEAMS (WITH
CHANNELS)



TEAMS 'TEAMS'
& CHANNELS,
LIMITATIONS



SELF EVOLUTION
VS RIGID
STRUCTURE



TEAMS TABS



FORMS IN
TEAMS



Teams Demonstration

Teams – Adoption Tips



Encourage use of
Calling/Video



Make every
meeting a Teams
meeting



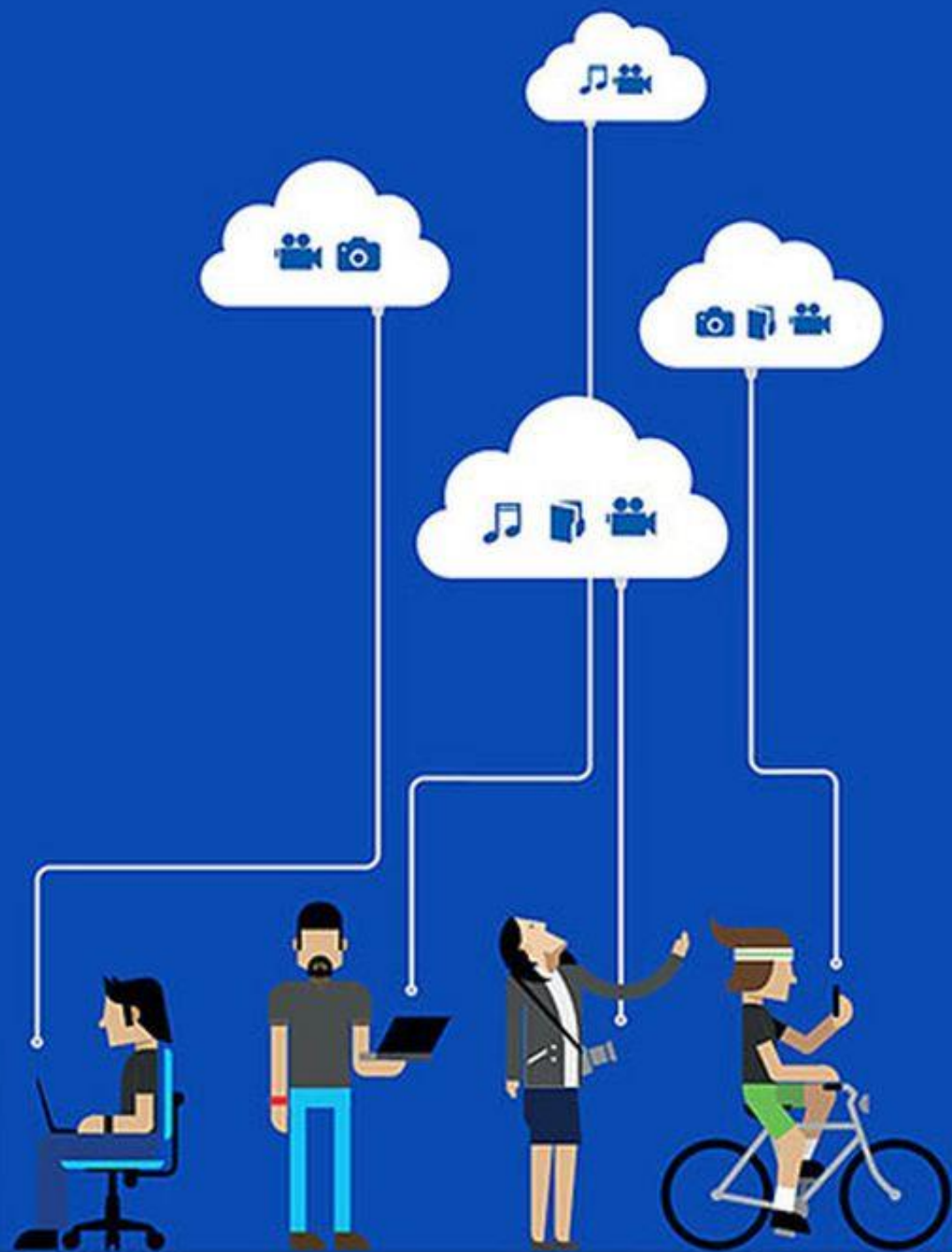
Create reasons to
go there



Reduce usage of
Zoom



Ensure everyone
has decent gear



OneDrive

Where does OneDrive fit in?

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



OneDrive Demonstration

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

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QUESTION TIME

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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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