

# M365 SHAREPOINT PRESENTATION

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Explore OneDrive cloud storage and file sharing designed for business, and the mobile intelligent intranet that is SharePoint.



**govern****WISE**  
ALLIANCE

## MEET OUR TEAM



**NICOLE BROWN**

Managing Partner & COO



**PAM BAXTER**

Microsoft Collaboration Specialist



# OVERVIEW



## **ONEDRIVE**

Cloud storage and file sharing designed for business – access, share and collaborate on all your files from anywhere.



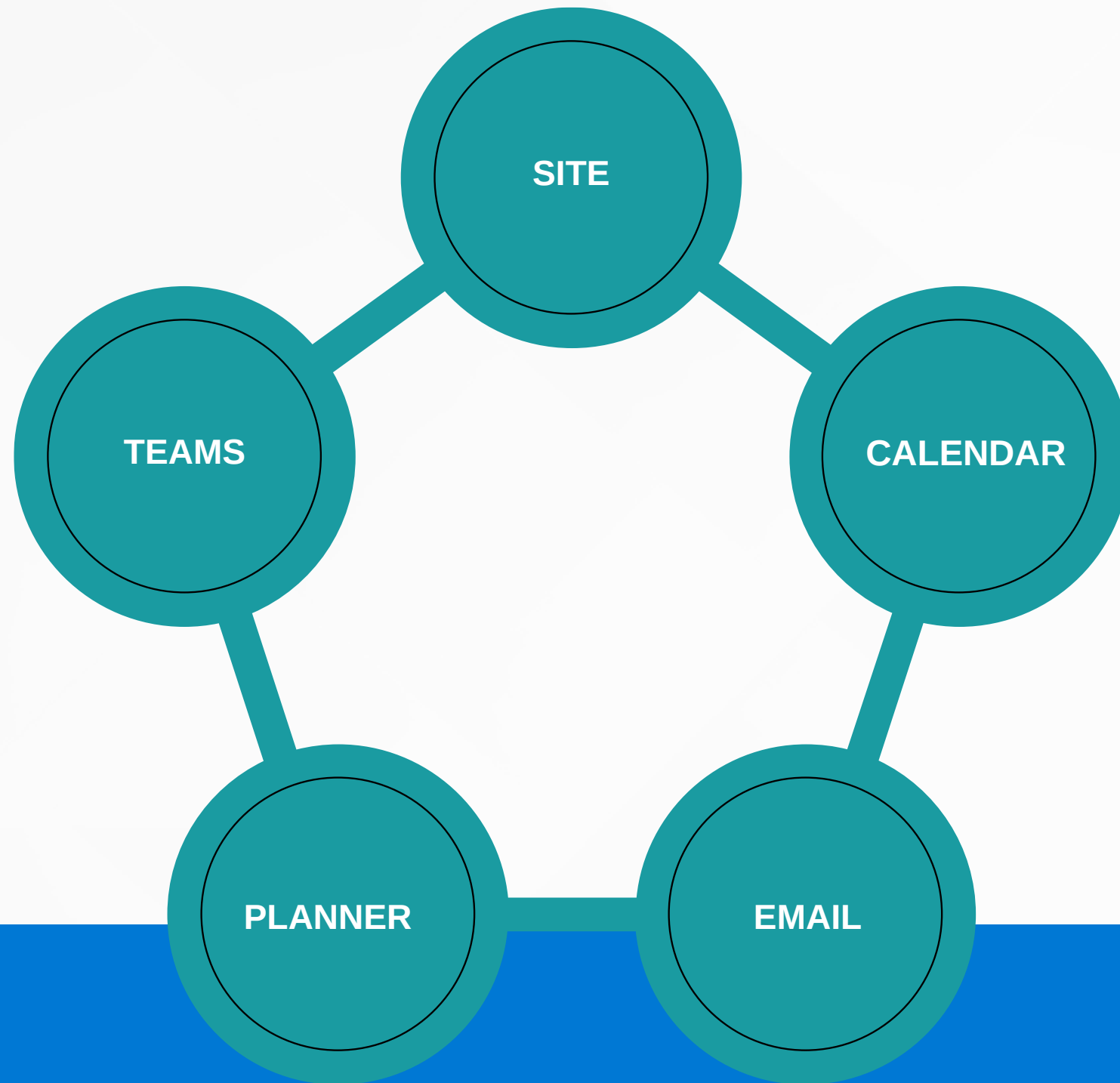
## **SHAREPOINT**

SharePoint, your mobile, intelligent intranet. Share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.

# GETTING STARTED

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- **SharePoint Site**
- **OneNote**
- **Calendar**
- **Shared Mailbox**
- **Team**



# EXPLORE SHAREPOINT

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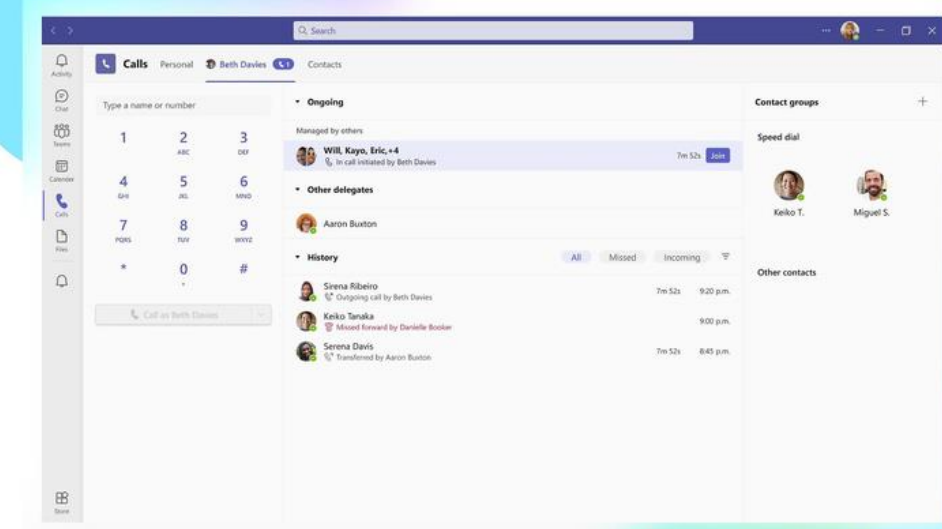
## COMMUNICATION SITE

- Can include lists, libraries and pages
- Not connected to a group/team
- Meant for one way communication (ex. landing site that connects to all teams and departments through a main menu)



## TEAM SITE

- SharePoint site connected to a group of users
- Meant for collaboration and two-way team communication
- OneNote, Calendar, Mailbox, Team



# ACCESS (PERMISSIONS)

Built to meet customer demand driven by evolving communication and collaboration trends.



**READ**



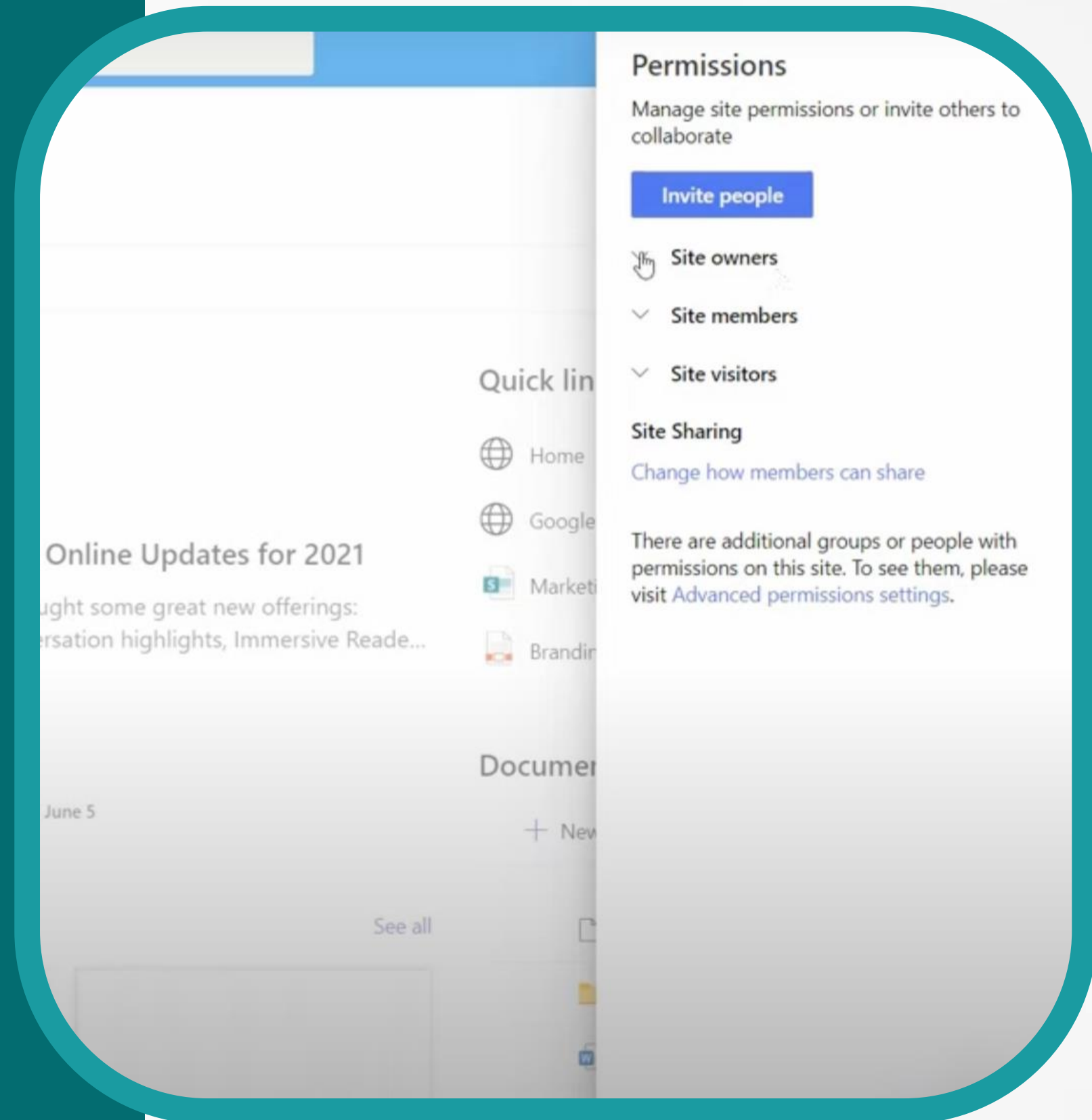
**EDIT**



**OWN**



**OTHER (Custom Permissions)**





# HOW TO NAVIGATE

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- **Built in Navigation**  
*(Global Menu & Site Menus)*
- **Use search effectively**
- **Pay attention to where you are**
- **Filter results**





# LIBRARIES VS LISTS

RMS Demo Library

Name	Category	Modified	Modified By	+ Add col
Blog Post preview.docx	HR	About a minute ago	MOD Administrator	
Contoso Purchasing Permissions.docx	Sales	About a minute ago	MOD Administrator	
Credit Cards.docx	Finance	A few seconds ago	MOD Administrator	
Customer Accounts.docx	Finance	A few seconds ago	MOD Administrator	
Customer Data.xlsx	Finance	A few seconds ago	MOD Administrator	
home icon 60x60.png		15 minutes ago	MOD Administrator	
NX_Speedboat.jt		December 14, 2022	MOD Administrator	
Q3 Sales and Marketing Expense Report Au...	Sales	A few seconds ago	MOD Administrator	
Q3_Product_Strategy.docx	Sales	A few seconds ago	MOD Administrator	

## LIBRARY

- Holds documents
- Max 30 million
- Max size 250 gb
- 25 tb per site

*\*Max 2000 lists or libraries (total per site)*

Work progress tracker

Track priorities and progress as you work towards delivering products and services.

Work item	Description	Category	Progress	Priority
Create a strategy document	This project needs a strategy document to be handed over to engineering before due date	Planning	In progress	High
Run a competitive analysis	Research on other products in the market and understand the strengths of each product	Research	Behind	Critical
Strategy review	Review the strategy document with all the project stakeholders	Planning	Not started	High
Design & prototype	Document detailing the scope, scale, and core details of the project from a design perspective	Design	In progress	Critical

## LIST

- Holds rows of data
- Max 30 million rows
- Max attachment 250mb

# LIBRARIES

- Document storage
- Easily tag (categorize) documents for 'findability' with cross referencing to filter and create views
- In place records management
- Ease of collaboration including co-authoring
- Version management (no more copies required)

## RMS Demo Library

Name	Category	Modified	Modified By
Blog Post preview.docx	HR	About a minute ago	MOD Administrator
Contoso Purchasing Permissions.docx	Sales	About a minute ago	MOD Administrator
Credit Cards.docx	Finance	A few seconds ago	MOD Administrator
Customer Accounts.docx	Finance	A few seconds ago	MOD Administrator
Customer Data.xlsx	Finance	A few seconds ago	MOD Administrator
home icon 60x60.png		15 minutes ago	MOD Administrator
NX_Speedboat.jt		December 14, 2022	MOD Administrator
Q3 Sales and Marketing Expense Report Au...	Sales	A few seconds ago	MOD Administrator
Q3_Product_Strategy.docx	Sales	A few seconds ago	MOD Administrator

# LISTS

- Data storage in rows
- Max 30 million rows
- Categorize using columns (many types of columns)
- Custom views
- Custom forms
- Templates available
- Also has version management

## Work progress tracker

Track priorities and progress as you work towards delivering products and services.

Work item ▾	Description ▾	Category ▾	Progress ▾
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Run a competitive analysis	Research on other products in the market and understand the strengths of each product	🔍 Research	Behind
Strategy review	Review the strategy document with all the project stakeholders	📅 Planning	Not started
Design & prototype	Document detailing the scope, scale, and core details of the project from a design perspective	📁 Design	In progress

## SHAREPOINT

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SharePoint is a collaborative cloud storage. This is where you would store a document in which you would want to collaborate with a group of co-workers.

Files that you share in a channel are stored in your team's SharePoint folder.

## ONEDRIVE

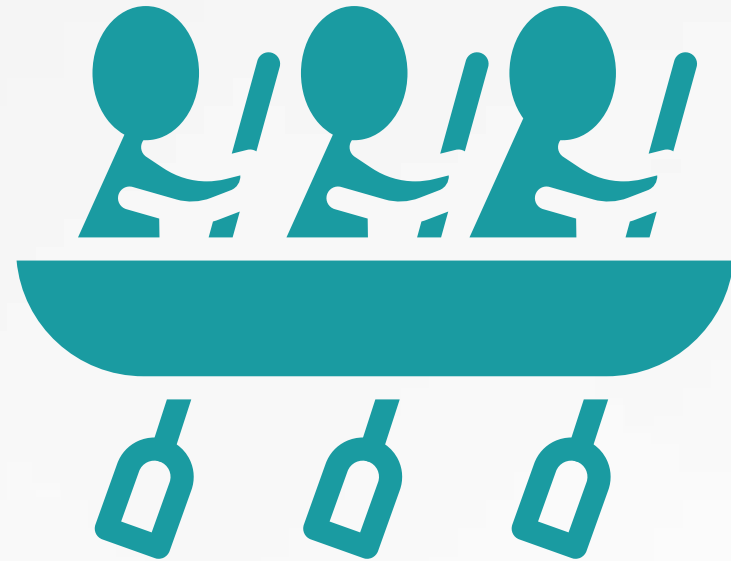
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If you're working on a file by yourself, [save it to OneDrive](#). Your OneDrive files are private unless you [share](#) them with others, which is particularly useful if you haven't created a team yet.

With both OneDrive and SharePoint in Microsoft 365, your files are stored in the cloud. Files that you share in a private or group chat are stored in your OneDrive for Business folder and are only shared with the people in that conversation.

Sometimes documents that you start by yourself grow in importance and become relevant to a project. When that happens, it may make sense to [copy](#) or [move](#) files from OneDrive to SharePoint.

## SHAREPOINT



- The file belongs to the group.
- Permission management is centralized and controlled by the people in charge.
- You will be collaborating with others, and may need more than a document repository, and advanced document features.

## ONEDRIVE



- It's your file, you would like to keep it private.
- You want to control who has access to your file.
- Lightweight collaboration – you're not quite sure if it's a project yet.

# SHAREPOINT DEMONSTRATION





# THANK YOU

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CONNECT WITH US TO GET MORE INFORMATION

 [fset.inc](mailto:fset.inc)



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