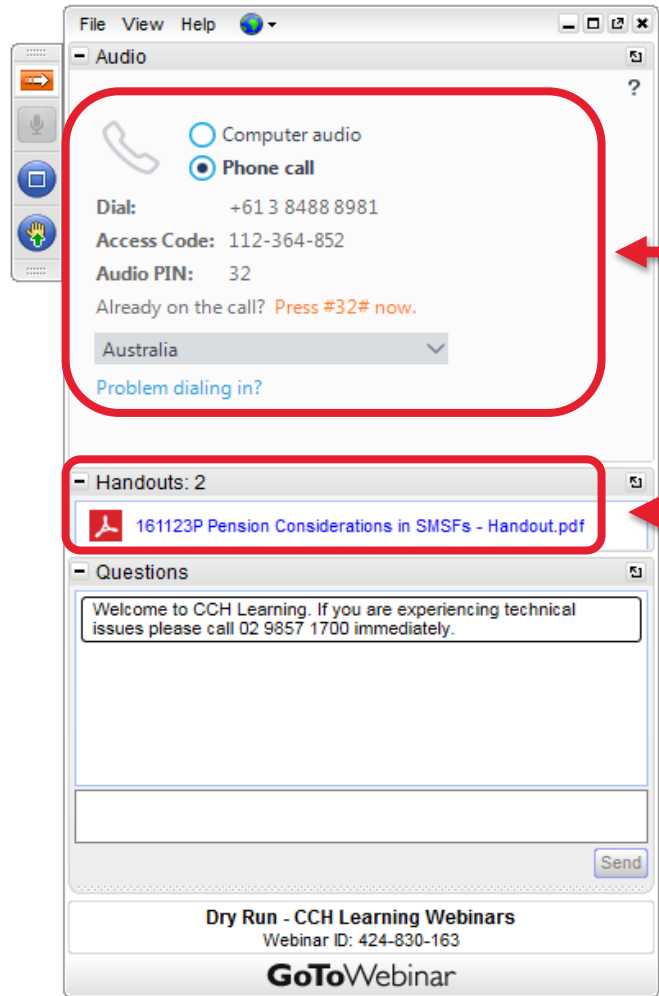

Microsoft Teams working with SharePoint and OneDrive

Waqar Awan

Thursday 1 February 2024



How to Participate Today



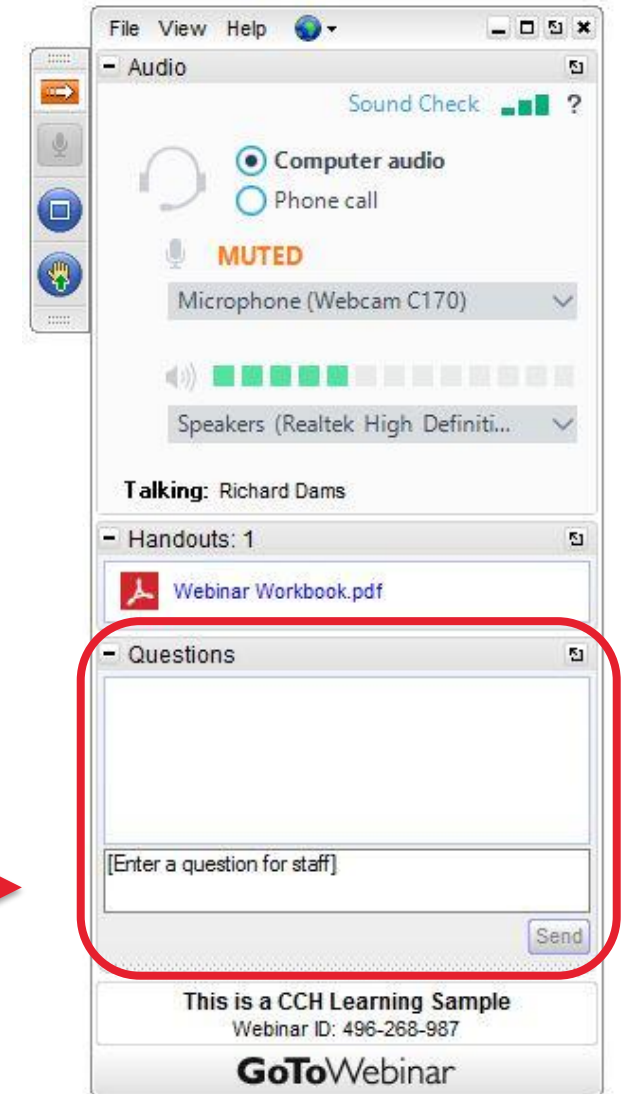
- Sound Problems? Toggle between Audio and Phone
- PowerPoint? In the Handouts Section
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Questions?



Susannah Gynther
Moderator

Type your
question and hit
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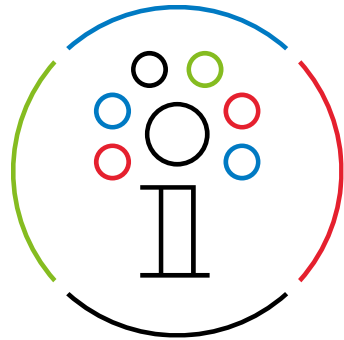
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Your Presenter



- Waqar Awan
- Applications Trainer
- Lumify Work

Today's session will cover



Topics Covered

- Teams As a Platform
- Teams vs SharePoint Vs OneDrive
- Recommended Document Life Cycle
- Reason to Use
- Teams (Demo)
- SharePoint (Demo)
- OneDrive (Demo)

Microsoft Teams as Platform

- **Overview:** Microsoft Teams is more than just a communication tool; it's a powerful platform for collaboration and productivity.
- **Key Features**
 1. **Unified Communication:** Seamlessly integrate chat, video conferencing, and file sharing in one platform.
 2. **Collaboration Hub:** Create, share, and edit documents in real-time with built-in Office 365 apps.
 3. **Enterprise-level Security:** Benefit from Microsoft 365 security features to protect data and communication.
 4. **Compliance Center:** Ensure regulatory compliance with features like eDiscovery and audit logs



Teams vs OneDrive vs SharePoint



OneDrive for Business

My Stuff

- My private working space.
- I can share, if I want i.e. edit & collaborate selectively



Microsoft Teams

Our Stuff

- Small(er) groups of people
- Everyone can edit & collaborate (usually)

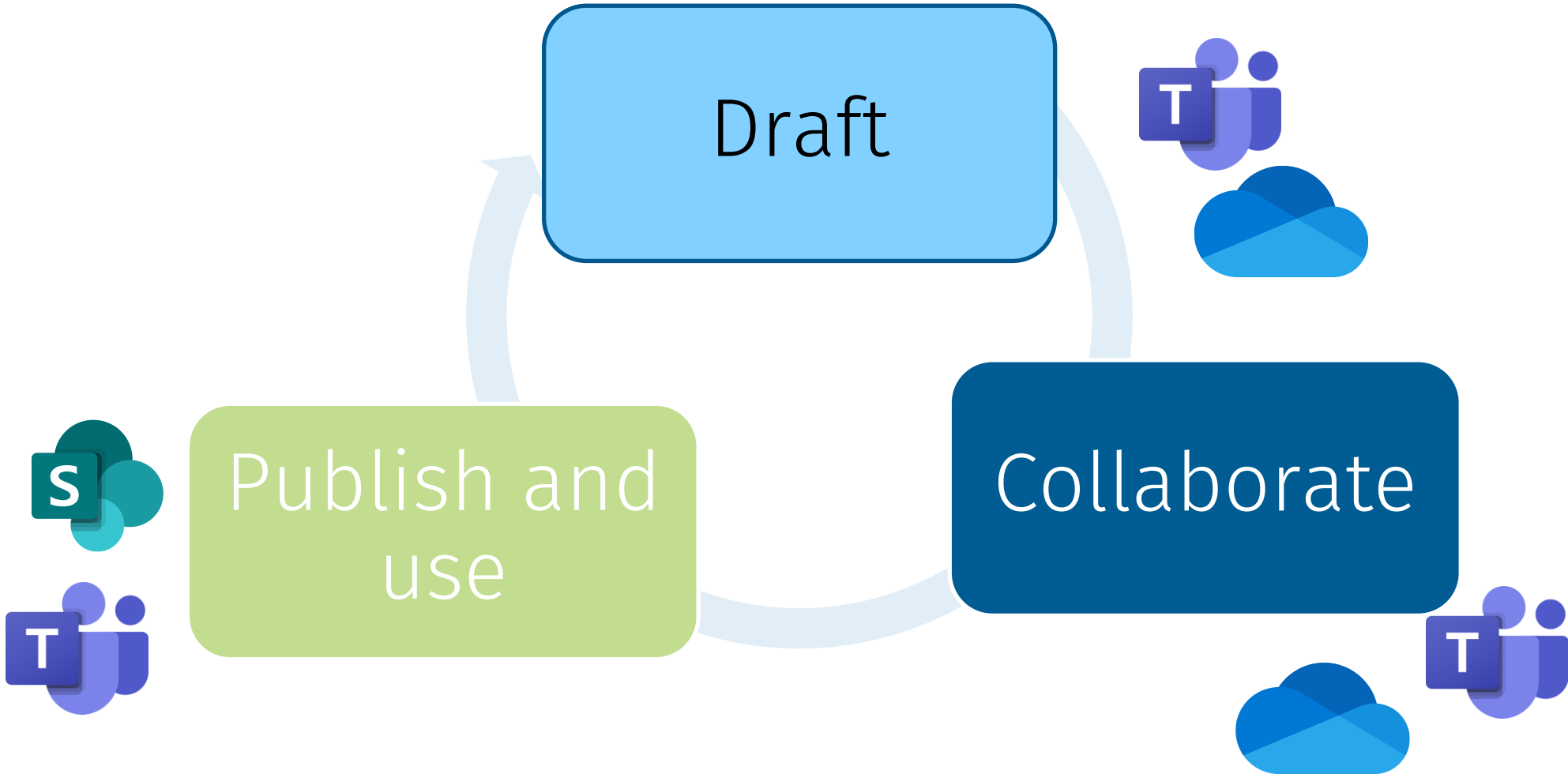


SharePoint Online

Everyone's Stuff

- Large(er) groups of people
- Read/view only for most people
- Future intranet

Recommended Document Life Cycle



Reason to Use

1. Autosave
2. Rename
3. Version History
4. Sync across devices/offline use
5. Co-Authoring
6. Sharing
7. Permissions
8. Drag-and-drop to move
9. File size
10. Access across devices



Microsoft Teams Demo with SharePoint and OneDrive Access Demo

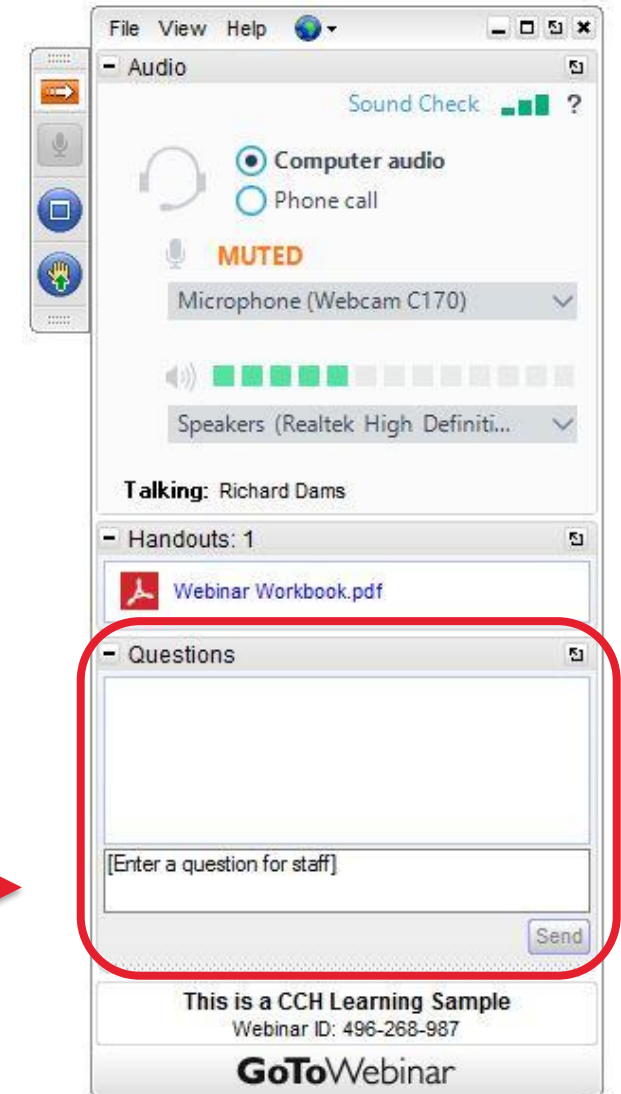


Questions?

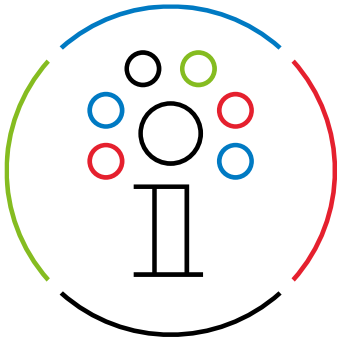


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Upcoming Webinars



[View all Webinars](#)

- 1 February The Best of Microsoft PowerPoint
- 6 February – Cyber Security Update – February 2024 (Threat Update/Stealer-log Threats/Non-Genuine Software/AI in 2024)
- 6 February – SME Loans
- 7 February – Aged Care - Q&A Session - Ask us your burning questions
- 7 February - FBT 2024 - Salary Packaging Essentials for a New Year
- 8 February - Improve Performance and Client Outcomes by Building High-trust Relationships

Questions?



You can type them in the “Questions” box now,
Or contact me via:

- Waqar Awan
- Applications Trainer
- Lumify Work
- WaqarA@lumifygroup.com

Next Steps

Please complete the Feedback Survey.

Within 24-48 hours you will receive an email when the following is ready;



- E-Learning Recording
- Verbatim Transcript
- CPD Certificate
- PowerPoint Presentation

Thank you for
attending

