



*Enhancing community  
sector service delivery*

# SharePoint

## Connect and empower your organisation

Stefanie Kechayas – Senior Consultant  
17 September 2015



# Today

1. What is SharePoint?
2. Why use SharePoint?
  - a. Some examples
3. Alternatives/complimentary systems
4. Best practice and important things to remember

**“Infoxchange is leading the way in providing technology to the not-for-profit sector and creating a more digitally inclusive society”**

## What is SharePoint?



# SharePoint is the system that organisations use to build secure internal websites – **intranets.**

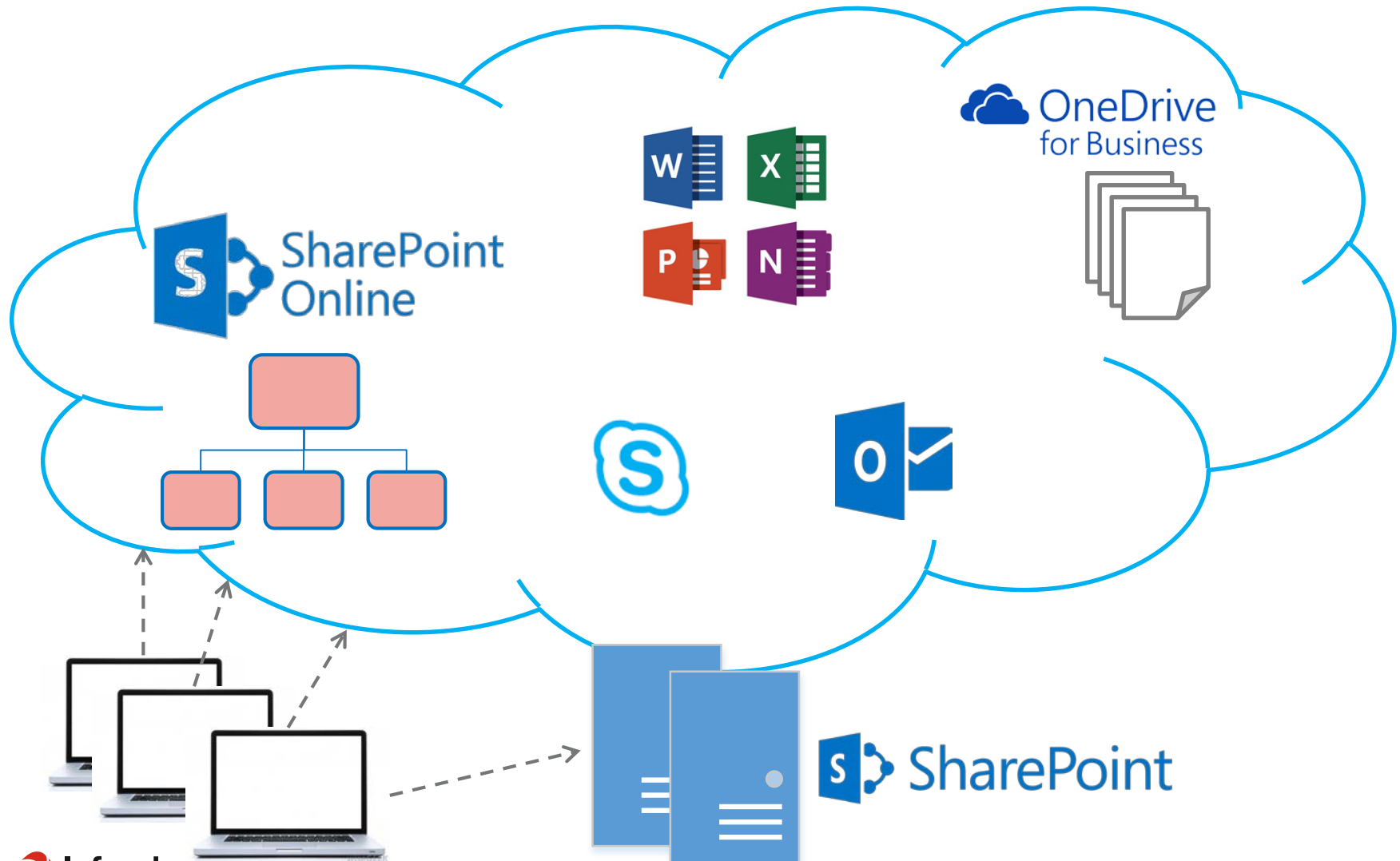
Once used by big organisations as their intranet platform or content management system (CMS), and it was a server (on premises) product.

Now it's available online as part of the Office 365 suite.

- You need an Office 365 subscription to access SharePoint Online sites.
- Accessed via a web browser, such as Internet Explorer, Chrome or Firefox.

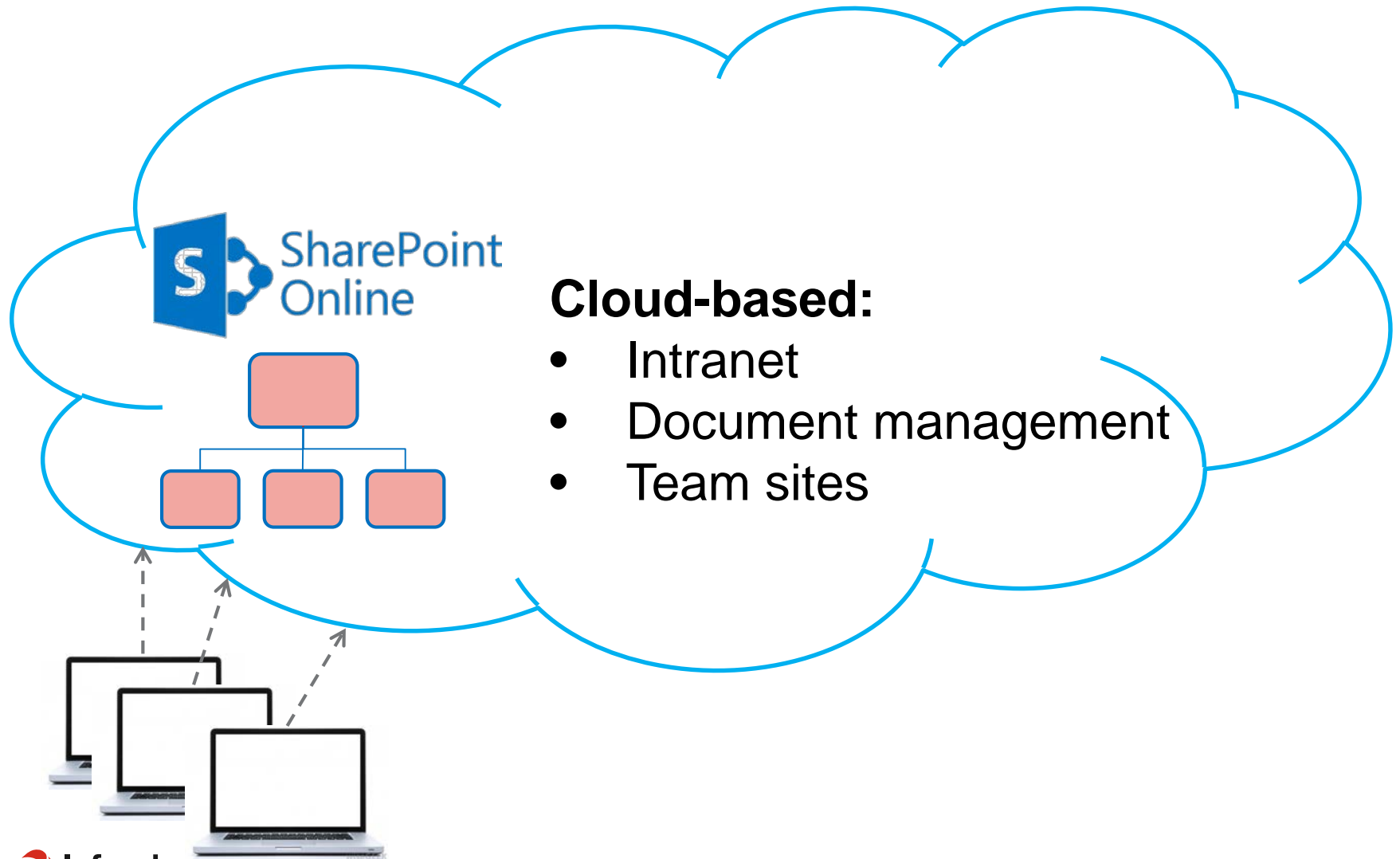
You can use it as a secure place to store, organise, share, and access information from almost any device.

# Office 365





# Office 365



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## Why use SharePoint?



# SharePoint does...

**Intranet** – Serves as the platform for organisation's internal homepage, a central hub of useful information and communication for businesses.

**Document management** – Provides sophisticated document libraries for storing and working on documents.

**Team sites** – Supports teams working on projects together by providing a centralised spot for tasks, calendars, documents, links and other useful tools.



# Intranet

The screenshot shows a Creative Sharepoint Intranet interface. The browser address bar displays <http://intranet.etui.com/>. The top navigation bar includes links for Newsfeed, SkyDrive, Sites, and a user profile for Chris Clark. The main content area is titled "Home" and features a welcome message: "Welcome to the Company Intranet!". Below this, there is a "News & Announcements" section with two entries: "Scheduled Downtime: CRM" dated 28/02/2013 and "Latest Blog: The Winning Strategy in a Challenging Economy" dated 25/02/2013. To the right, the "Other Applications" section displays three tiles for CRM, Finance, and Project Management. At the bottom left, the "Company Events" section shows a calendar for February 2013, highlighting a "Team Night" event on Tuesday, February 29th, and "CRM Training" on Thursday, February 31st. On the bottom right, the "Staff Directory" section lists three employees: Eloise Gibbons, Scott Harris, and Sebastian Lambert, along with their business phone numbers and email addresses.

Home

Finance

HR

Sales & Marketing

Blog

EDIT LINKS

Search this site

Welcome to the Company Intranet!

News & Announcements

Date

Body

28/02/2013

Scheduled Downtime: CRM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer suscipit mollis neque, in adipiscing felis malesuada a. Nulla ante velit, tincidunt quis elementum eget, fermentum venenatis massa. [Read more...](#)

25/02/2013

Latest Blog: The Winning Strategy in a Challenging Economy

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer suscipit mollis neque, in adipiscing felis malesuada a. Nulla ante velit, tincidunt quis elementum eget, fermentum venenatis massa. [Read more...](#)

Other Applications

CRM

Finance

Project Management

Company Events

February 2013

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	1	2	3
	17:00 - 21:00 Team Night		CRM Training			

Staff Directory

First Name	Last Name	Business Phone	Email Address
Department : Finance (3)			
Eloise	Gibbons	715-569-4841	<a href="mailto:e.gibbons@etui.com">e.gibbons@etui.com</a>
Scott	Harris	757-872-7424	<a href="mailto:s.harris@etui.com">s.harris@etui.com</a>
Sebastian	Lambert	212-708-6143	<a href="mailto:s.lambert@etui.com">s.lambert@etui.com</a>

# Intranet

The screenshot shows a SharePoint intranet site. The top navigation bar is blue with 'Office 365' and 'Sites' tabs. Below this is a search bar and a 'Search this site' input field. The main content area is divided into three columns. The left column contains a sidebar with links to 'Home', 'Announcements', 'Policies and templates', 'Events', 'Resource booking', 'Staff directory', 'Subsites', and 'Team A'. The middle column features a large 'Announcements' section with a table of recent updates, followed by an 'Upcoming events' section. The right column displays 'CEO updates' and social media links for Facebook, Twitter, LinkedIn, Instagram, and YouTube. The bottom of the page includes a footer with the 'Infoxchange' logo and the text 'Technology for Social Justice'.

Office 365 Sites

BROWSE PAGE

SHARE FOLLOW EDIT

Organisation

Demo intranet Team A's site HR site EDIT LINKS

Search this site

Home

Announcements

Policies and templates

Events

Resource booking

Staff directory

Subsites

Team A

HR

EDIT LINKS

Announcements

Title	Modified	Created By
<a href="#">Corporate photoshoot - tomorrow</a>	2/09/2014 6:10 PM	<input type="checkbox"/> Stefanie Kechayas
<a href="#">Lunch today at the kitchen</a>	2/09/2014 6:09 PM	<input type="checkbox"/> Stefanie Kechayas
<a href="#">Check wifi password is correct</a>	2/09/2014 6:09 PM	<input type="checkbox"/> Stefanie Kechayas
<a href="#">Add new announcement</a>		

Upcoming events

- 27/02/2015 6:00 PM [Fundraising dinner](#)
- 4/03/2015 1:00 PM [Staff meeting](#)
- 27/03/2015 6:00 PM [Fundraising dinner](#)
- 1/04/2015 1:00 PM [Staff meeting](#)
- 24/04/2015 6:00 PM [Fundraising dinner](#)
- [Add new event](#)

CEO updates

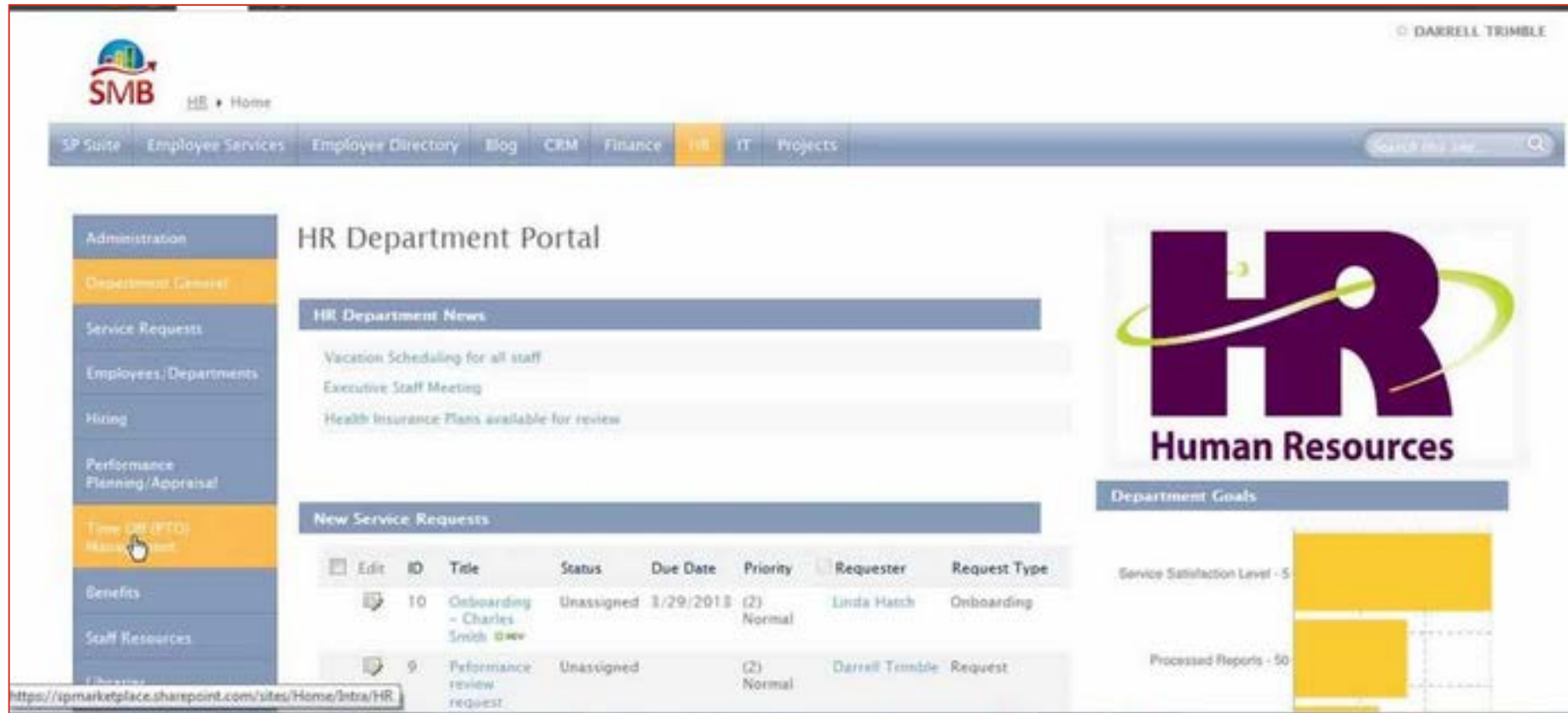
Title	Modified
<a href="#">Annual report released today</a>	2/09/2014 6:09 PM
<a href="#">Add new announcement</a>	

[f](#) [t](#) [in](#) [i](#) [y](#)

Links

- [Our website](#)
- [Dept. Human Services \(Federal\)](#)
- [Add new link](#)

# Intranet



The screenshot displays an intranet portal for the HR Department. At the top, a navigation bar includes links to 'SP Suite', 'Employee Services', 'Employee Directory', 'Blog', 'CRM', 'Finance', 'HR' (highlighted), 'IT', and 'Projects'. A search bar is located on the right. The main content area is titled 'HR Department Portal' and features a left-hand navigation menu with options like 'Administration', 'Department General', 'Service Requests', 'Employees/Departments', 'Hiring', 'Performance Planning/Appraisal', 'Time Off (PTO)', 'Benefits', and 'Staff Resources'. The 'Time Off (PTO)' option is currently selected. The main content area is divided into three sections: 'HR Department News' with updates on vacation scheduling, executive staff meetings, and health insurance; 'New Service Requests' which contains a table of pending requests; and 'Department Goals' which shows progress bars for 'Service Satisfaction Level - 5' and 'Processed Reports - 50'. A large 'HR Human Resources' logo is positioned on the right side of the portal.

HR Department Portal

HR Department News

- Vacation Scheduling for all staff
- Executive Staff Meeting
- Health Insurance Plans available for review

New Service Requests

Edit	ID	Title	Status	Due Date	Priority	Requester	Request Type
	10	Onboarding - Charles Smith	Unassigned	1/29/2013	(2) Normal	Linda Hatch	Onboarding
	9	Performance review request	Unassigned		(2) Normal	Darrell Trimble	Request

Department Goals

- Service Satisfaction Level - 5
- Processed Reports - 50

https://ipmarketplace.sharepoint.com/sites/Home/Intra/HR

# Intranet - forms

Office 365 Sites

EDIT

Save Close Paste Copy Cut Current View: Edit Item

Commit Clipboard Views

Home

- DX Policies & Procedures
- DX Forms and Templates
- DX Contract Repository
- DX e-Forms - Credit Note
- DX e-Forms - One-Off Invoice Requests
- DX e-Forms - New Starter Form

Recent

- ICT Requirements
- Phone Call Group
- Department List
- DX Mailing list
- CostCodes

Site Contents

Recycle Bin

EDIT LINKS

**Infoboxchange**

## New Starter Administration Form

New Starter First Name:  New Starter Surname:

Commencement Date:  Manager's Name:

Job Title:

New starter replacing someone? ☐ YES ☐ NO ☐ Don't know Location:

Department:  Cost Centre:

Type of employment: ☐ EMPLOYEE ☐ CONTRACTOR ☐ VOLUNTEER

Additional comments:

**Facilities (please select applicable):**

<input type="checkbox"/> SELECT ALL	
<input type="checkbox"/> Alarm Code	Please add to HR system
<input type="checkbox"/> Security Pass Number	Please add to your records
<input type="checkbox"/> Telephone Extension	
<input type="checkbox"/> Telephone Port	
<input type="checkbox"/> Telephone on Desk	
<input type="checkbox"/> Take photo of New Starter	
<input type="checkbox"/> Update Active Directory record	
	<input type="checkbox"/> Atherton 7850
	<input type="checkbox"/> Collingwood 7840
	<input type="checkbox"/> CRM 7422
	<input type="checkbox"/> DISD 7493
	<input type="checkbox"/> Finance 7497

# Document management – version control

The screenshot displays the Microsoft Office 365 Sites interface. The top navigation bar includes 'Office 365' and 'Sites'. Below this, the 'FILES' tab is active, showing a ribbon with various document management actions like 'New', 'Upload Document', 'Edit Document', 'Check Out', 'Check In', 'Discard Check Out', 'View Properties', 'Edit Properties', 'Share', 'Alert Me', 'Popularity Trends', 'Download a Copy', 'Workflows', 'Publish', and 'Tags & Notes'. The left sidebar shows a navigation pane with 'Home', 'Notebook', 'Documents', 'Tasks', 'Calendar', and 'Site Contents'. The 'Documents' section is expanded, showing a list of documents. One document, 'Invoice 1.docx', is selected, and its version history is displayed in a pop-up window.

**Version History**

[Delete All Versions](#)

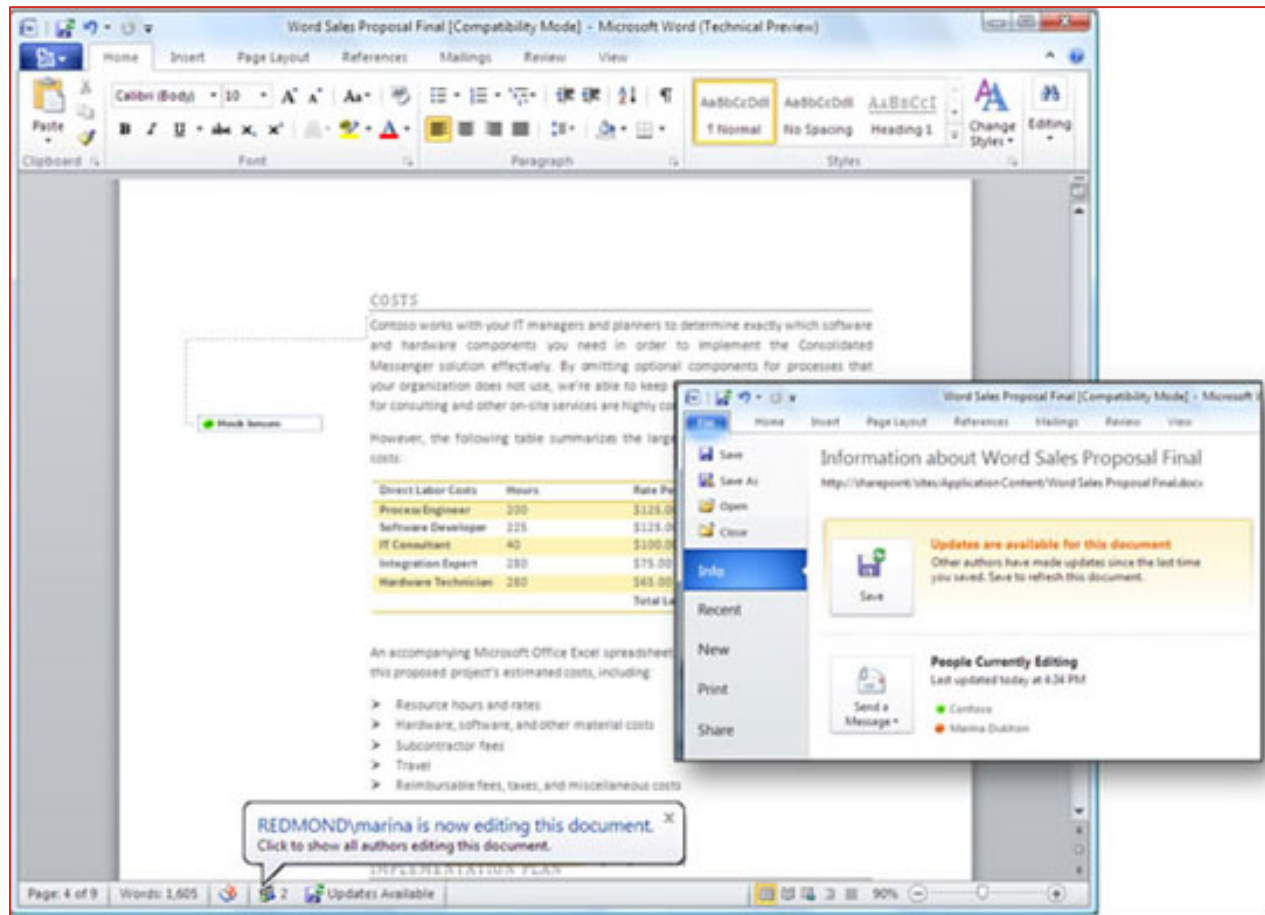
No. ↓	Modified	Modified By	Size	Comments
2.0	14/02/2015 6:43 PM	<input type="checkbox"/> Stefanie Kechayas	18.4 KB	
1.0	15/10/2014 3:47 PM	<input type="checkbox"/> Stefanie Kechayas	18.4 KB	

Changed by you on 14/02/2015 6:43 PM

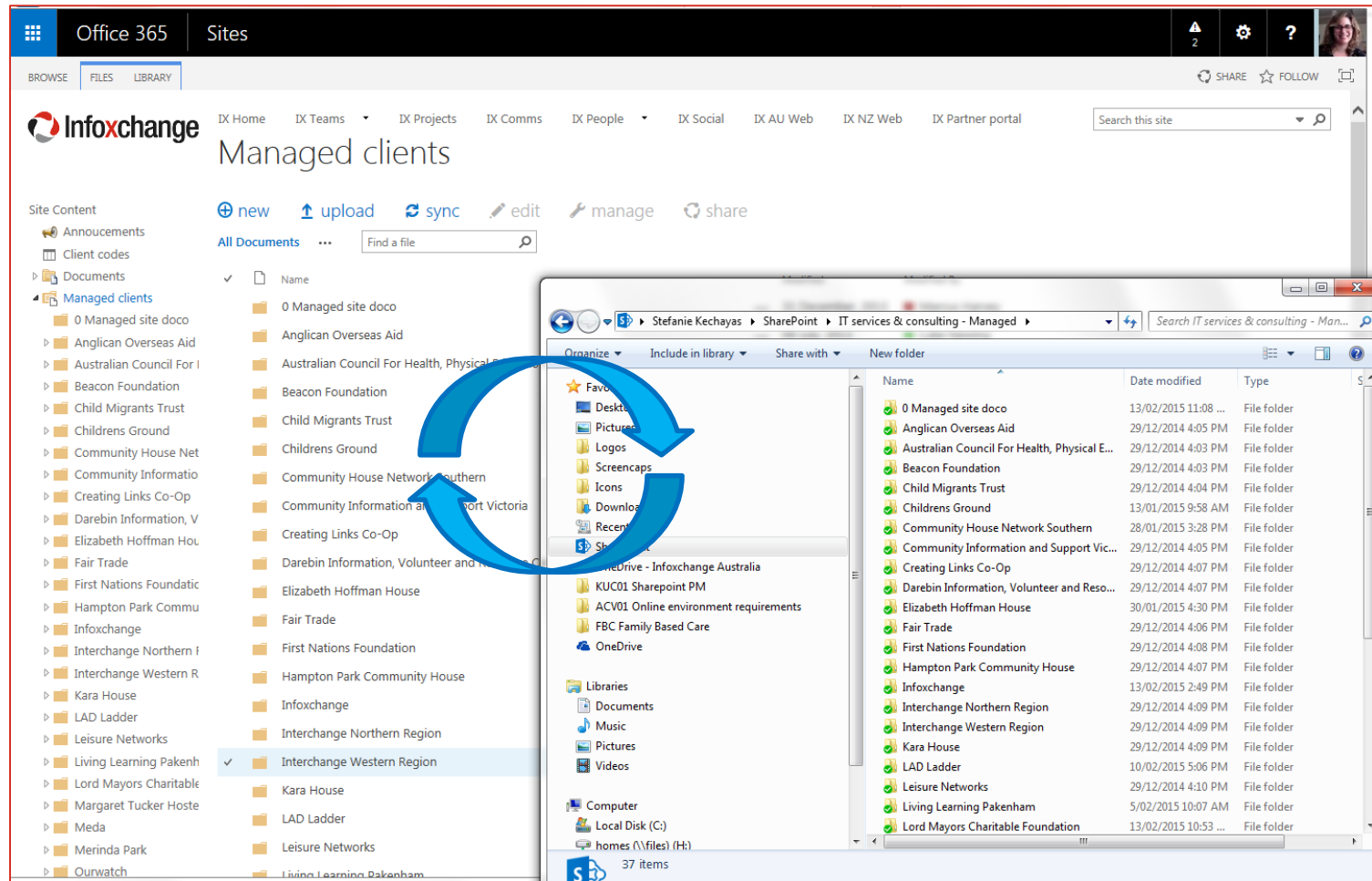
Shared with [lots of people](#)

[https://ixa.sharepoint.com/TeamA/\\_layouts/15/WopiFrame.aspx?](https://ixa.sharepoint.com/TeamA/_layouts/15/WopiFrame.aspx?)

# Document management – Co-authoring



# Document management – Offline syncing (use with caution)



# Team collaboration

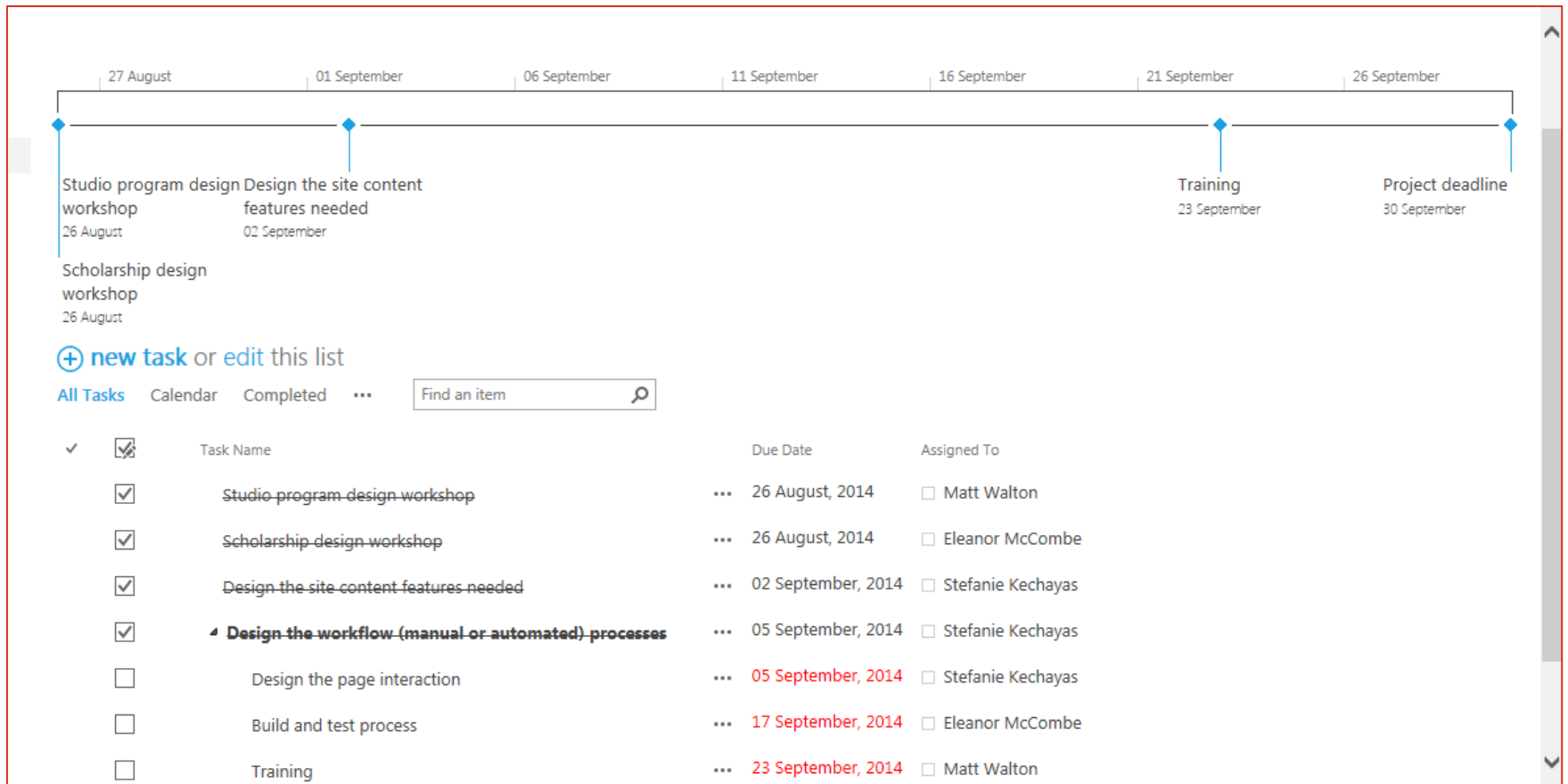
The screenshot displays an Office 365 SharePoint site for 'Kids Under Cover'. The top navigation bar includes links to Outlook, Calendar, People, Yammer, OneDrive, Sites, CRM, Tasks, Admin, and a user profile. The site header shows the 'Kids Under Cover' logo and a search bar. The left sidebar contains a navigation menu with options like Home, Notebook, Documents, Studio Documents, Studio preview, Live studios, Maintenance, 2014 Scholarships, Pre-live studios, Studio build summary, Build issues, CSOs, Funding, Recent, Site Contents, and EDIT LINKS.

The main content area is divided into three sections:

- Project Summary:** Displays 'Project deadline due in 25 days' and a timeline showing '1 late' and '2 upcoming' tasks. The timeline indicates a project deadline on 30 September at 12 AM.
- Newsfeed:** Shows a conversation thread. Heather Pettican posted 'HI GUYS!! IVE FINALLY JOINED YOU!' on 25 August, which was liked by Sarah Chadwick and 2 others. Stefanie Kechayas replied 'Yay! Dunno what was going on with your invites. Cheers' on 25 August.
- Documents:** Lists various documents including 'KUC documentation', 'Scholarship Docs', 'Example process-Maintenance', 'Kids Under Cover process templates', 'KUC Scholarship Program Workshop', and 'Proj mgmt workshop agenda 26-08-2014'. Each document entry shows the date it was modified and the user who modified it.



# Team collaboration

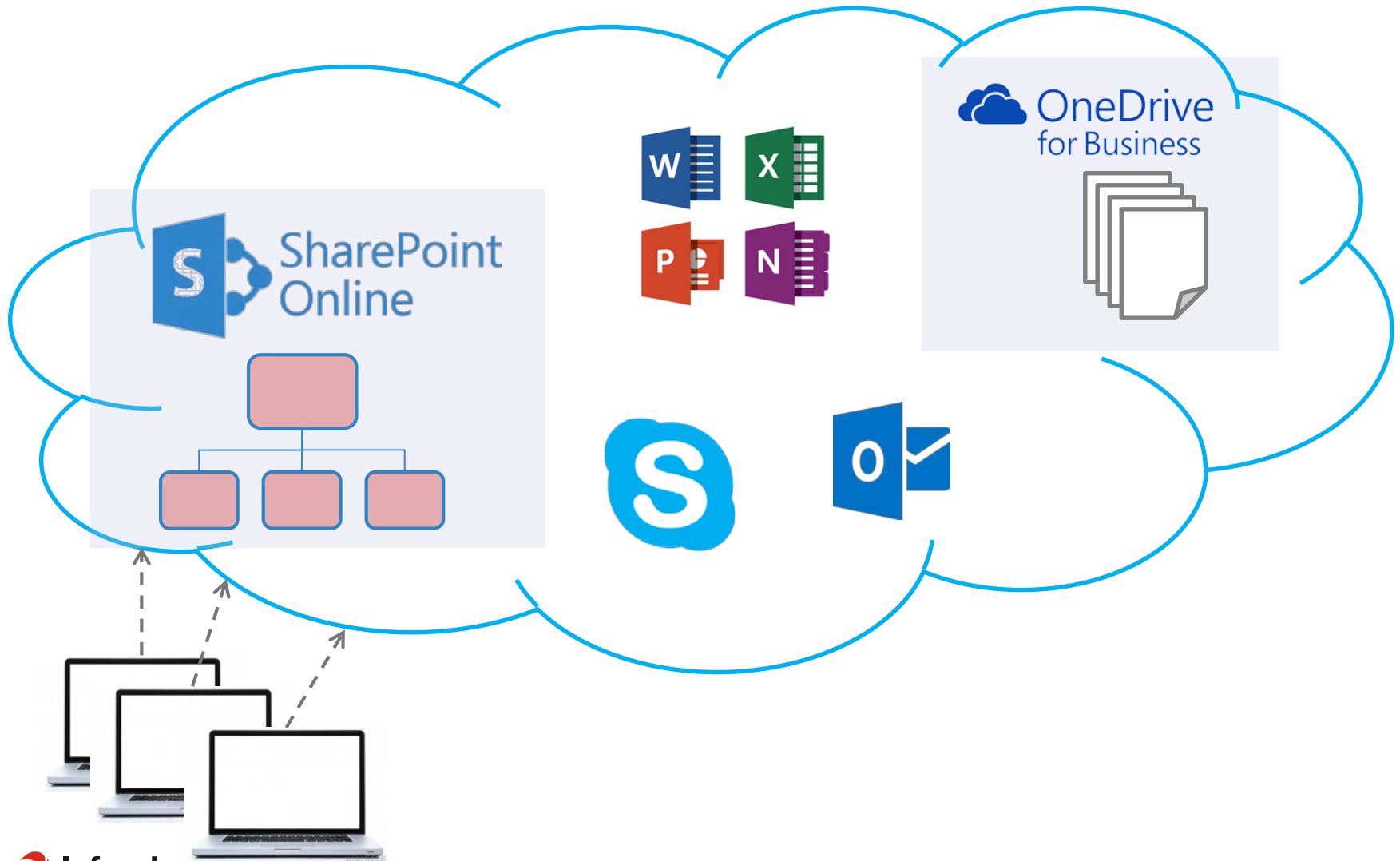




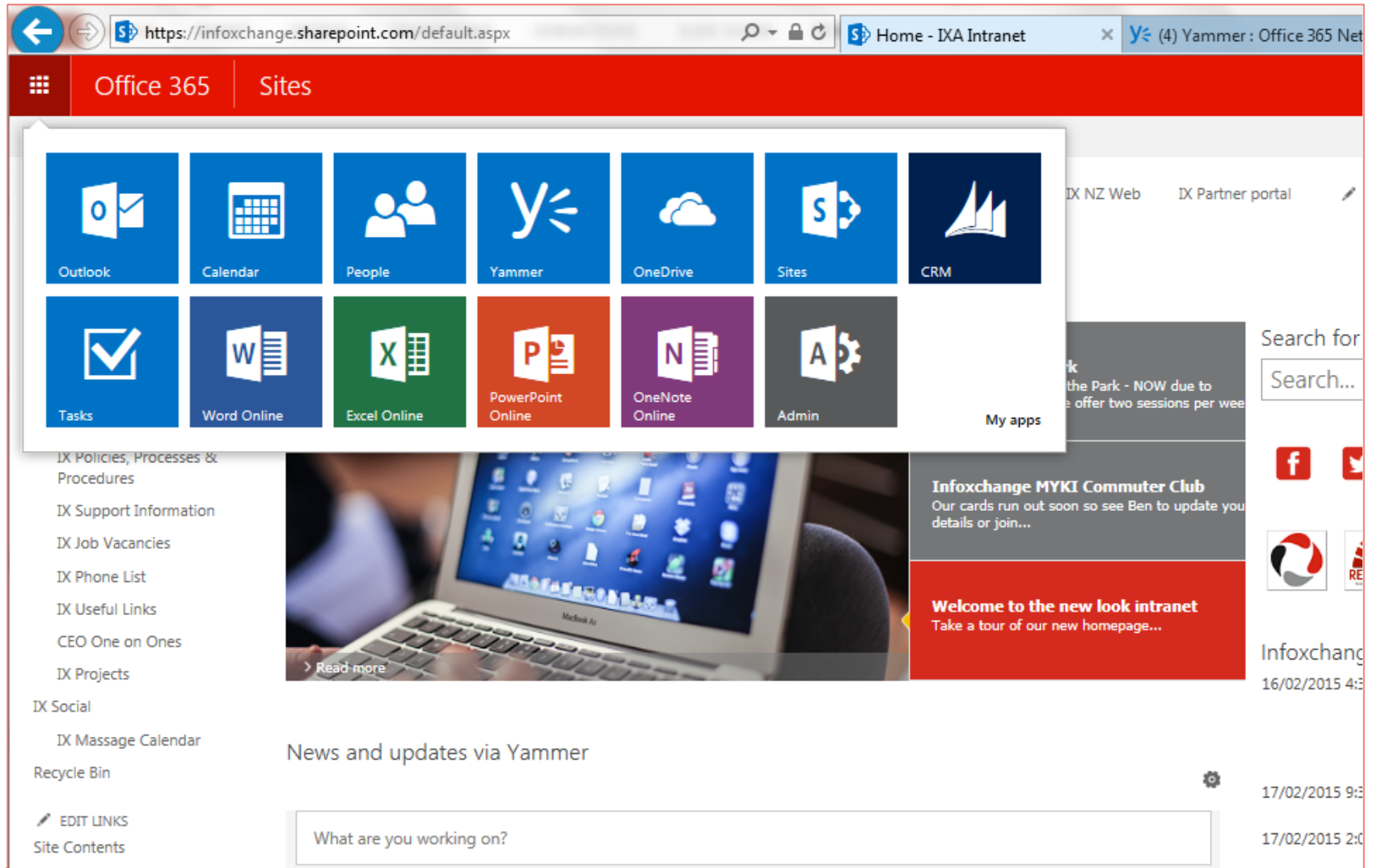
**“Infoxchange is leading the way in providing technology to the not-for-profit sector and creating a more digitally inclusive society”**

## Alternatives and other tools

# Office 365



# The full suite





- 10GB + .5gb per license (free), expandable (\$)
- Store files, calendars, contacts, and more
- Data is centrally managed, intended for shared files

- 1 TB Per User (free)
- Not Expandable
- Every file is “owned” by a user, not intended for shared files



Files can be taken Offline with OneDrive Desktop Client

# Yammer

## The enterprise social network

The screenshot displays the Office 365 Network Yammer interface. At the top, the header includes the 'Office 365 Network' logo and a tagline: 'Get advice and share best practices with thousands of Office 365 customers'. Below the header is a navigation bar with 'Home', 'Inbox' (2), and a notification bell (2). A search bar is present with the text 'Search for people, groups and conversations', and an 'Invite' button is on the right.

The main content area is divided into several sections:

- Left Sidebar:** Features a user profile for 'Stefanie Kechayas' and a 'Groups' section with a list of groups: 'SharePoint Online...', 'SharePoint on Az...', 'SharePoint IT Pro', 'Delve', 'SharePoint On-Pr...', 'Power BI', and 'All Network'. Each group has a member count (e.g., 20+, 6, 20+). Below the groups is a 'Browse Groups' search bar and a 'Create Group' button.
- Announcements:** A section titled 'Announcements' containing two posts by 'Mike Holste (Microsoft)'. The first post is 'The Evolution of SharePoint' dated February 3 at 6:15am, with 18 comments and 3 likes. The second post is 'Introducing Boards in Office Delve!' dated January 8 at 3:11am, with 54 comments and 3 likes.
- Network Usage Policy:** A box titled 'Network Usage Policy' stating: 'Your use of Yammer is governed by the Office 365 Network Acceptable Use Policy.'
- Recent Activity:** A section titled 'Recent Activity' showing a list of recent events, such as 'John Stock and 2 others have joined SharePoint IT Pro.', 'Mike Gauntlett and 5 others joined Power BI.', 'Brian Jeffrey has joined Delve.', 'Pierre Clemenceau and 7 others have joined SharePoint Online Migrations.', and 'Joseph Kasper and 2 others...'
- App Directory:** A section titled 'App Directory' stating: '4 new featured apps added to the Directory this week.'
- Bottom Section:** Includes a 'Welcome! Please post your message in a specific group.' prompt, a 'Top · All · Following (101)' filter, and a post by 'Edward Tao' titled 'To SharePoint Online Migrations' with the text 'Hey Guys,'. Below the post is a video player with the title 'Estimate capacity and performance for...'. At the bottom right, there is an 'Add people to this network' button.

# Yammer

The screenshot displays the Yammer interface for the Infoboxchange organization. The top navigation bar includes 'Office 365' and 'Sites'. The main header features the Infoboxchange logo and a navigation menu with links to Home, Teams, Projects, Comms, People, Social, AU Web, NZ Web, and Partner portal. A search bar is located on the right.

**Home**

**myki Commuter Club**  
Infoboxchange Myki Commuter Club  
Save 10% off the cost of an annual Myki card  
Update your details with Ben now as our cards are due soon or if you wish to join see Ben or our yammer group for details & the FAQ  
[Read more](#)

**Fitness in the Park**  
Join us for Fitness in the Park - NOW due to increased demand we offer two sessions per week

**Infoboxchange MYKI Commuter Club**  
Our cards run out soon so see Ben to update your details or join...

**Welcome to the new look intranet**  
Take a tour of our new homepage...

**Search for a staff member**  
Search...

**Infoboxchange Upcoming Events**

- 16/02/2015 4:30 PM **IX Fitness in the Park**  
Our weekly Fitness in the Park Personal Training Group in Powlett Reserve (just over Hoddle St). Contact Peter H or Jenna if you wish to join the group. There is a small charge which helps cover some of the cost.
- 17/02/2015 9:30 AM **IXA Quarterly WHS Committee**  
See the OHS Committee Site for details...
- 17/02/2015 2:00 PM **Weekly Yoga Session**  
Our weekly Yoga Session - Contact Alana or Jenna to join...
- 17/02/2015 6:00 PM **IX Board Finance Committee Meeting**  
Meeting of our Board Finance Committee to consider Jan 2015 Financials, Marketing and Risk reports
- 18/02/2015 4:30 PM **IX Fitness in the Park**  
Our weekly Fitness in the Park Personal Training Group in Powlett Reserve (just over Hoddle St). Contact Peter H or Jenna if you wish to join the group. There is a small charge which helps cover some of the cost.
- 18/02/2015 6:00 PM **IX Board Strategy Committee Meeting**  
Meeting of our Board Strategy Committee
- 23/02/2015 4:30 PM **IX Fitness in the Park**  
Our weekly Fitness in the Park Personal Training Group in Powlett Reserve (just over Hoddle St). Contact Peter H or Jenna if you wish to join the group. There is a small charge which helps cover some of the cost.

**News and updates via Yammer**

What are you working on?

**Mark Walters**  
(Senior IT Advisor) has **#joined** the Infoboxchange network. Take a moment to welcome Mark.  
Unlike · Reply · View Conversation February 2 at 10:19am

**Joined**

You, David Spriggs and Glenden Woodworth like this.

Show 1 older reply »

**David Spriggs**  
Welcome Mark - great to have you on board  
Like · Reply · View Conversation February 5 at 7:08pm

**Sam McLeod**

**“Infoxchange is leading the way in providing technology to the not-for-profit sector and creating a more digitally inclusive society”**

## Best practice and things to keep in mind

- Strategy
- Implementation
- Design
- Governance





# Strategy: Why do you need or want SharePoint?

Is an intranet the **best tool** to solve your problem?

Are you **ready**, culturally, for this new way of working and communicating?

You need to be able to clearly articulate:

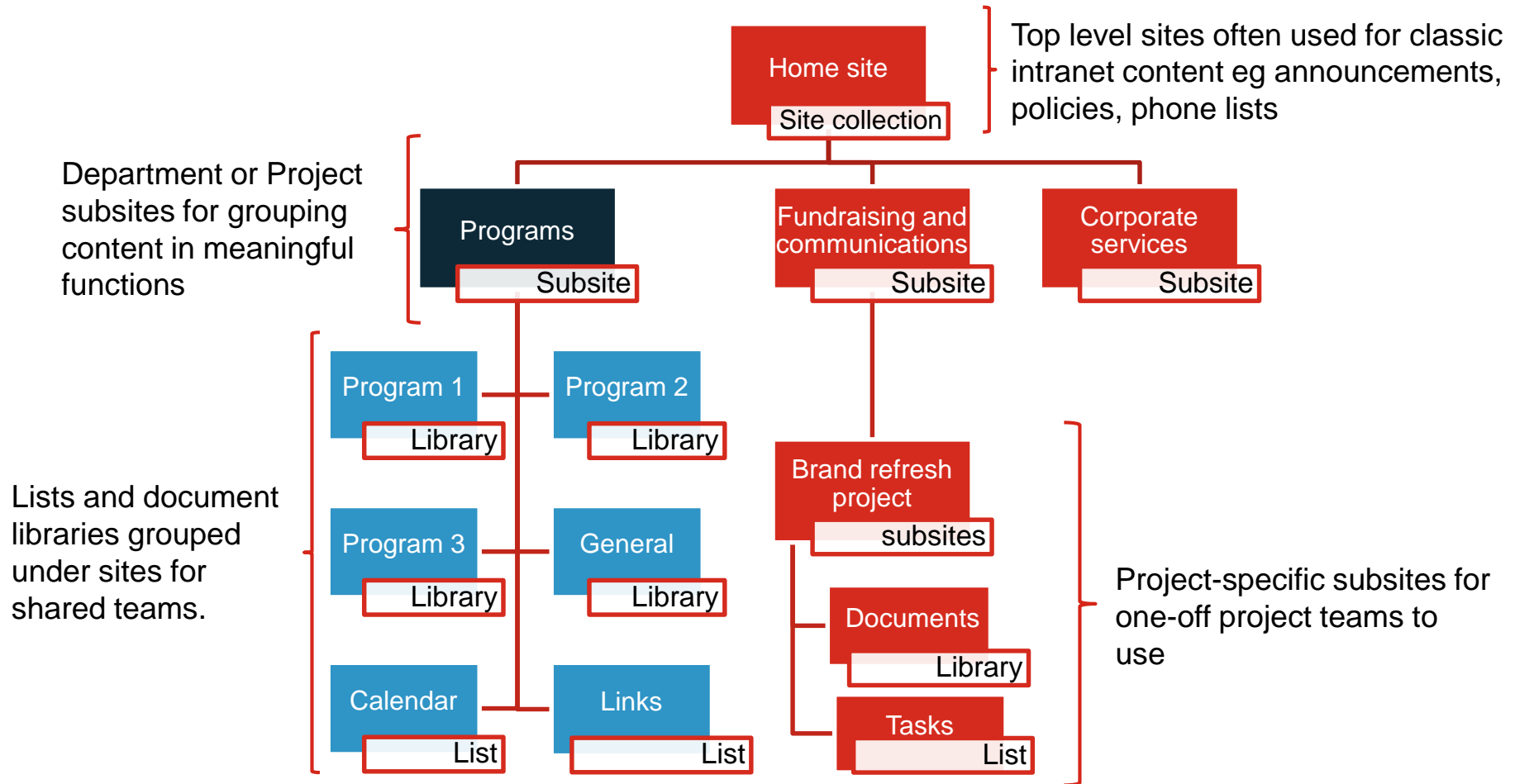
*What is the purpose of SharePoint for your organisation?*



# Implementation: How will you do it?

1. Do you have the capability and capacity internally to implement SharePoint?
2. Do you need an external partner to help?
3. Who will manage the intranet or libraries going forward?

# Design: What will your information architecture be?





# Governance: What permission and access strategy will you use?

1. Only lock down what has to be locked down for good reason (confidentiality, sensitivity).
2. Establish clear lines of responsibility and access for content.
3. Think about the practicalities and administrative overhead of maintaining rigid silos across the business.



# Still thinking of implementing SharePoint?

1. Define its purpose
2. Audit your current systems and information architecture
3. Assign people to lead and own the project
4. Consider the cultural implications of a more shared approach to information

# Questions and discussion.....

**Infoxchange** is a not-for-profit social enterprise dedicated to

## Technology **for** **Social** justice

### Our objectives:

1. Increase **Digital Inclusion** by assisting all those in our communities to access and efficiently use ICT
2. Raise the level of **Digital Proficiency** and improve the efficiency and effectiveness of the community focused sector through Information and Communication Technology
3. Advocate for and showcase the benefits of **Digital Empowerment** in our communities

### Our services for the sector include.....

1. IT plans, assessments & IT strategy development
2. Office 365, website & intranet services
3. Cloud, infrastructure & desktop services
4. Client & case management and service co-ordination solutions
5. CRM for non-profits

Contact: [skechayas@infoxchange.org](mailto:skechayas@infoxchange.org) @stefanitza



# What about privacy & security?

- » Strong security & privacy controls  
<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>
- » Strong Privacy controls: ISO 27001, EU model clauses, HIPAA BAA & FISMA accredited  
<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx#complianceStandards>
- » You own and retain all rights to your data  
<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx#securityAndPrivacy>
- » By March 2015 all Australian customers will be hosted in the Australian Microsoft data centres in Sydney and Melbourne
- » Many organisations (including Qld government) have chosen to use Office 365
- » Its suitability depends on what information you intend to store and your funding agreements



# Office 365 Resources – for more information

Office 365 for nonprofits: [www.microsoft.com/office365nonprofits](http://www.microsoft.com/office365nonprofits)

E1 vs. E3 plan: <http://office.microsoft.com/en-au/business/compare-office-365-for-business-plans-FX102918419.aspx>  
(Click on the 'Enterprise' tab)

## Australian Privacy Principles

<http://www.oaic.gov.au/privacy/privacy-resources/privacy-guides/app-quick-reference-tool>

## » New Zealand Privacy Guidance on Cloud Computing

<http://privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/OPC-Cloud-Computing-guidance-February-2013.pdf> & Microsoft's answers:  
[http://blogs.msdn.com/cfs-filesystemfile.ashx/\\_key/communityserver-components-postattachments/00-10-41-34-76/Standard-Response-to-OPC-Cloud-Computing-Checklist-for-Office-365-2D00-24-April-2013.pdf](http://blogs.msdn.com/cfs-filesystemfile.ashx/_key/communityserver-components-postattachments/00-10-41-34-76/Standard-Response-to-OPC-Cloud-Computing-Checklist-for-Office-365-2D00-24-April-2013.pdf)

## The Microsoft Trust Centre – Privacy, Security & actual availability information

<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>

 [ImproveIT.org](http://ImproveIT.org)

Resources to help your organisation get the most from your technology investment



# Additional Office 365 Support available

Office 365 readiness assessments  
*offered in partnership with Connecting Up & TechSoup NZ:*

- » AU - <http://www.connectingup.org/office365>
- » NZ - <https://www.techsoup.net.nz/office365>

Office 365 DIY workshops

Additional ConnectingUp webinars including a practical demonstration.

Implementation services and migration advice

SharePoint configuration and development

Contact [skechayas@Infoxchange.org](mailto:skechayas@Infoxchange.org) or (03) 9418 7471 or @stefanitza