

NFP EMPLOYEES MASTERING 365:

WORKING WITH CLOUD FILES

Nov 2022

Acknowledgement of Country

- » We acknowledge the traditional custodians of the land and pay our respects to Elders past, present and emerging.



Housekeeping

- » Please keep your video on mute your microphone (when not asking questions)
- » Enter your questions in the chat or raise your hand (virtually or physically). We also have time in the Q&A session at the end
- » This webinar is being recorded and will be shared within 2 business days together with a copy of the presentation



Learning Objectives

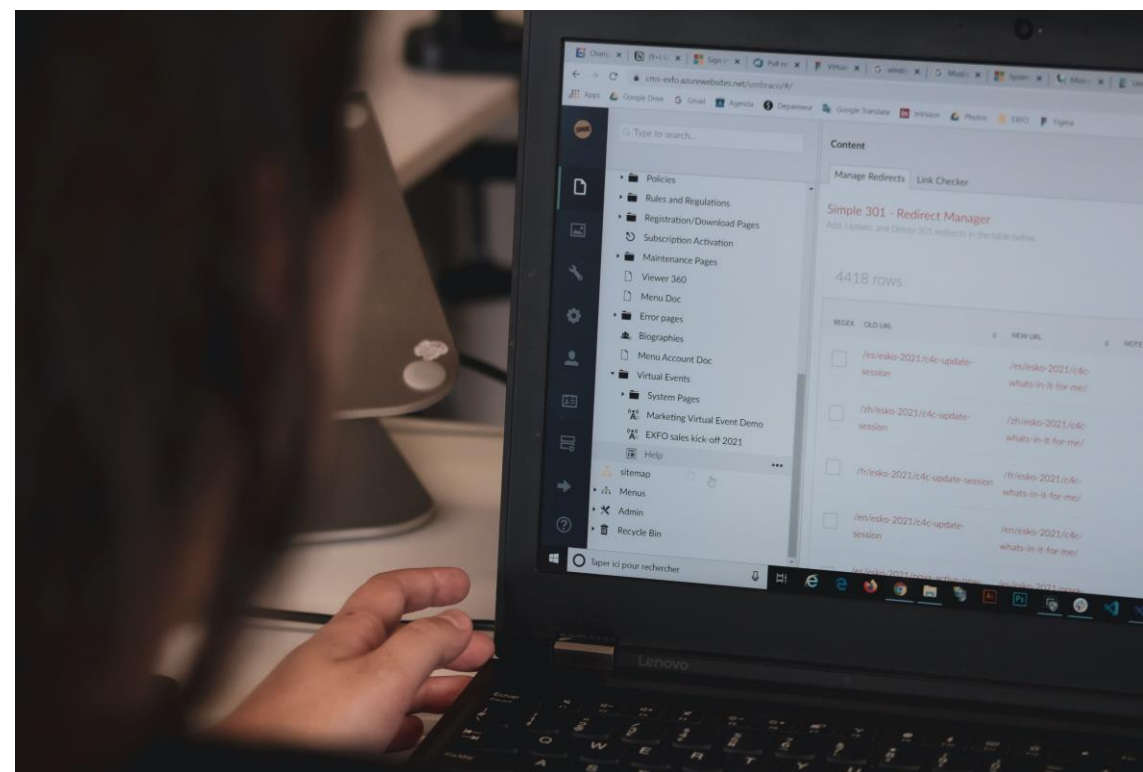
By the end of this webinar, you will understand:

- » the benefits of storing files in the cloud
- » key differences between OneDrive, Teams and SharePoint for file storage and sharing
- » that you can sync files to your computer using the OneDrive Sync tool (for offline working and a more familiar Windows Explorer file browsing experience)



Benefits of storing files in the Microsoft cloud

- » Automatically keeps file histories (e.g. retains a version each time the file is saved)
- » Easily accessed from anywhere with an internet connection
- » Allows you to synchronise files to your PC and work offline
- » Enables collaborative editing
- » Allows you to share (and collaborate on) files with anyone who has an internet connection



Teams, OneDrive & SharePoint

Use them however your organisation recommends, or per below

TEAMS		ONEDRIVE	
Yes	FILE STORAGE	Yes	
Access is determined by permissions of the Team (or folder)	FILE ACCESS	Personal storage unless you share permissions	
Sharing documents or files for collaboration	BEST USED FOR	Drafting documents or storing personal files	
Version history and collaboration enabled	EDITING	Version history and collaboration enabled	
Centralised control of permissions	SECURITY CONTROL	Permissions must be managed individually	
Dashboard, libraries, calendars, branding tools	INCLUDED TOOLS	File storage and sharing only	

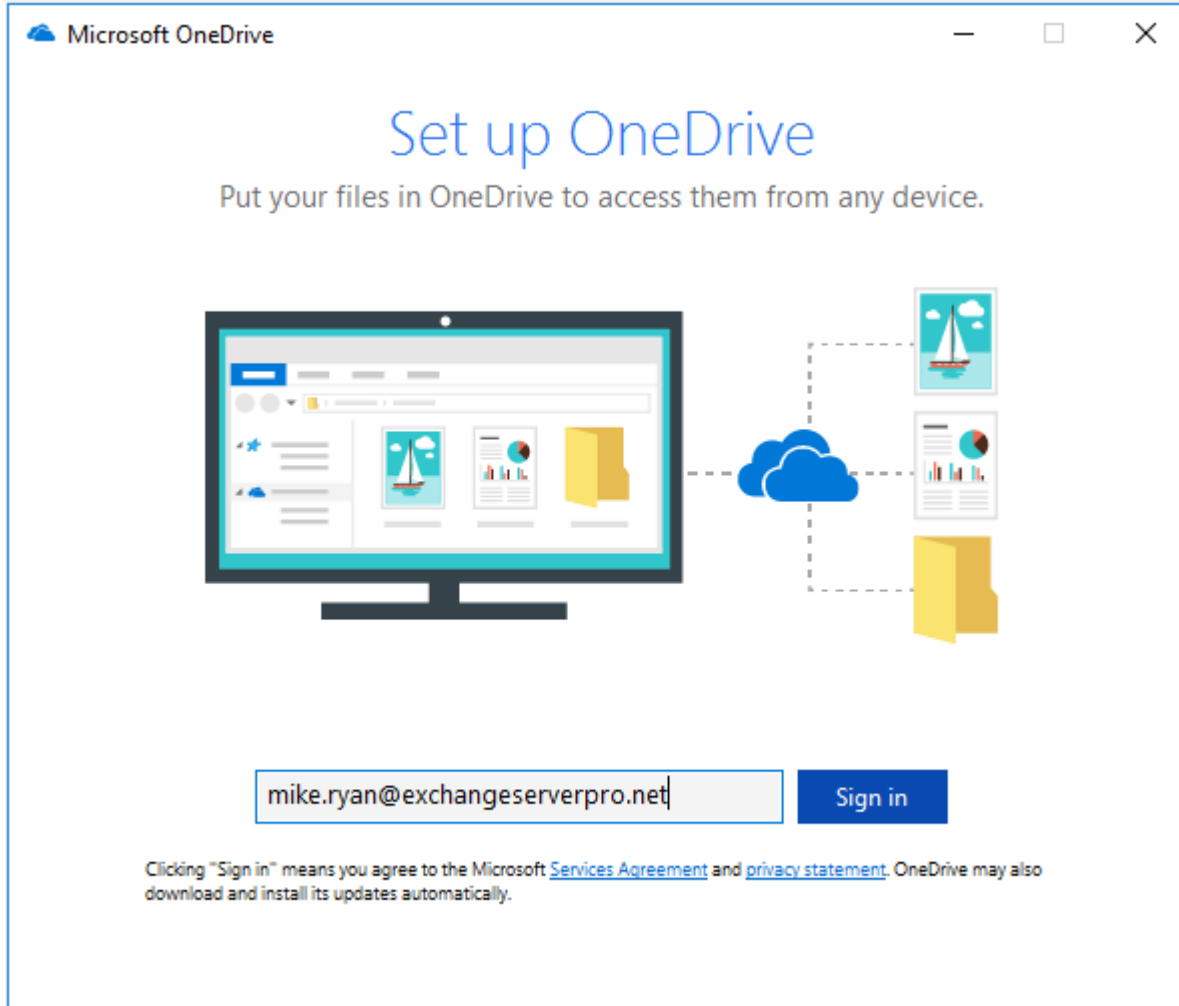


SharePoint

- » Used as back-end storage for files in Teams
- » Enables collaboration and sharing organisation wide or within a restricted group
- » Supports advanced features - document review/approval cycles, intranets, data & workflows



OneDrive Sync Tool



- » Synchronises files from the Cloud to your computer (OneDrive, Teams, SharePoint document libraries, etc)
- » Files can be managed (and accessed) using Windows Explorer (which is often easier)
- » Files can be accessed and worked on without an internet connection
- » Changes are automatically synced back when an internet connection is available
- » Where conflicts exist, these are highlighted for resolution
- » By default, files are synced 'On Demand' to conserve bandwidth and file storage, but this can be changed to always sync files in specific libraries
- » Key folders on your PC (Desktop, Documents, etc) can be synced to your personal OneDrive, protecting them from loss/deletion

Topics to cover in the demo:

1. How to sync a document library
2. The different icons in Windows Explorer – cloud & on PC. Cloud is the default. When travelling I make sure I've synced relevant files to my PC
3. Collaborative document edit
4. Sharing files – via Office & file explorer (mention that depending on your security settings, some files may not be able to be shared externally)
5. Seeing versions (Word) and showing the restore button



Our top tips

- » Close files before disconnecting from the network or turning off your PC
- » Don't ignore file sync issues
- » Know where your organisation wants you to store files (Teams vs. OneDrive vs. SharePoint) – *if you're not sure, ask*



Your questions

This is your chance – what questions do you have – how can we help you work more effectively?

Ask in chat, raise your hand or use good old-fashioned audio!

While we're busy answering questions, please take the time to give us feedback using the link below –we're keen our webinars provide the greatest possible value for NFP staff just like you:

<https://survey.alchemer.com/s3/7029768/Webinar-Feedback-Survey?title=NFP%20Employees%20Mastering%20365:%20Working%20with%20Cloud%20Files%20Nov%202022&date=02%20Nov&topic=Microsoft%20365>

The link is also in Chat for easy clicking!

The webinar recording & slides will be distributed within two (business) days.



THANK YOU!