

NFP EMPLOYEES MASTERING 365:

WORKING WITH CLOUD FILES

February 2022

Housekeeping



Acknowledgement of Country

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



Learning Objectives

- » By the end of this webinar, you will be able to:
 - Evaluate the best option to suit your needs when file sharing
 - Discuss why one option stands out as the preferred option when file sharing
 - Weigh up different considerations when file sharing internally and externally to ensure the best fit solution is selected.

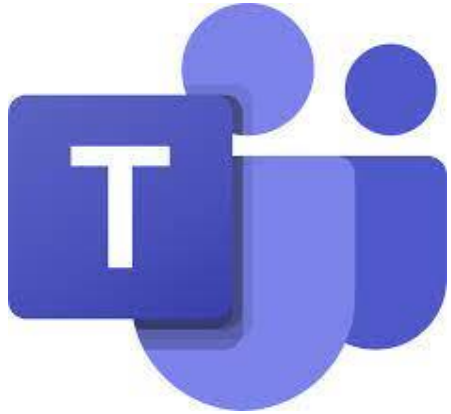


Benefits to Using Cloud Technology

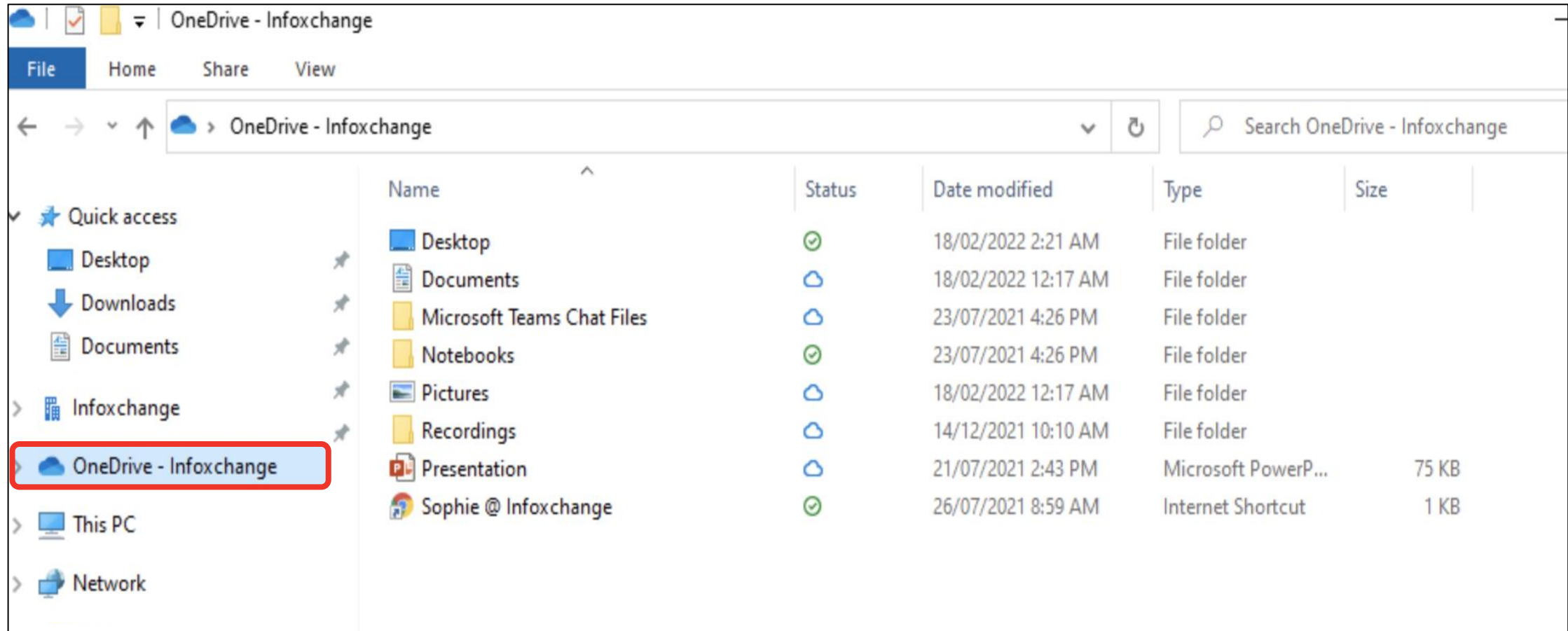


- Automatic version control
- File synchronisation for ease of access
- Collaboration
- Reviews and sharing
- Device flexibility
- File permissions
- Movement of files on the network
- Larger file size.

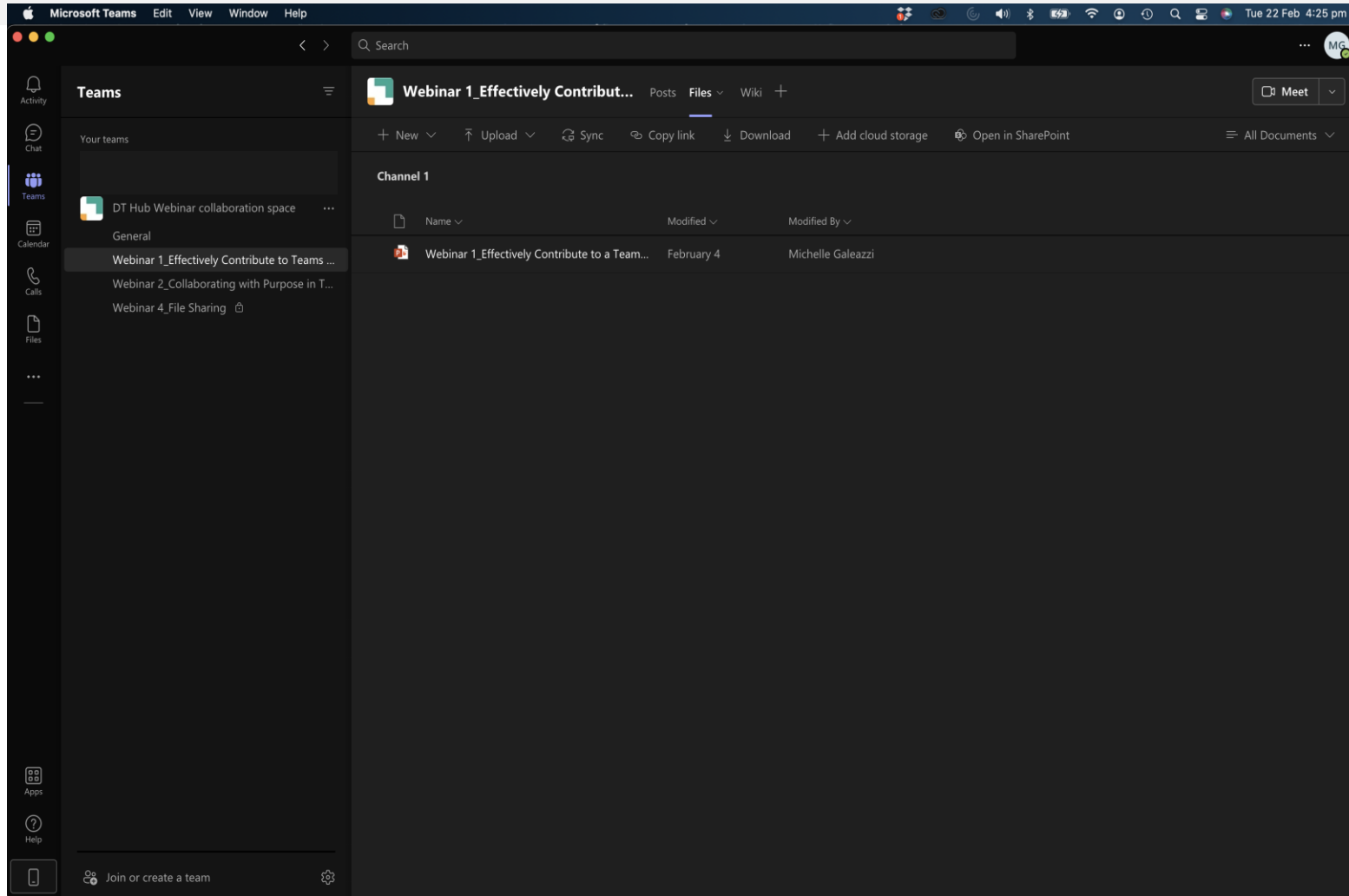
Let's Talk Different Cloud Technologies...



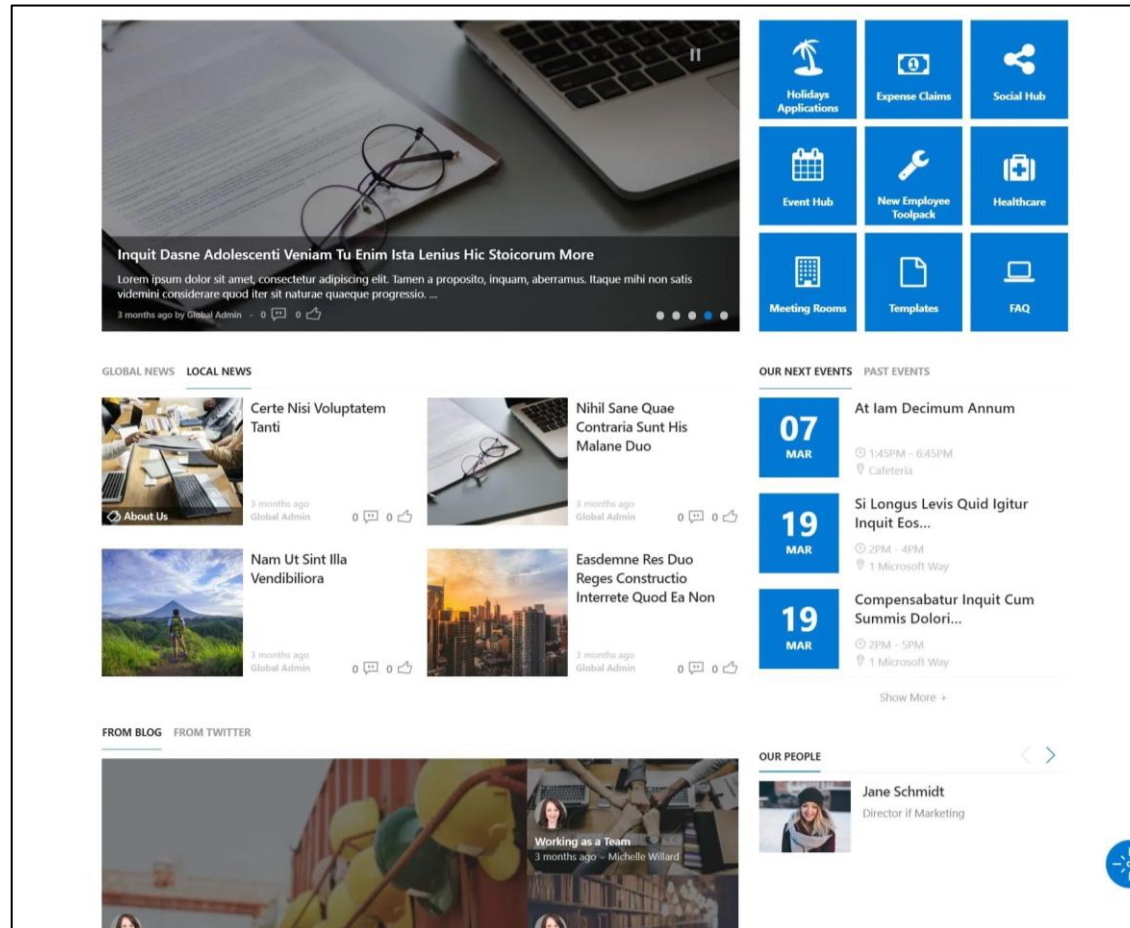
When Should I use OneDrive?



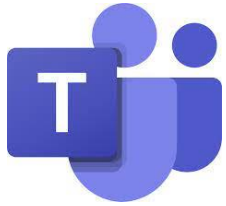
When Should I Use Teams?



When Should I Use SharePoint?



A Teams vs OneDrive Comparison



| TEAMS | | ONEDRIVE |
|---|-------------------------|---|
| Yes | FILE STORAGE | Yes |
| Access is determined by permissions of the 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 | INCUEDED TOOLS | File storage and sharing only |



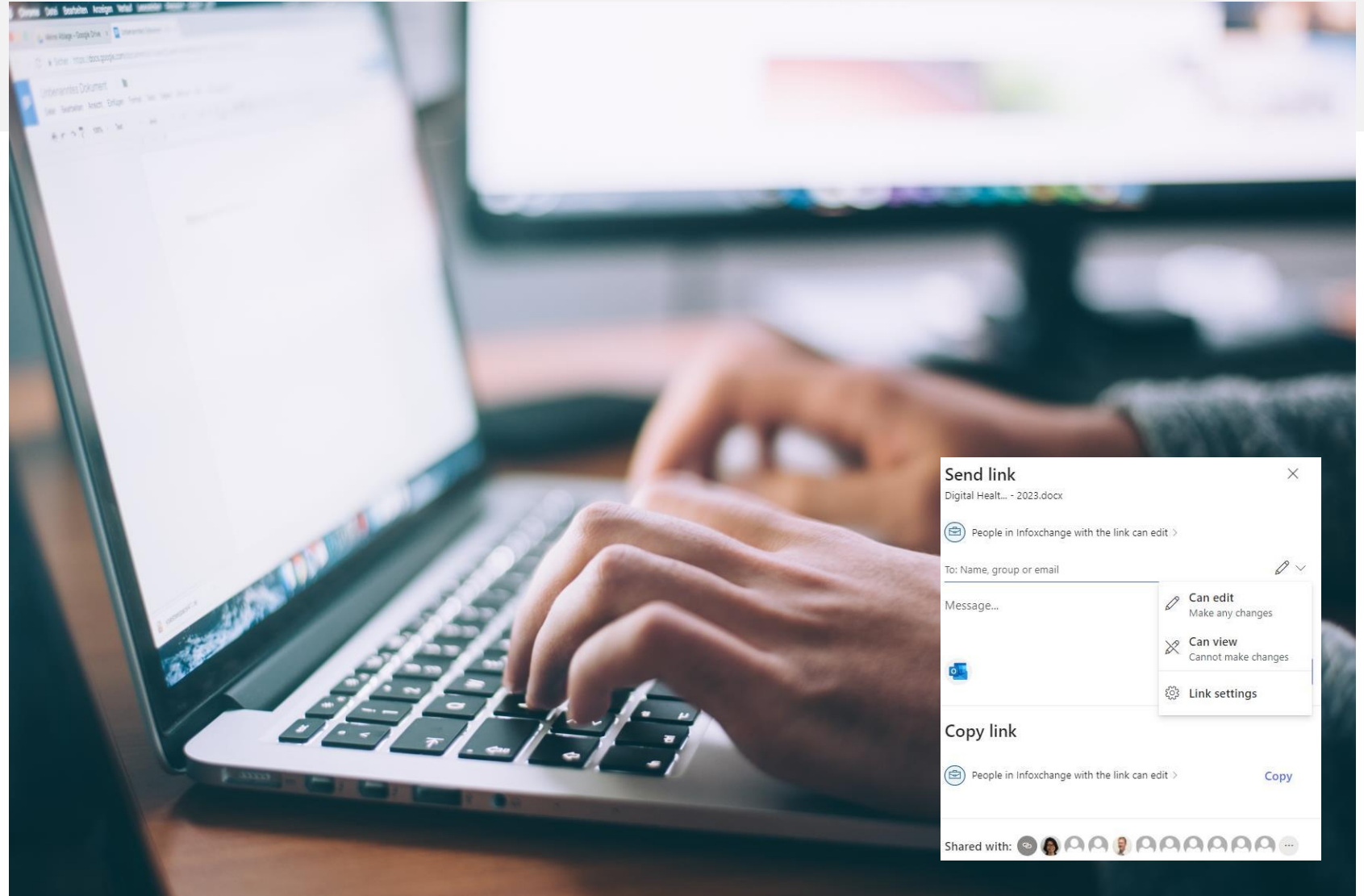
Sharing Files... Internally and Externally

The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' sidebar shows a list of teams, including 'DT Hub Webinar collaboration space'. The main area shows a channel named 'Channel 1' with a file named 'Webinar 1_Effectively Contribute to Teams ...'. A context menu is open over the file, with 'Copy link' highlighted. To the right, a confirmation dialog box is shown with a green checkmark and the text 'Link to 'Webinar 1_..._v0.1.pptx' copied'. Below this, the link 'https://infoxchange.shar...' is displayed, and a 'Copy' button is highlighted. At the bottom of the dialog, it states 'People in your organization with the link can edit >'.

Case Study...



DAVID



Q&A SESSION

Resources





THANK YOU!