

NFP EMPLOYEES MASTERING 365:

WORKING WITH CLOUD FILES

July 2022

Acknowledgement of Country

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



Housekeeping



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.

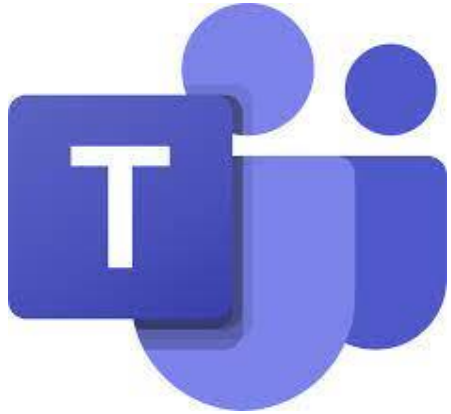


Benefits to Using Cloud Technology

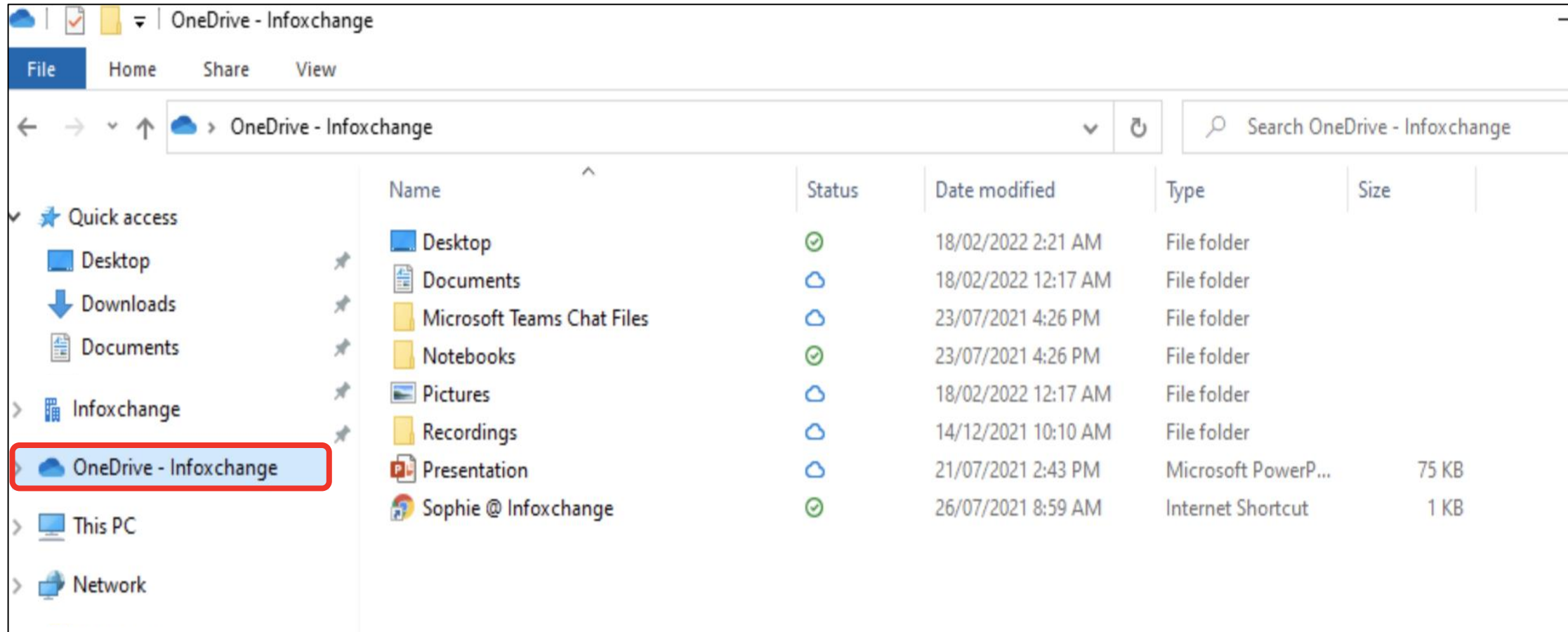


- Automatic version control
- File synchronisation for ease of access
- Collaboration
- Reviews and sharing
- Device flexibility
- File permissions
- Movement of files on the network
- Larger file size.

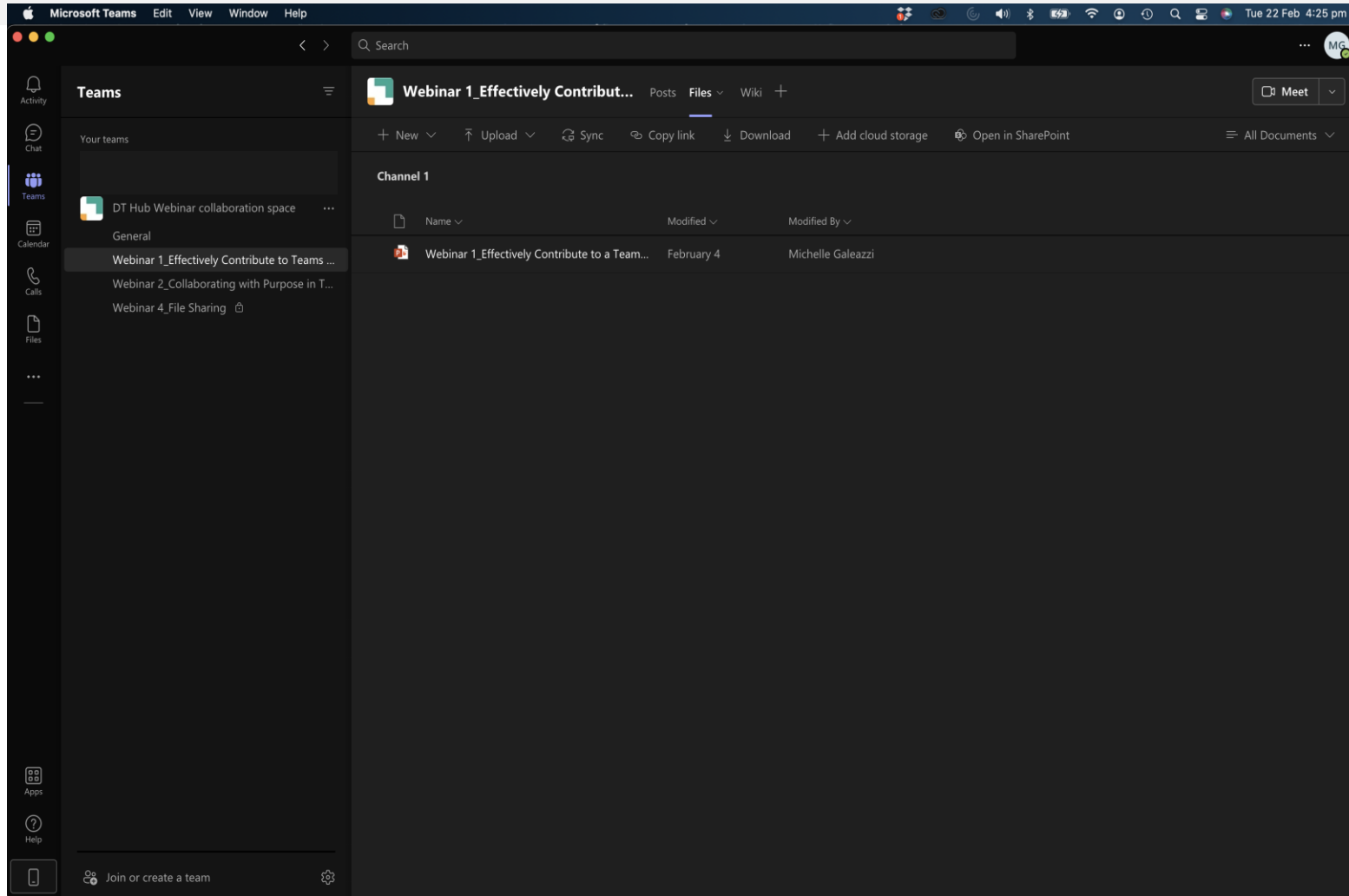
Let's Talk Different Cloud Technologies...



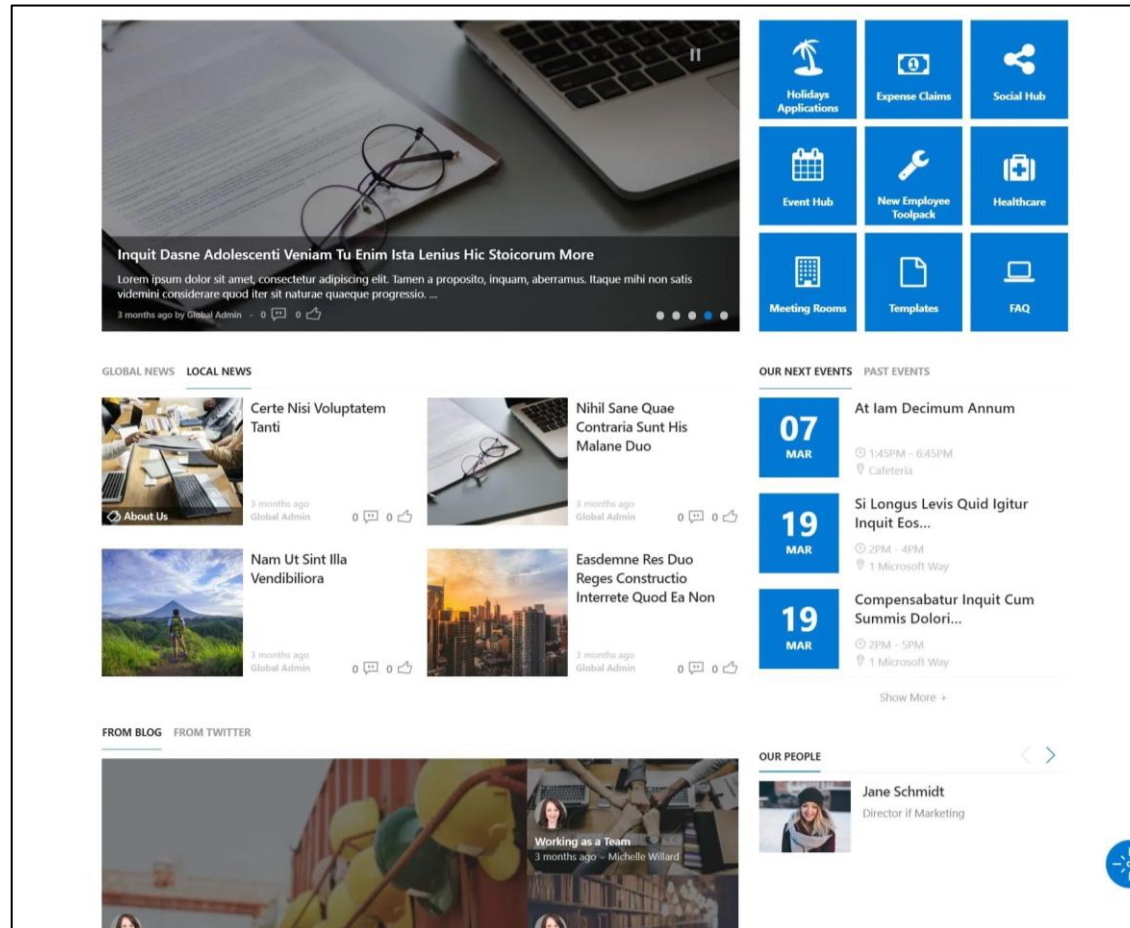
When Should I use OneDrive?



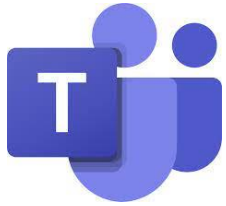
When Should I Use Teams?



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



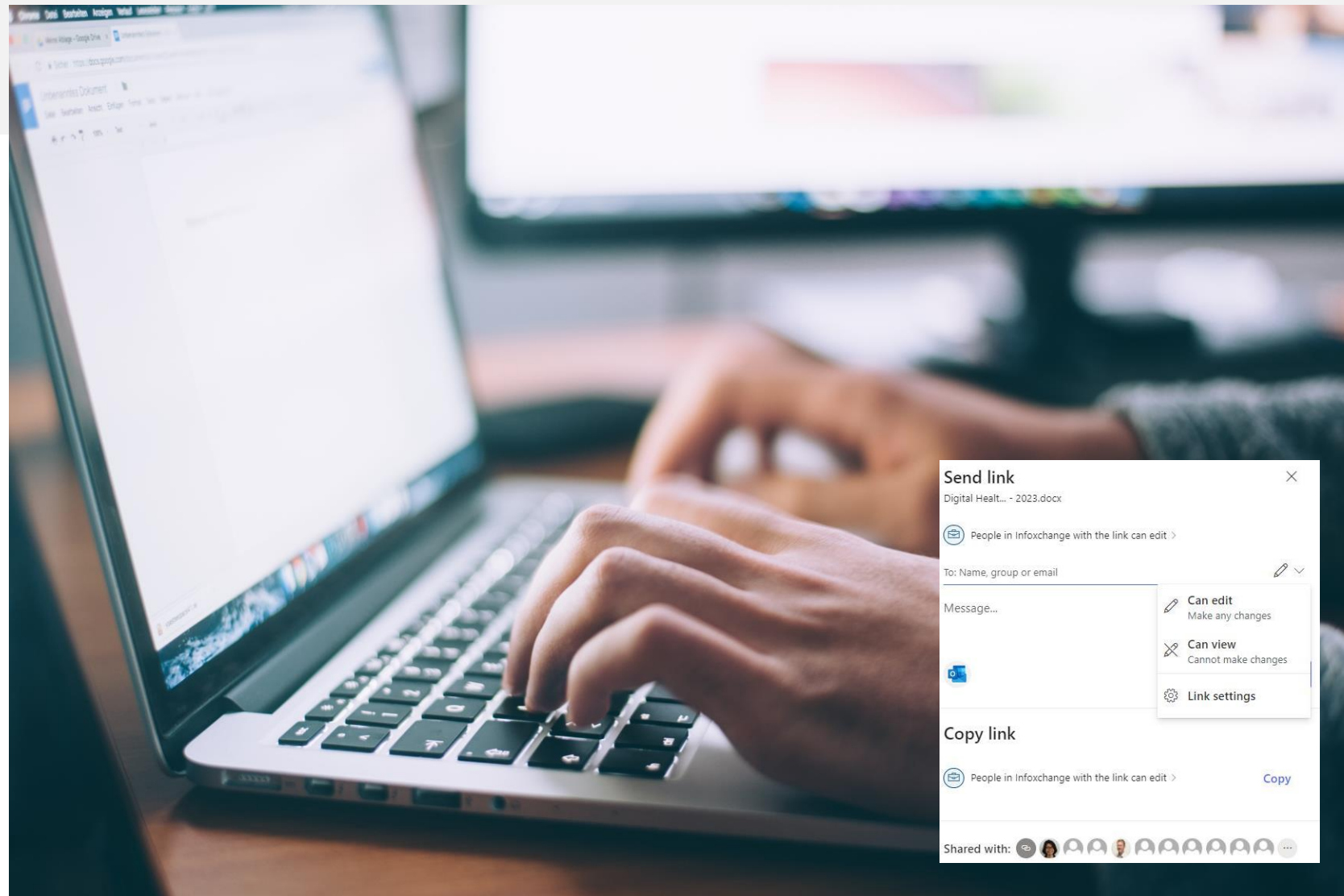
Sharing Files... Internally and Externally

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 copied link 'https://infoxchange.shar...' is displayed, and a 'Copy' button is visible. The dialog also includes a note: 'People in your organization with the link can edit >'. The 'Copy link' option in the context menu and the 'Copy' button in the dialog are both highlighted with red rectangles.

Case Study...



DAVID



Q&A SESSION

Resources





THANK YOU!