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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.

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Housekeeping

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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.

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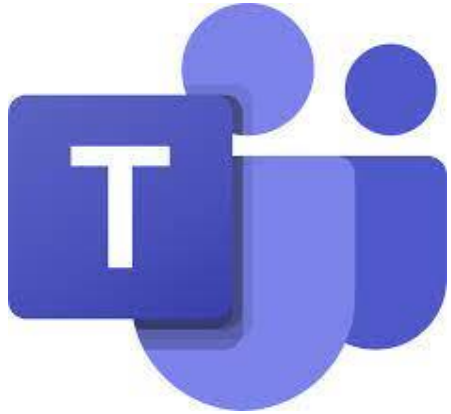**Digital Transformation** Hub

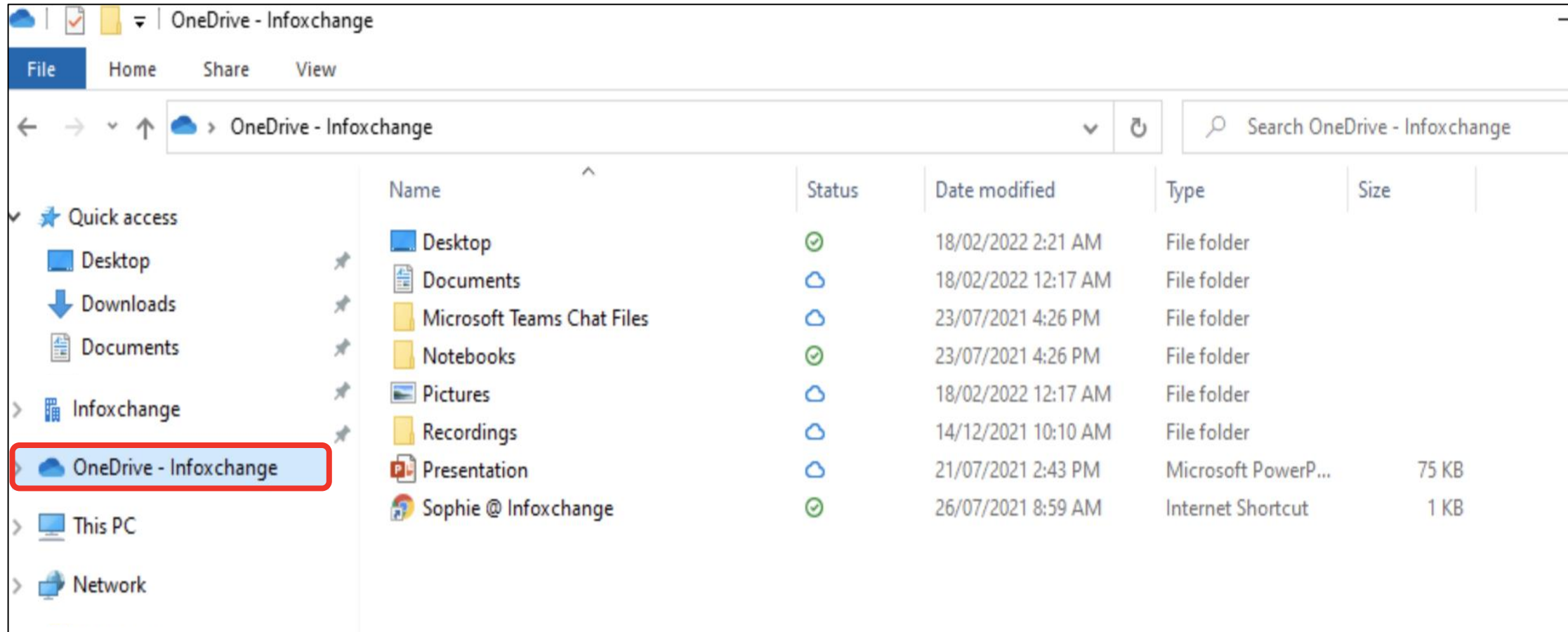# Benefits to Using Cloud Technology

- Automatic version control

- File synchronisation for ease of access

- Collaboration

- Reviews and sharing

- Device flexibility

- File permissions

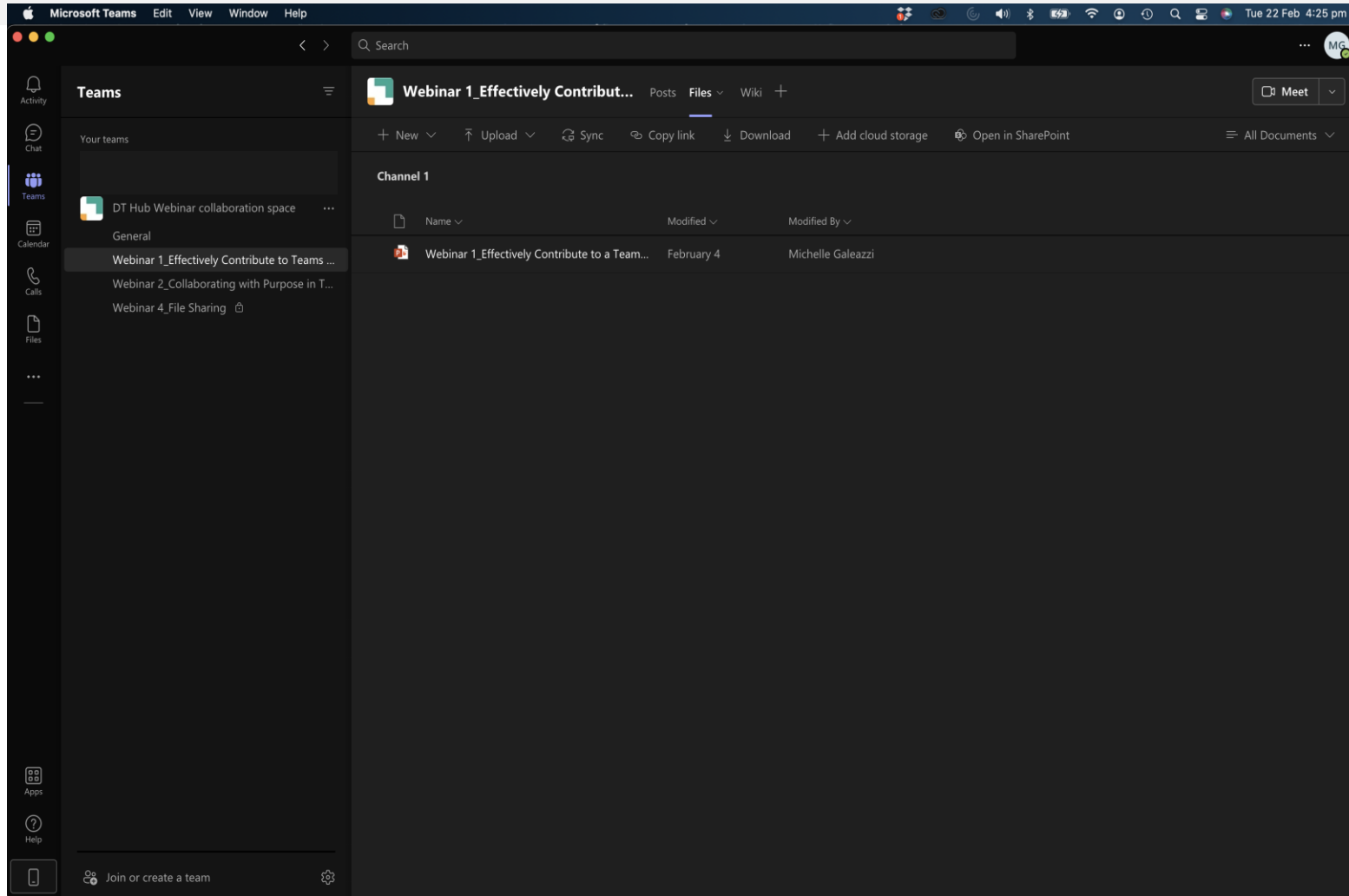- Movement of files on the network

- Larger file size.

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Let's Talk Different Cloud Technologies...

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When Should I use OneDrive?

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When Should I Use Teams?

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When Should I Use SharePoint?

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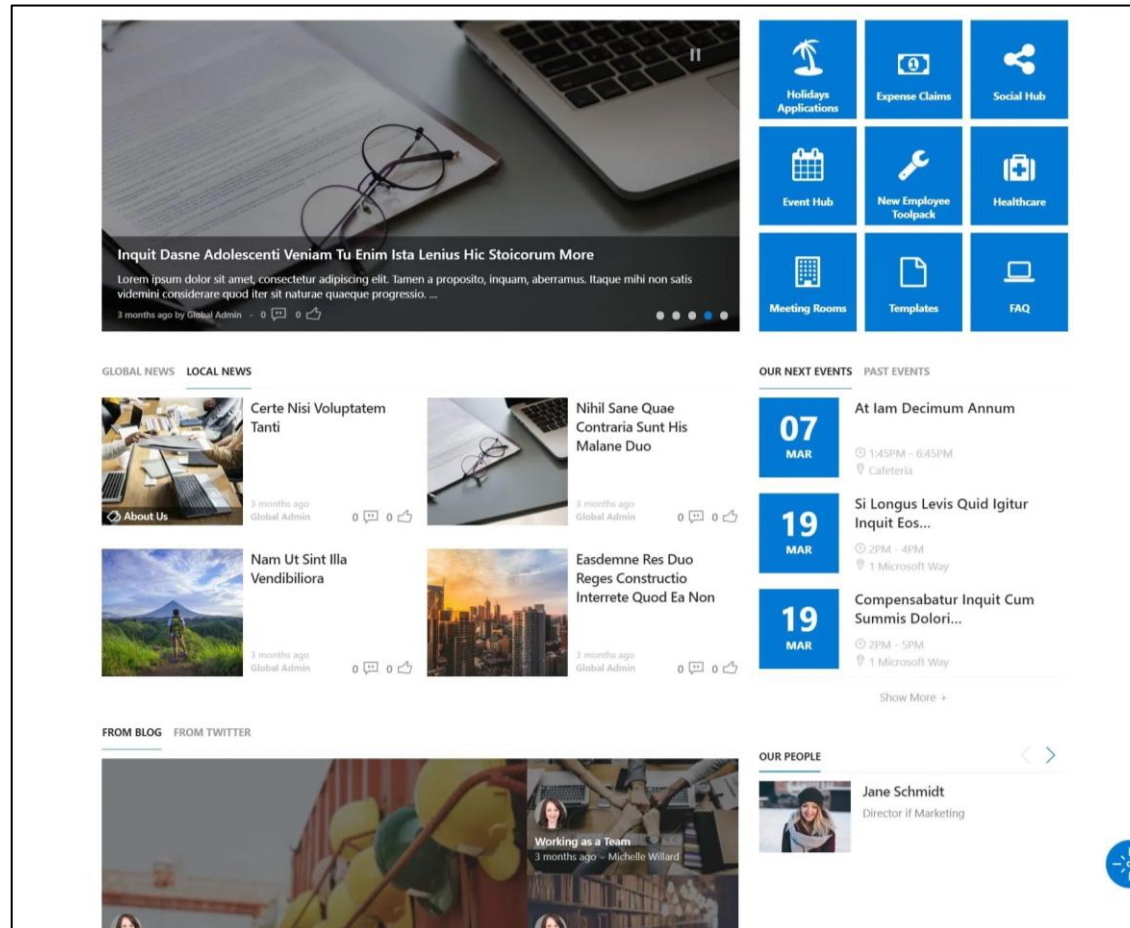
A Teams vs OneDrive Comparison
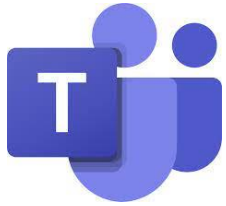
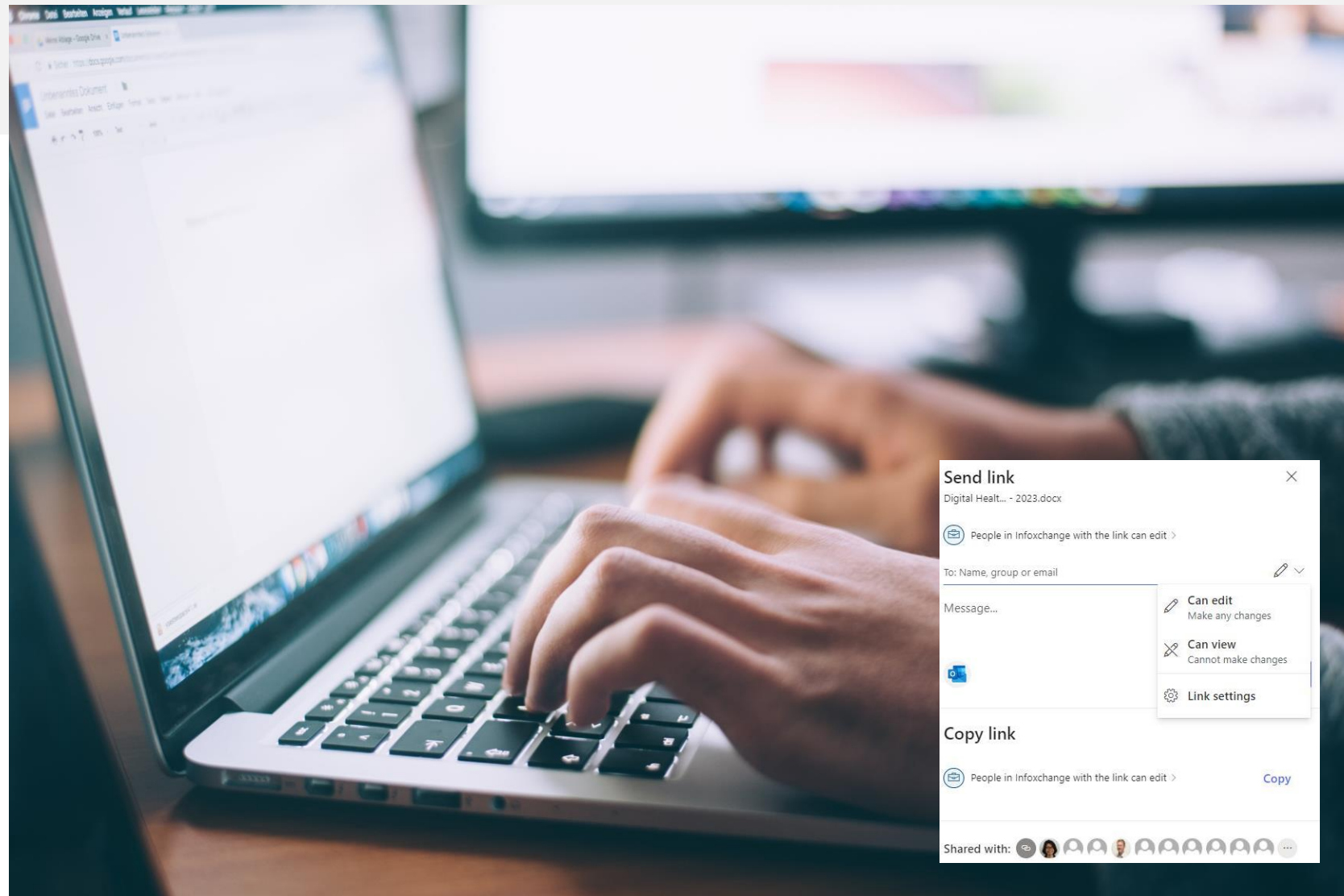| TEAMS		ONEDRIVE
Yes	**FILE STORAGE**	Yes
Access is determined by permissions of the folder	**FILE ACCESS**	Personal storage unless you share permissions
Sharing documents or files for collaboration	**BEST USED FOR**	Drafting documents or storing personal files
Version history and collaboration enabled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

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Sharing Files… Internally and Externally

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Case Study…

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Q&A SESSION

Resources

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THANK YOU!