

Teams & OneDrive

Microsoft 365

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Agenda

- Introduction
 - MS365 Suite: Overview
- OneDrive
- Teams
- Best Practice: Saving Documents
- Best Practice: Sharing Documents
- Accessing Shared Documents
- Review



Introduction



Top - Down
Approach

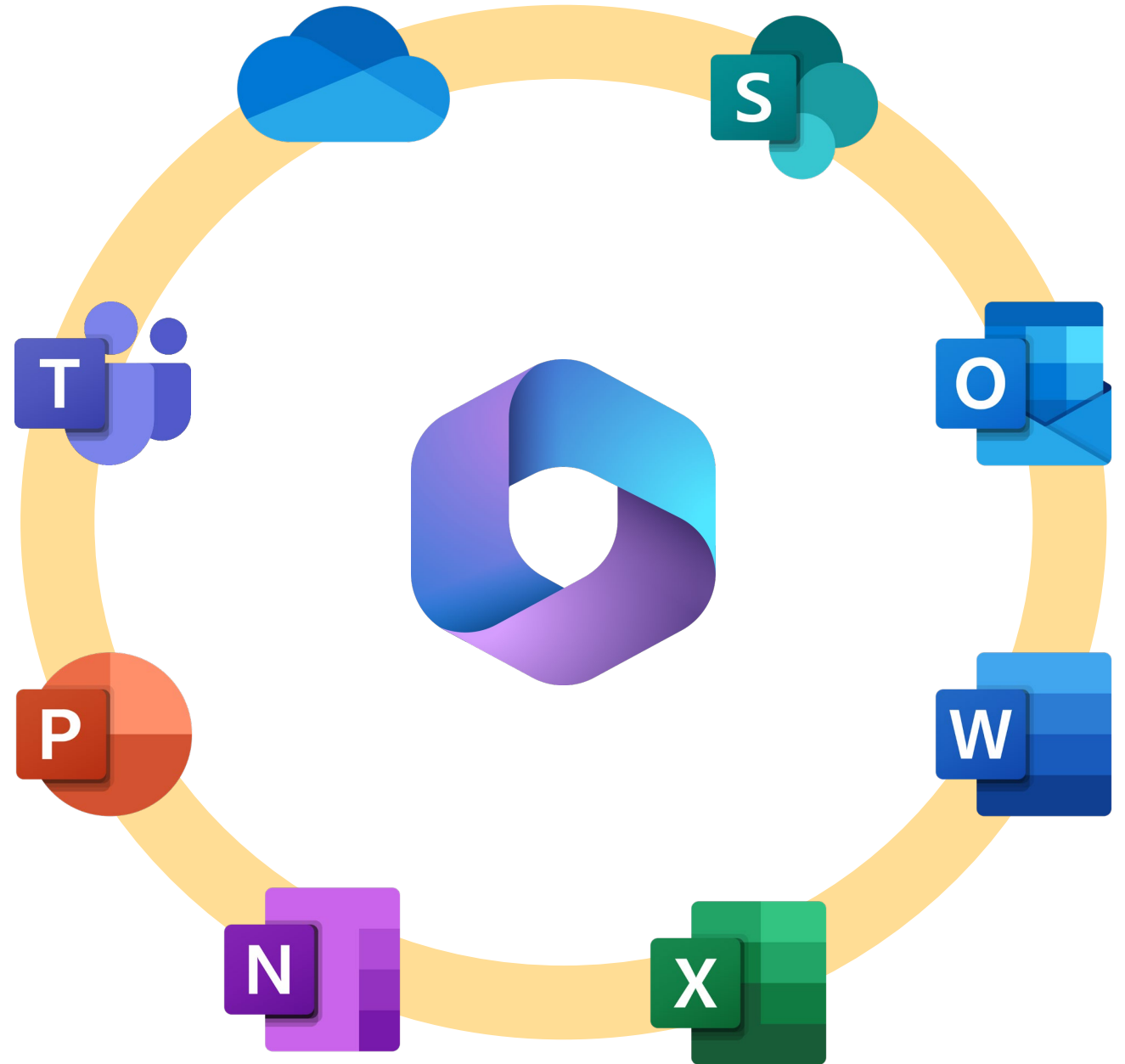
MS365 Suite Applications

1. File Management Applications

1. Outlook
2. SharePoint
3. Teams
4. OneDrive

2. Creative Applications

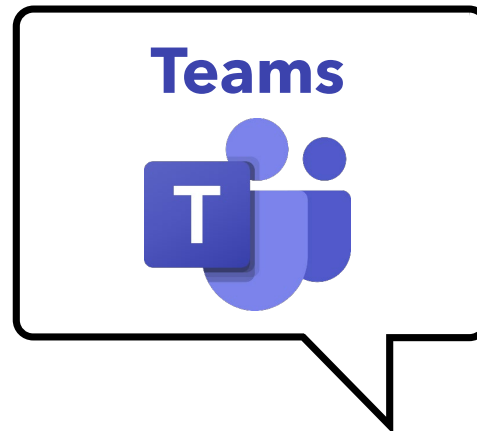
1. Word
2. PowerPoint
3. Excel
4. OneNote



How it all works together: Overview



- Where original files are created.
- Automatically Syncs to SharePoint.
- Files are private until shared.



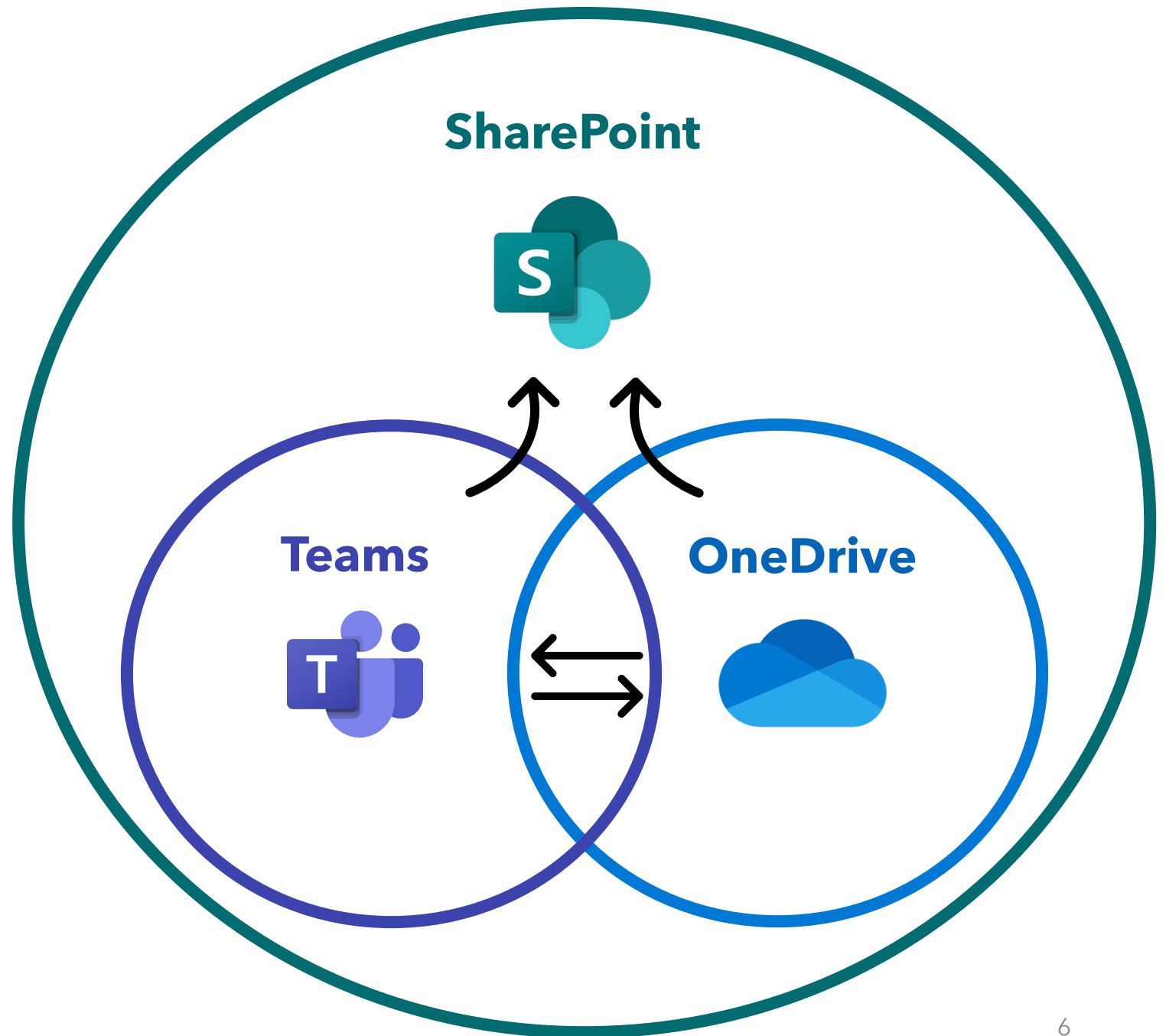
- Where the files are shared.
- Automatically Syncs to SharePoint.



- Cloud storage for Teams & OneDrive

Visual Overview:

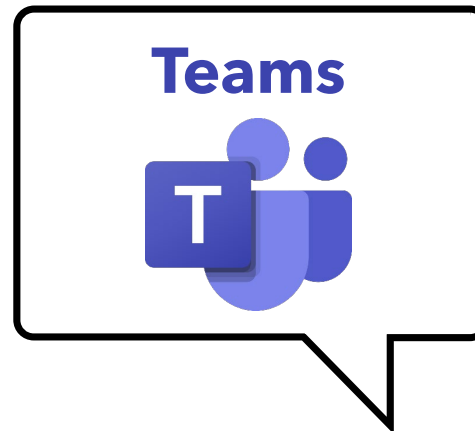
- **SharePoint** and **OneDrive** are cloud-based file storage.
- **Teams** is a collaborative app where you can work together on files stored in the cloud.



How it all works together: Focused



- Where original files are created.
- Automatically Syncs to SharePoint.
- Files are private until shared.



- Where the files are shared.
- Automatically Syncs to SharePoint.



- Cloud storage for Teams & OneDrive



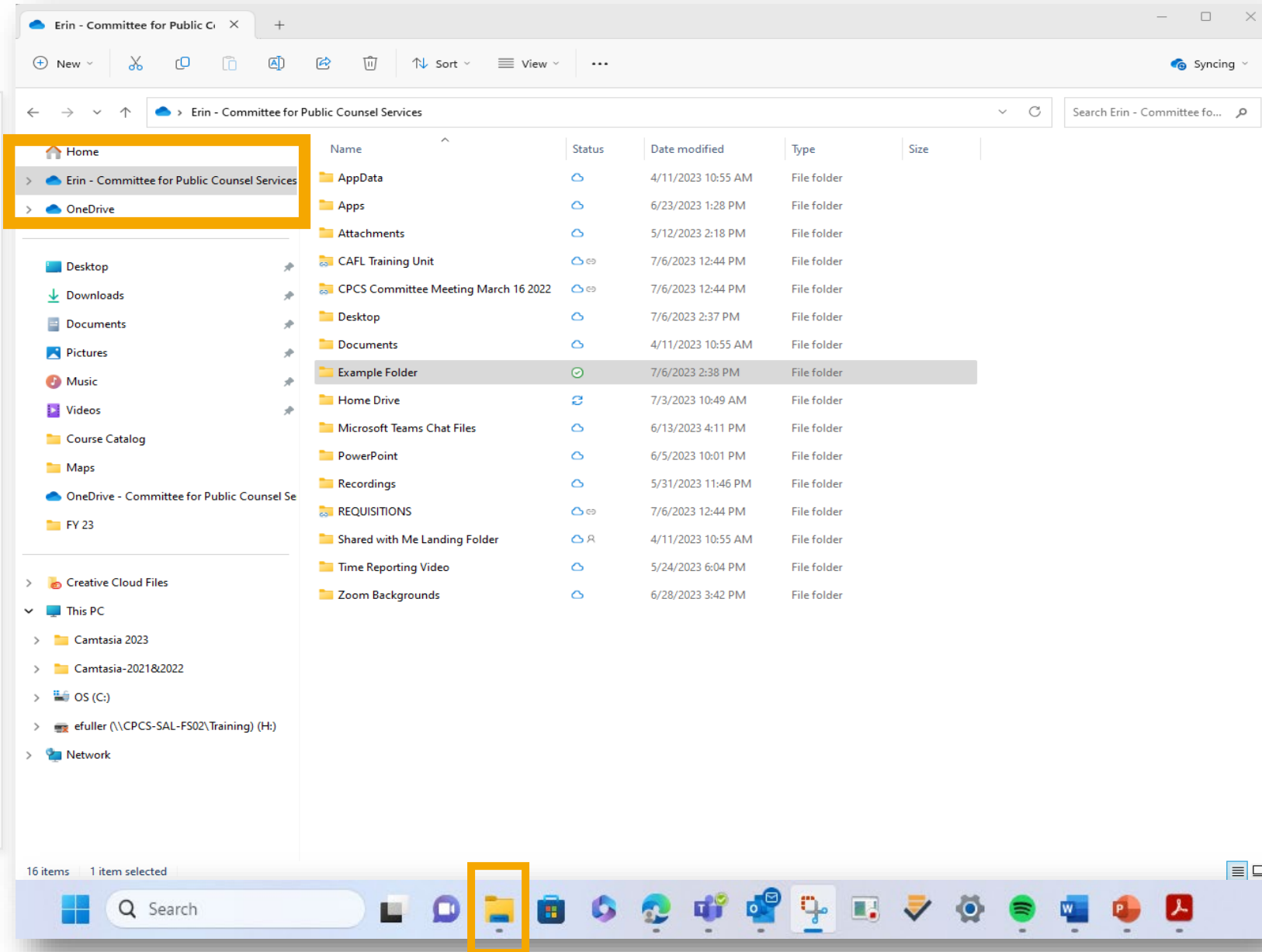
OneDrive



Where is it?
Using it?

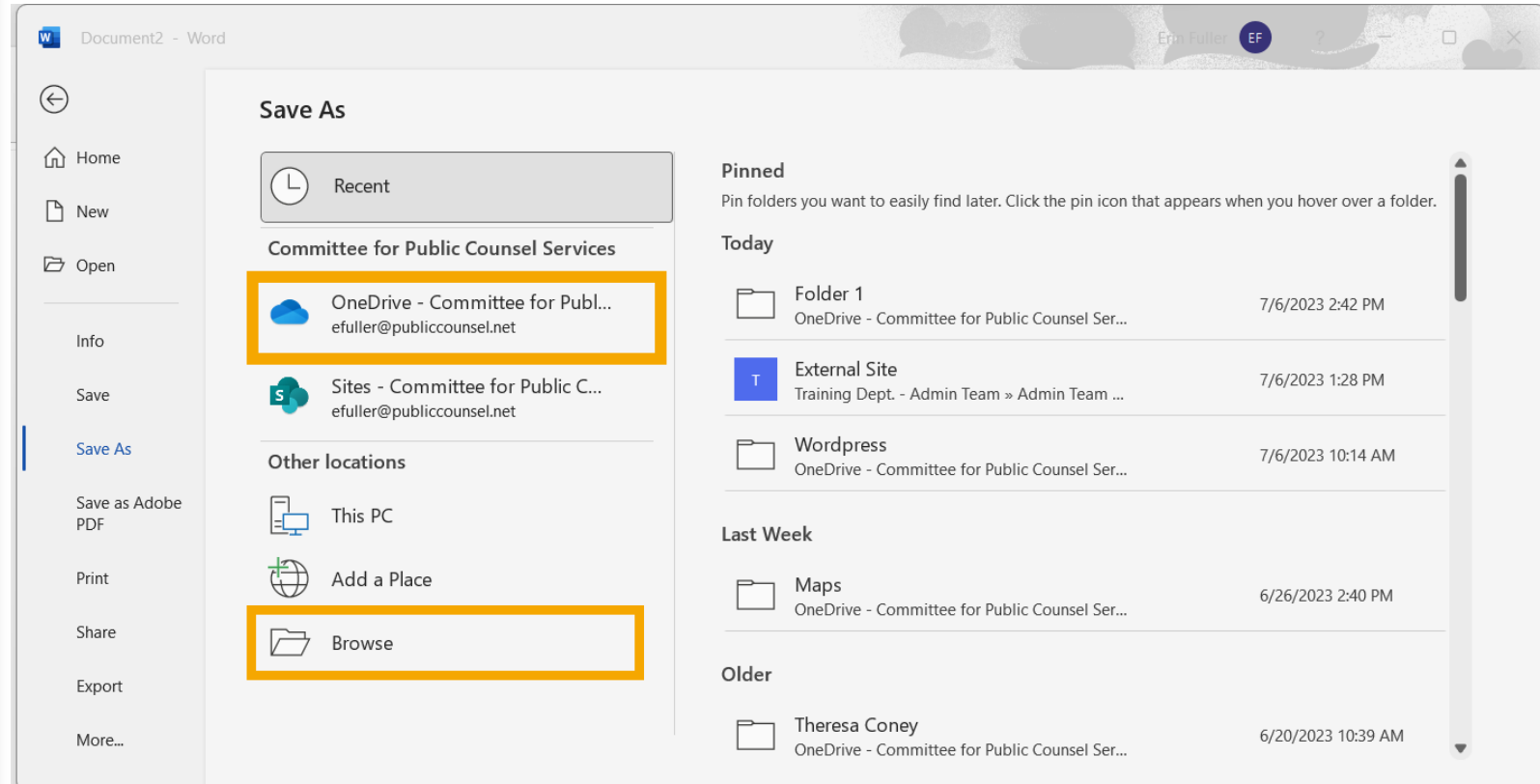
OneDrive

Where is it?



OneDrive

How do I use OneDrive?



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Teams

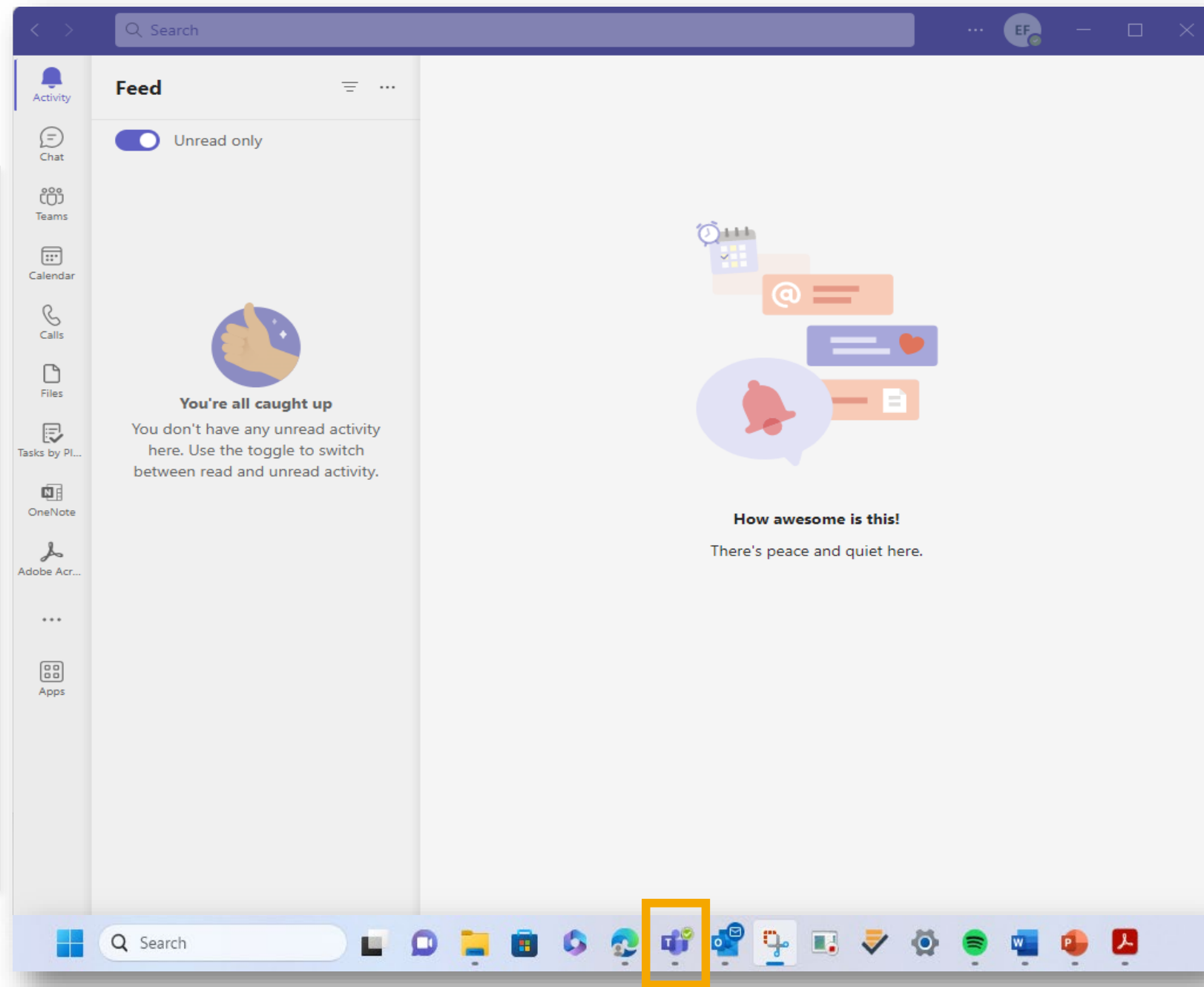


Where is it?

How to use it?

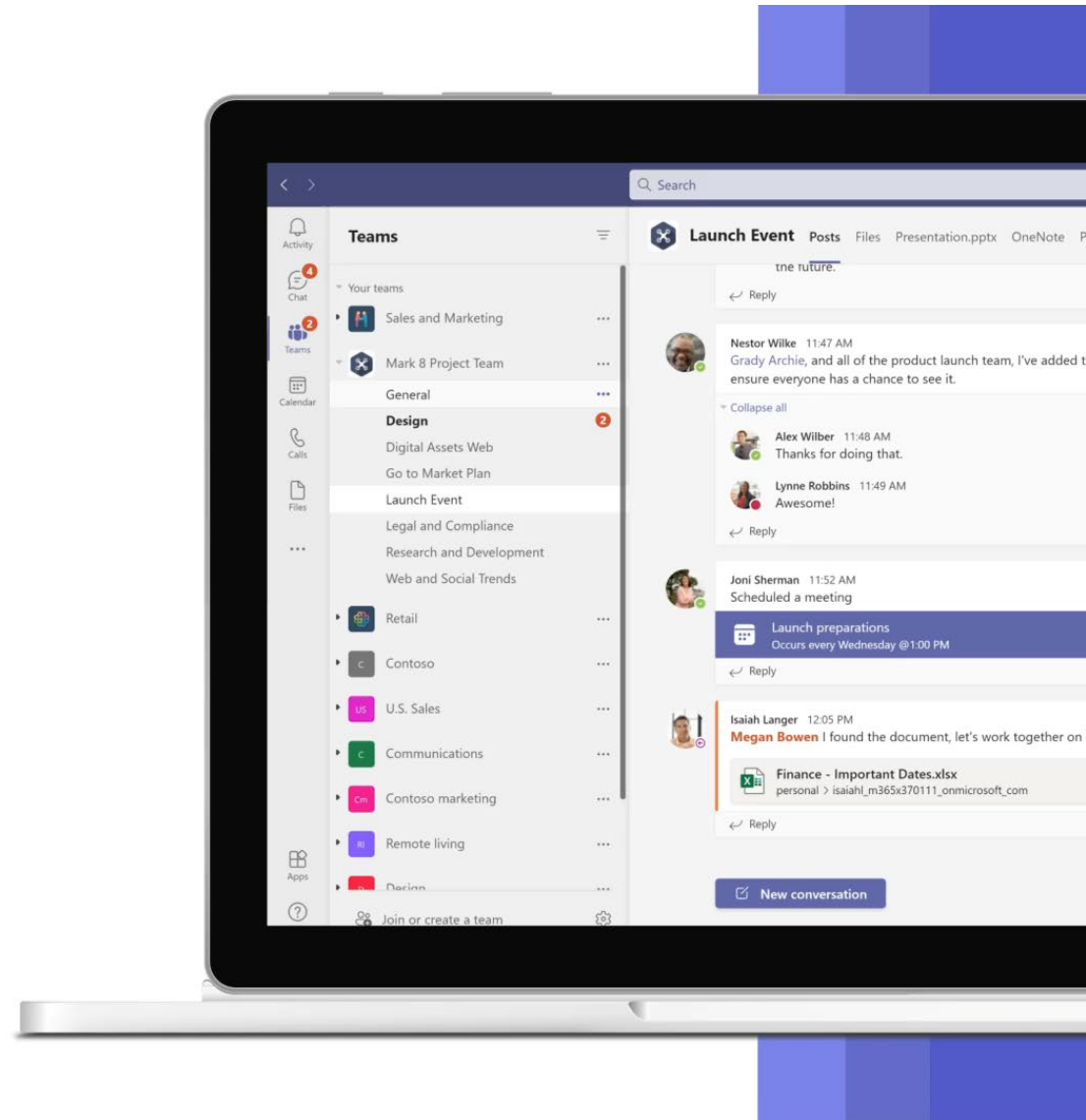
Teams

Where is it?



Microsoft Teams

Welcome to Teams



Agenda

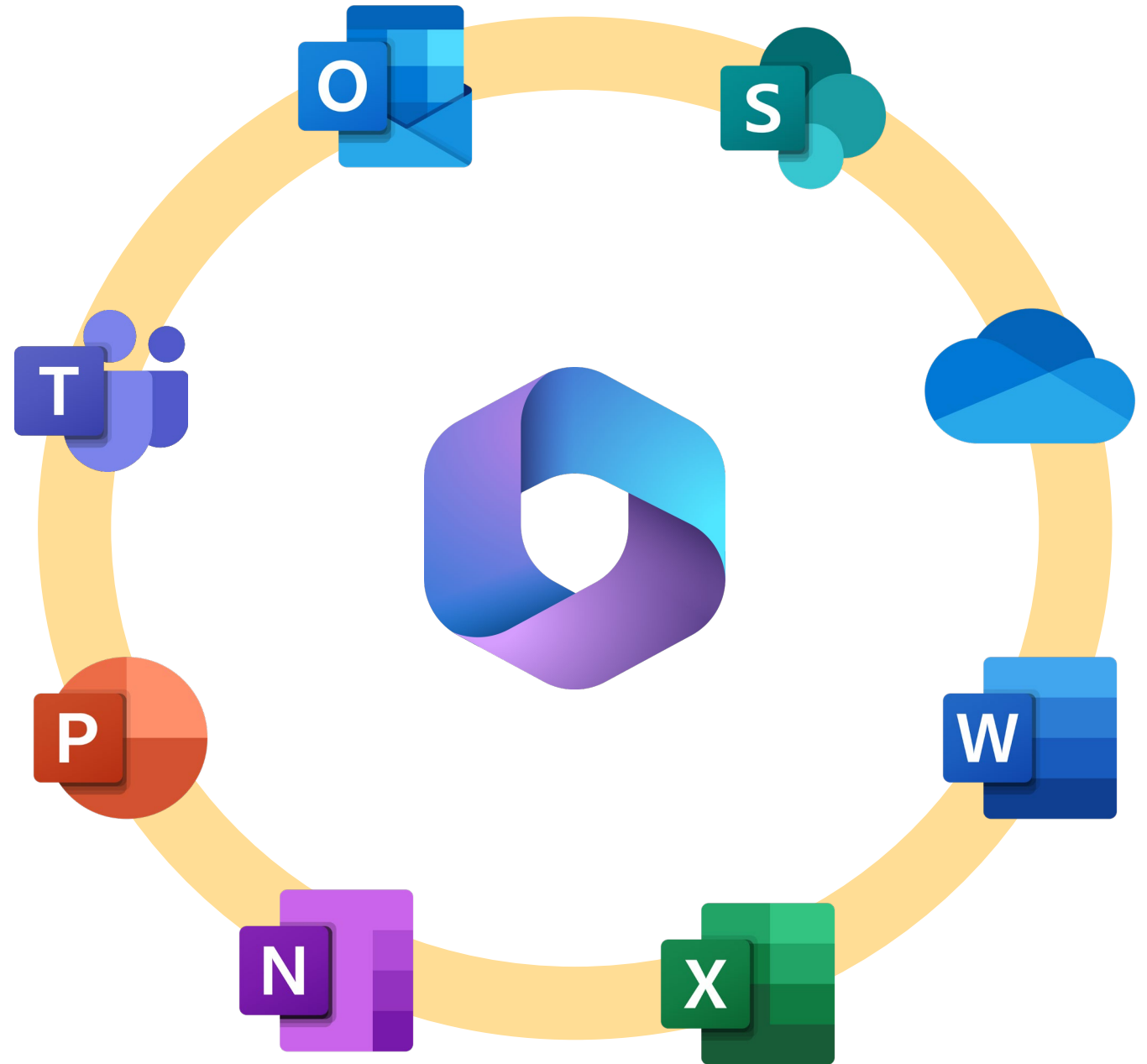
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Saving Documents

Overview

Saving Documents

1. Saving: Teams or OneDrive?
2. How to save work to Teams?
3. How to save work to OneDrive?
4. AutoSave



Saving: **Teams** or **OneDrive**?

Teams

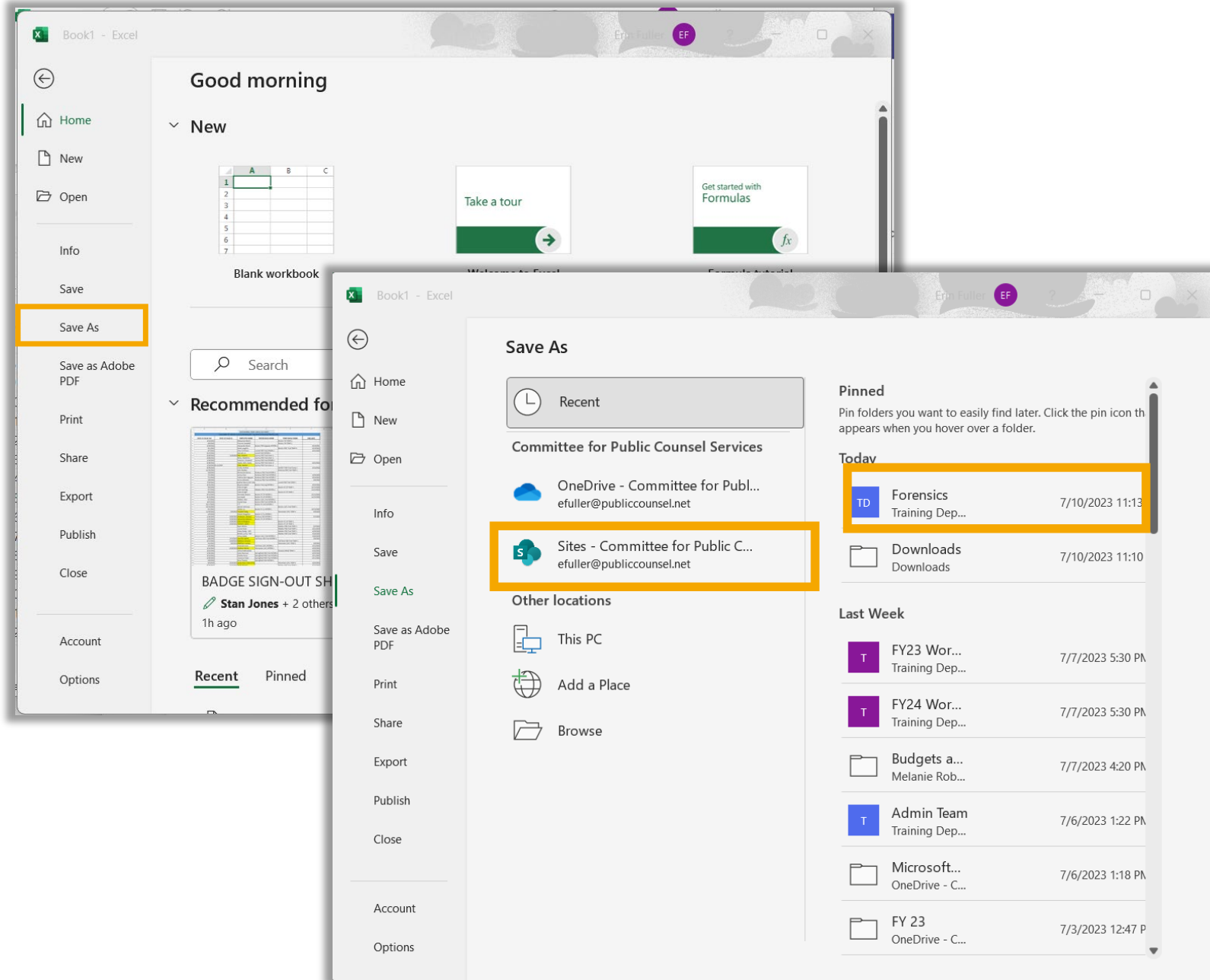
- For collaboration
- Living documents
- Live editing with other members of that channel

OneDrive

- Private until shared
- Documents do not have collaborative properties until shared
- Links are living versions of documents

Saving New Documents to Teams

- Select "File"
- Select "Save As"
- Select "Sites"
- Select the Channel & Folder where you want to share the collaborative document



< > Search

Activity 1 Chat Teams Calendar Calls ... Apps Help

TD **General** Posts Files Wiki Home 1 more +

+ New Upload ... All Documents

Documents > General

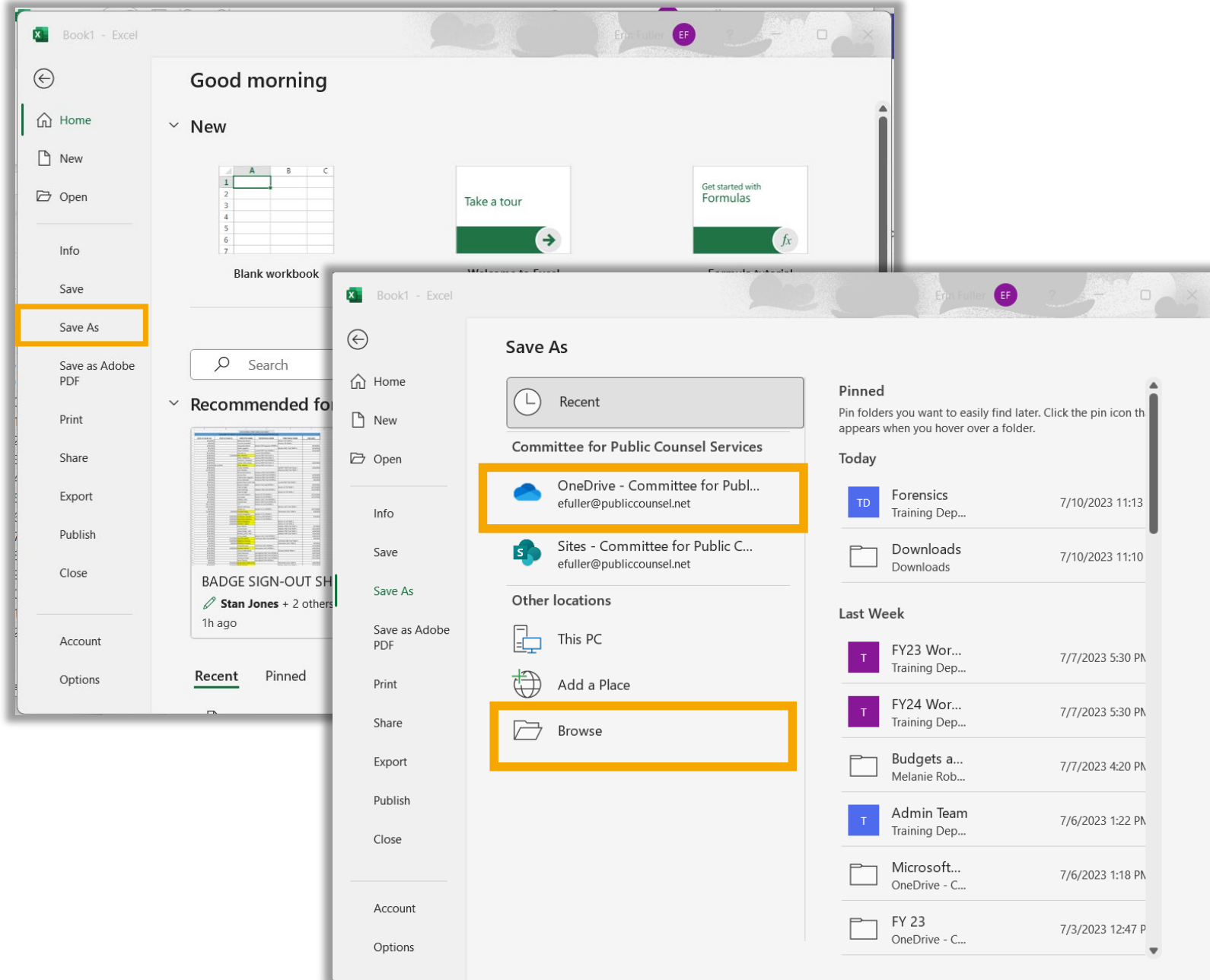
	Name	Modified
	My Gideon Announcements	December 15, 2022
	CPCS Pillars and Values Slides.pptx	November 8, 2022
	How to Pull Zoom Reports.pdf	February 28
	Our Mission Statement for TLMS.pptx	November 8, 2022
	Understanding Public Defense in Massachu...	July 7

Try it out!

- Save a new word document with your name as the title under the general files of your departments Teams channel!

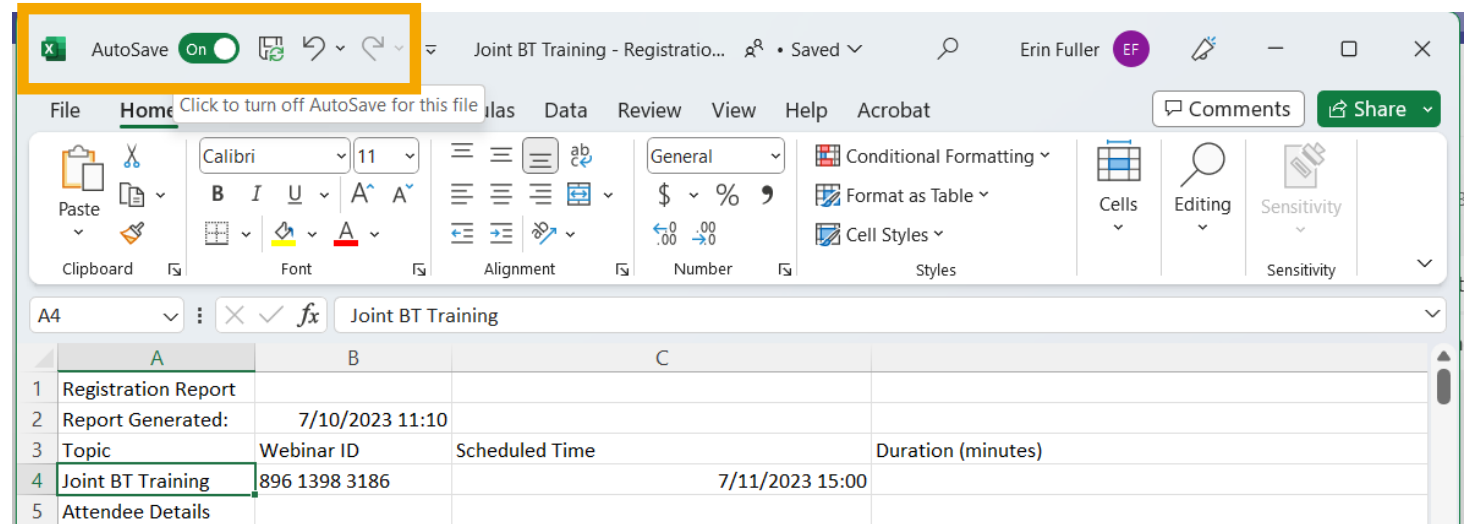
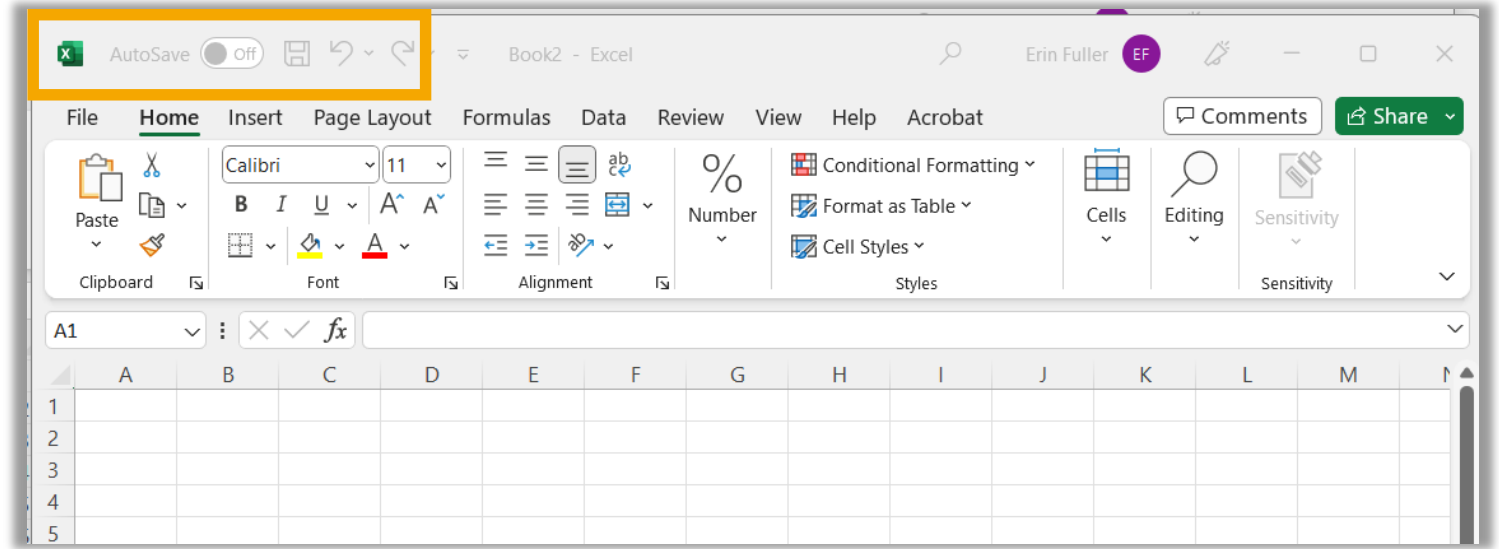
Saving New Documents to OneDrive

- Select "File"
- Select "Save As"
- Select "Browse"
- Select the Folder where you want to share the private (until shared) document



AutoSave

- New documents will **not** automatically save
- Edits made to files already saved to OneDrive or Teams will save automatically





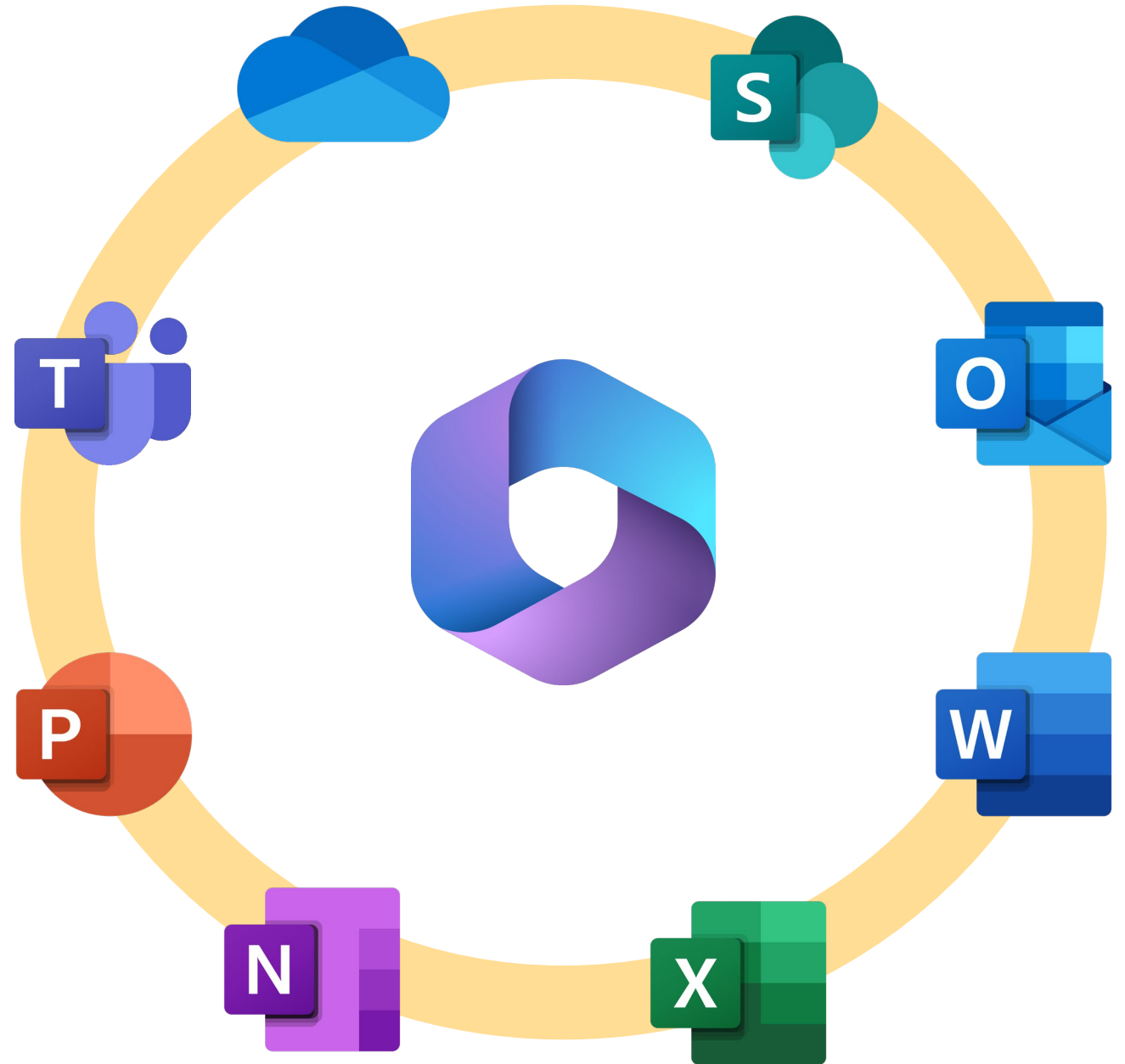
Sharing Documents



Overview

Sharing Documents

1. Sharing: Teams or Outlook?
2. Live Editing
3. What is the best practice for collaborative work?
4. Why **not** to share from OneDrive.





Best Practices: Live Collaboration

Use **Teams** when collaborating on a **living** document **within** the organization.



Best Practices: Distribution

Use **Outlook** and attachments when distributing a **final** version of a document OR when collaborating with someone **outside** of the agency.



Best Practices: Creating

Use **OneDrive creating** draft or final versions of a document. It is **not** best practice to share directly from **OneDrive**.

Why **not** share directly from OneDrive?

- The Agency prevents doing so with outside entities
- Allows collaborators access to your Drive
- Increased complexity with permissions and access issues
- Losing the “link” and other accessibility issues



Best Practices: Summary



Teams

Collaboration



Outlook

Distribution



OneDrive

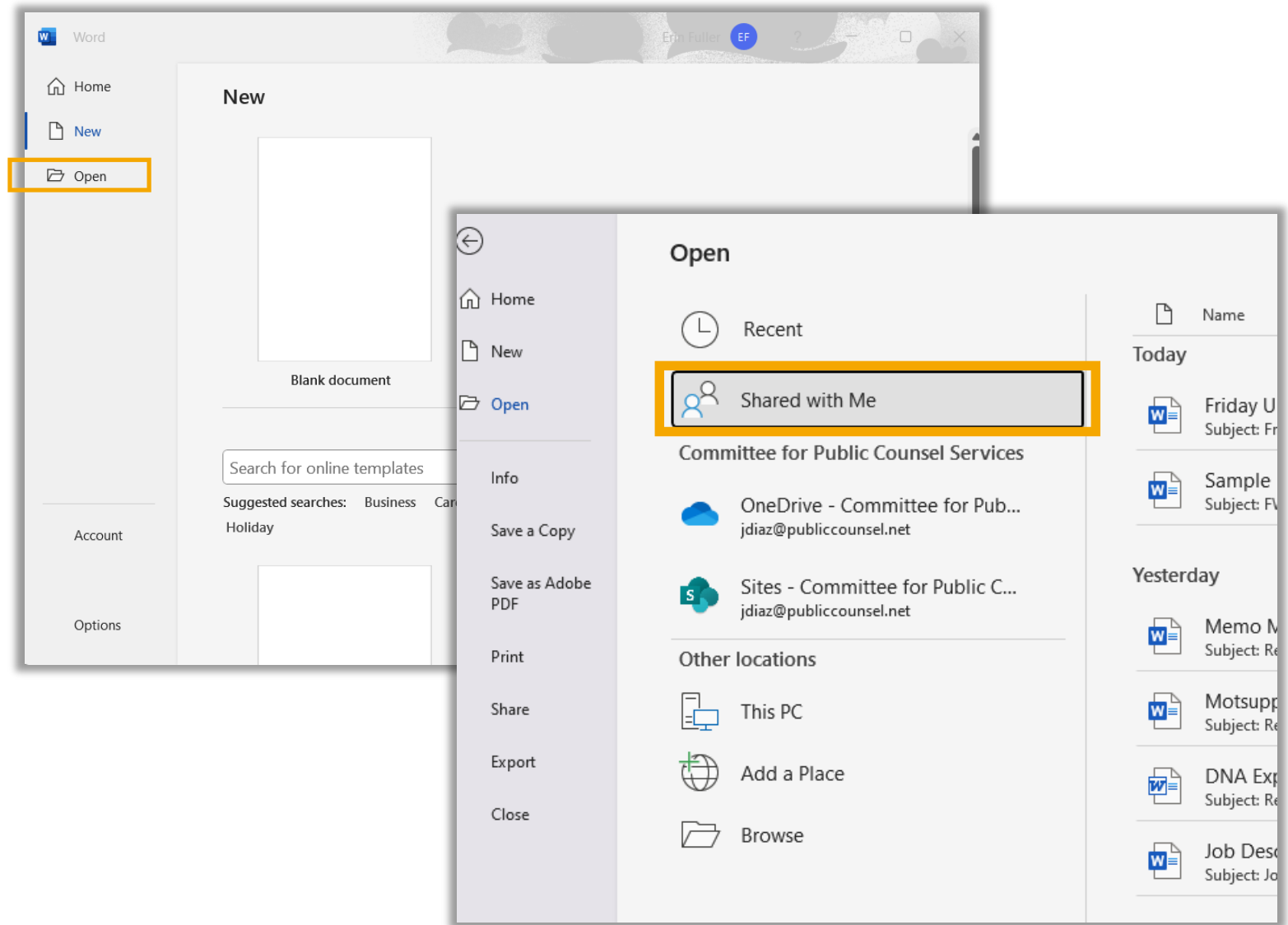
Creating

Shared Documents

How do I
access these?

Shared Documents

- Launch the application where the document was created
- Select "Open" rather than "New"
- Select "Shared with Me"





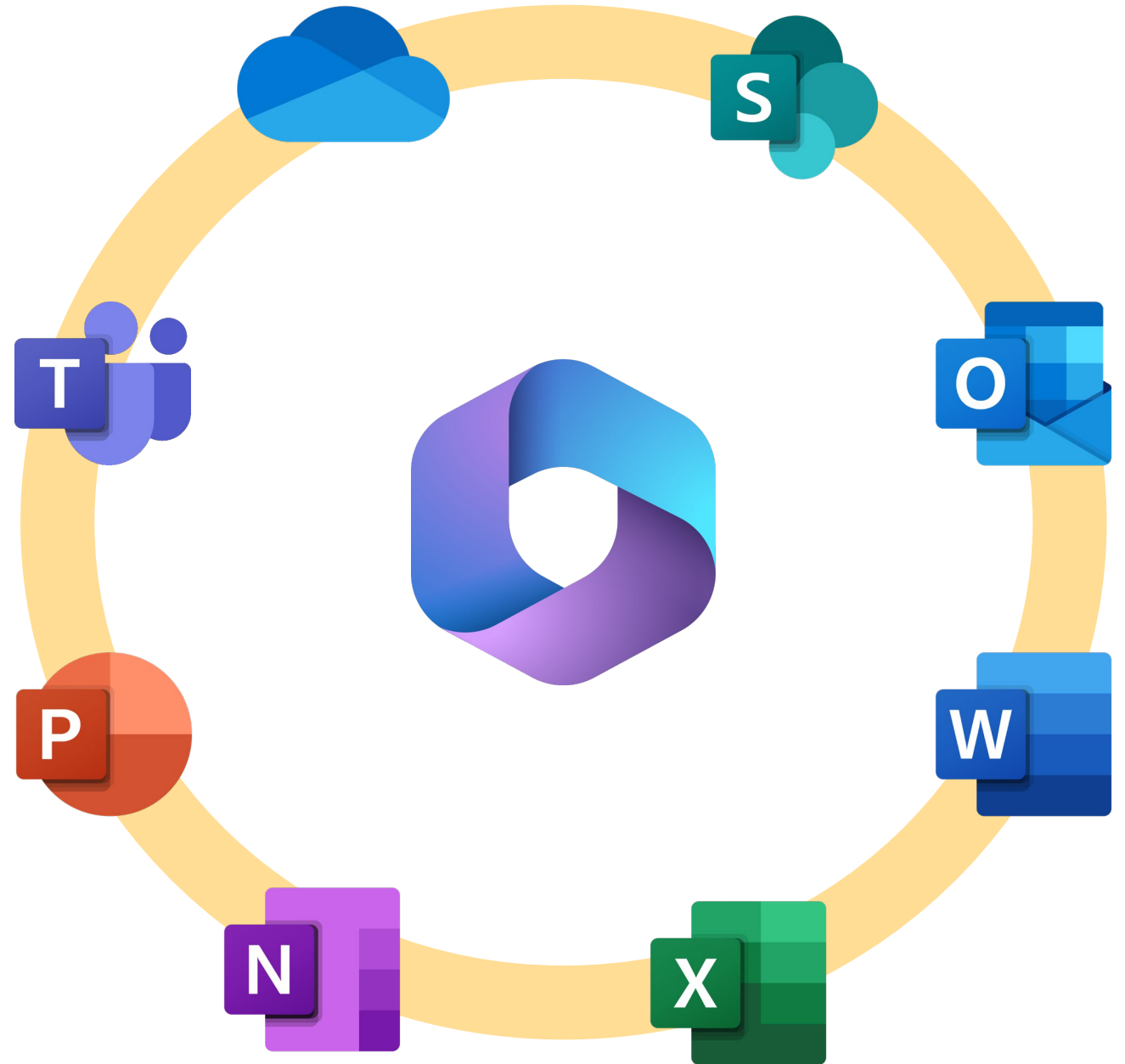
Review



MS365

MS365 Overview

1. MS365 apps are available to CPCS Employees.
2. Files saved to **OneDrive** and **Teams** will **AutoSave**.
3. MS365 files back up to **SharePoint**.



OneDrive

- Where original files are created.
- Automatically Syncs to SharePoint.
- Files are private until shared.

Teams

- A web-based collaborative platform.
- Not private.
- Backs up Teams & OneDrive.

SharePoint

- A web-based collaborative platform.
- Not private.
- Backs up Teams & OneDrive.

Outlook

- For attachments when distributing a final version
- For collaborating with someone outside of the agency.

