

Need to Know Microsoft 365 Webinar October 2024

@directorcia

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Please:

- **Turn off your mobile**
- **Turn off your email**
- **Have somewhere to take notes**

Agenda

- Microsoft 365 Update
- SharePoint
- Q & A



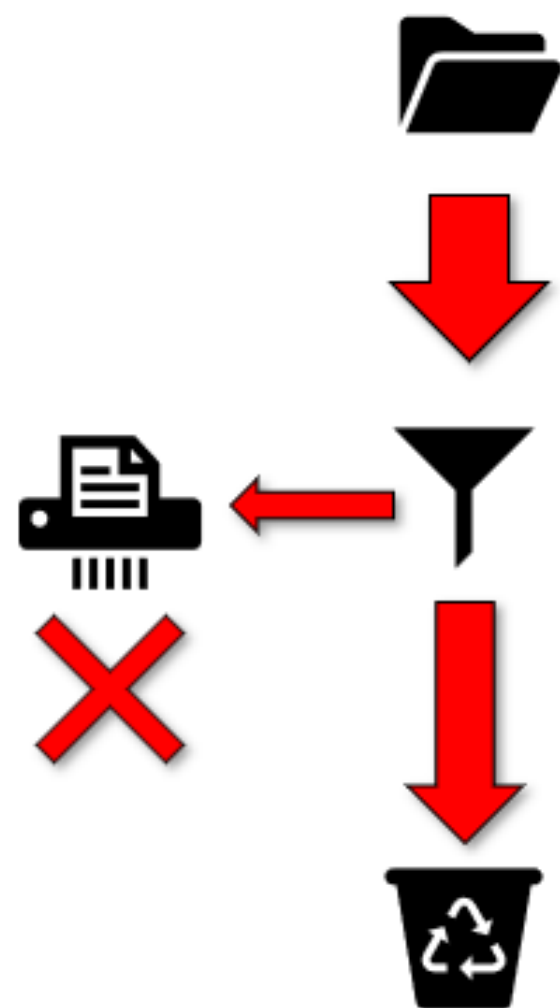
Microsoft 365 Update









News

- Streamline collaboration with the new chat and channels experience in Microsoft Teams
 - <https://www.microsoft.com/en-us/microsoft-365/blog/2024/10/28/streamline-collaboration-with-the-new-chat-and-channels-experience-in-microsoft-teams/>
- Enhancing Security with CISA's ScubaGear Baselines for M365
 - <https://techcommunity.microsoft.com/t5/public-sector-blog/enhancing-security-with-cisa-s-scubagear-baselines-for-m365/ba-p/4276782>
- Scale your team with new autonomous agents
 - <https://www.microsoft.com/en-us/dynamics-365/blog/business-leader/2024/10/21/transform-work-with-autonomous-agents-across-your-business-processes/>
- Unlocking autonomous agent capabilities with Microsoft Copilot Studio
 - <https://www.microsoft.com/en-us/microsoft-copilot/blog/copilot-studio/unlocking-autonomous-agent-capabilities-with-microsoft-copilot-studio/>
- Microsoft 365 Insider Handbook
 - <https://techcommunity.microsoft.com/t5/microsoft-365-insider-blog/microsoft-365-insider-handbook/ba-p/4205461>

SharePoint





 Yammer		- Company wide chat
 SharePoint	Hub Sites	- Navigation
 SharePoint	Communication Sites	- Company wide - Intranet
 SharePoint	Stand Alone Team Sites	- Archive - Extranet
 Teams		- By function or location - E.g. Fin, HR, NSW
 OneDrive		- Desktop files - Home Drive - Profile




OneDrive Vs Team Sites

*Files*


Document Library




OneDrive for Business

*Files*


Document Library

*Files*


Document Library

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Document Library


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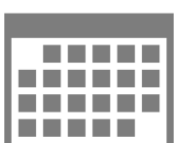
Document Library


*Files*


Document Libraries


Team Sites


**Tasks**


**Calendars**


**Lists**

**Wikis**

**Discussions**

**Mailbox**

**Subsites**




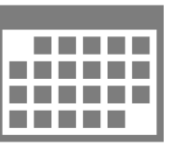
*Files*


Document Library





OneDrive for Business




*Files*
Document Libraries






Calendars





Wikis





Tasks


Lists


Sub Site



Sub Site



Sub Site




Team Sites

Starting space



1TB per user



1TB per tenant

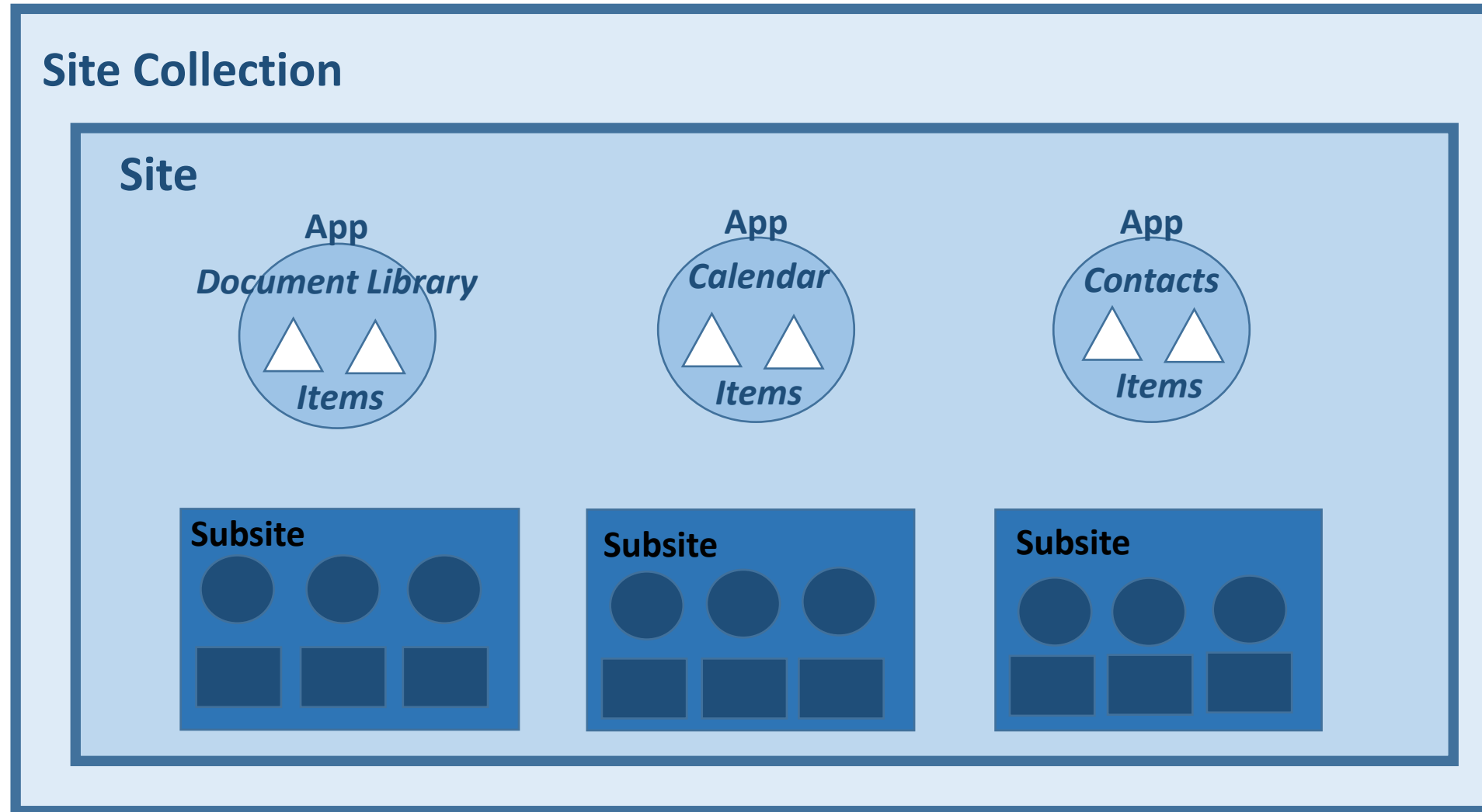
SharePoint

- It's a tool.
- Think of it as an extension of existing Office desktop software.
- Customers want/need/use tools to solve their business problems.
- Works with other technologies such as Project, CRM, PowerBI and more

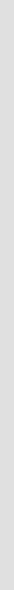
Office 365 is NOT Server 365

- SharePoint is a COLLABORATION platform first and foremost.
- If all you want is just cloud storage, SharePoint may not be for you.
- Pure storage however provides no productivity gains.
- To get the most from the tool you need to use it the right way.
- Teams file storage uses SharePoint

Structure



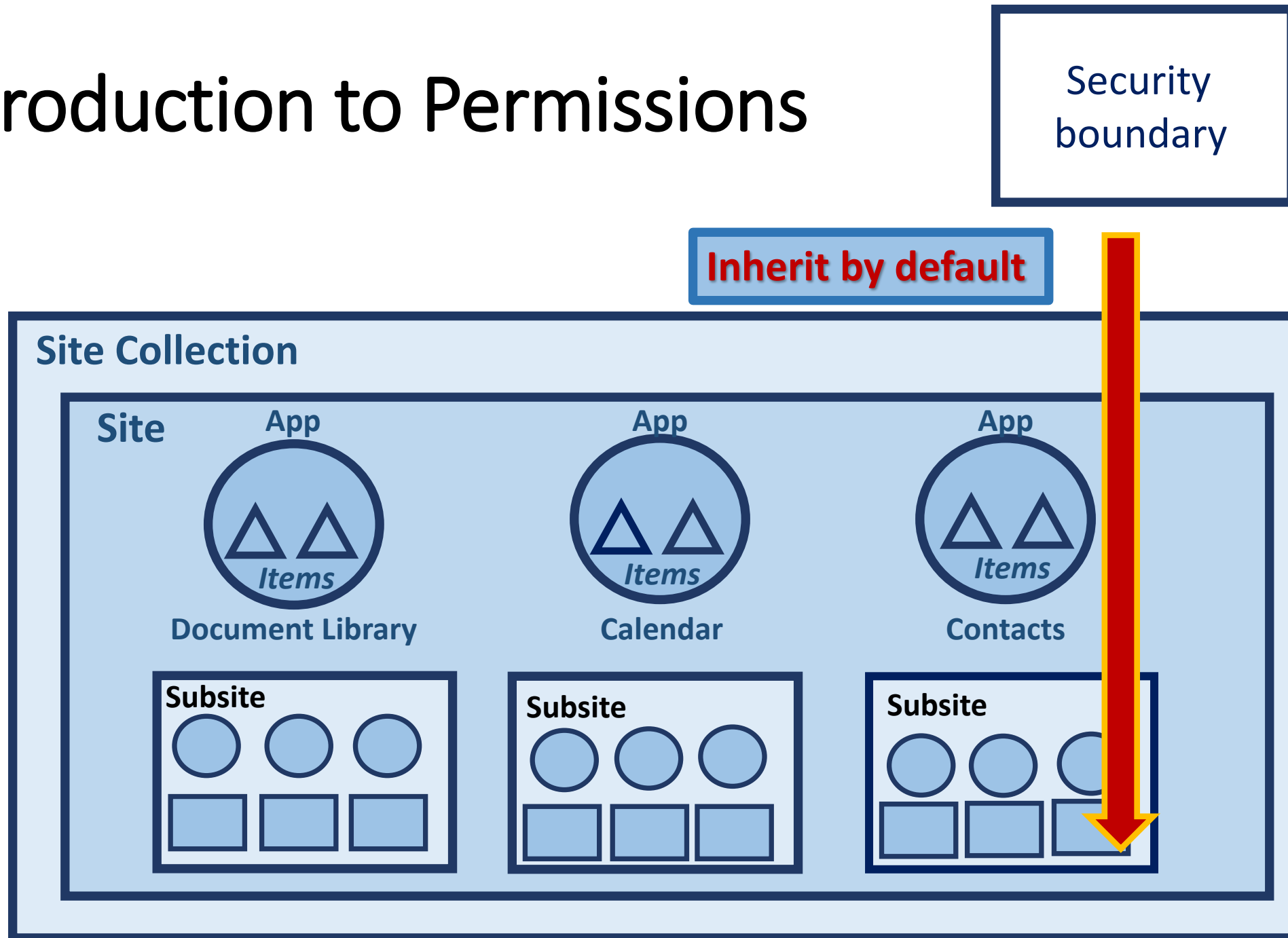
Introduction to permissions








Site Collection

- Container for a collection of web sites
- Security boundary
- Container for third party apps
- Container for certain enabled SharePoint features
- You can have multiple Site Collections

Introduction to Permissions



 Delete unique permissions	 Grant Permissions	 Edit User Permissions	 Remove User Permissions	 Check Permissions
Inheritance	Grant	Modify	Check	

Home

Notebook


Documents

Recent

Calendar

SharePoint Online
Permission Report

Site Contents

 EDIT LINKS

Some items of this list may have unique permissions which are not controlled from this page. [Show these items.](#)

There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. [Show users.](#)

This library has unique permissions.

<input type="checkbox"/>	<input type="checkbox"/>	Name	Type	Permission Levels
<input type="checkbox"/>	<input type="checkbox"/>	Approvers	SharePoint Group	Approve
<input type="checkbox"/>	<input type="checkbox"/>	Designers	SharePoint Group	Design
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Excel Services Viewers	SharePoint Group	View Only
<input type="checkbox"/>	<input type="checkbox"/>	Hierarchy Managers	SharePoint Group	Manage Hierarchy
<input type="checkbox"/>	<input type="checkbox"/>	Records Center Web Service Submitters for records	SharePoint Group	Records Center Web Service Submitters
<input type="checkbox"/>	<input type="checkbox"/>	Restricted Readers	SharePoint Group	Restricted Read

Permission Basics

- Very similar to file based permissions
- Can assign permissions to most things in SharePoint, right down to the item level
- Can assign an individual user rights at a location
- Better practice is to assign rights to SharePoint groups and add users to these groups
- Can share information with anyone with an email

Sharing

Document Sharing


- Share inside and outside tenant
- Sharing available from menu
- Takes care of permissions automatically
- Can share anonymously (i.e. no login required)


Options


×


Link settings

Who would you like this link to work for?
[Learn more](#)

 Anyone with the link ✓


 People in Contoso with the link


 People with existing access


 Specific people

Other settings

☒ Allow editing

 Set expiration date ×

 Set password

 Block download

☐ ⓘ


Apply

Cancel

Sharing without login

Enter Verification Code

You've received a secure link to:

 FY17 European Sales.xlsx

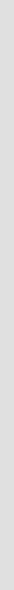
To open this link, enter the code we just emailed to **`larry@fabrikamairlines.com`**. [Send again](#)

ⓘ

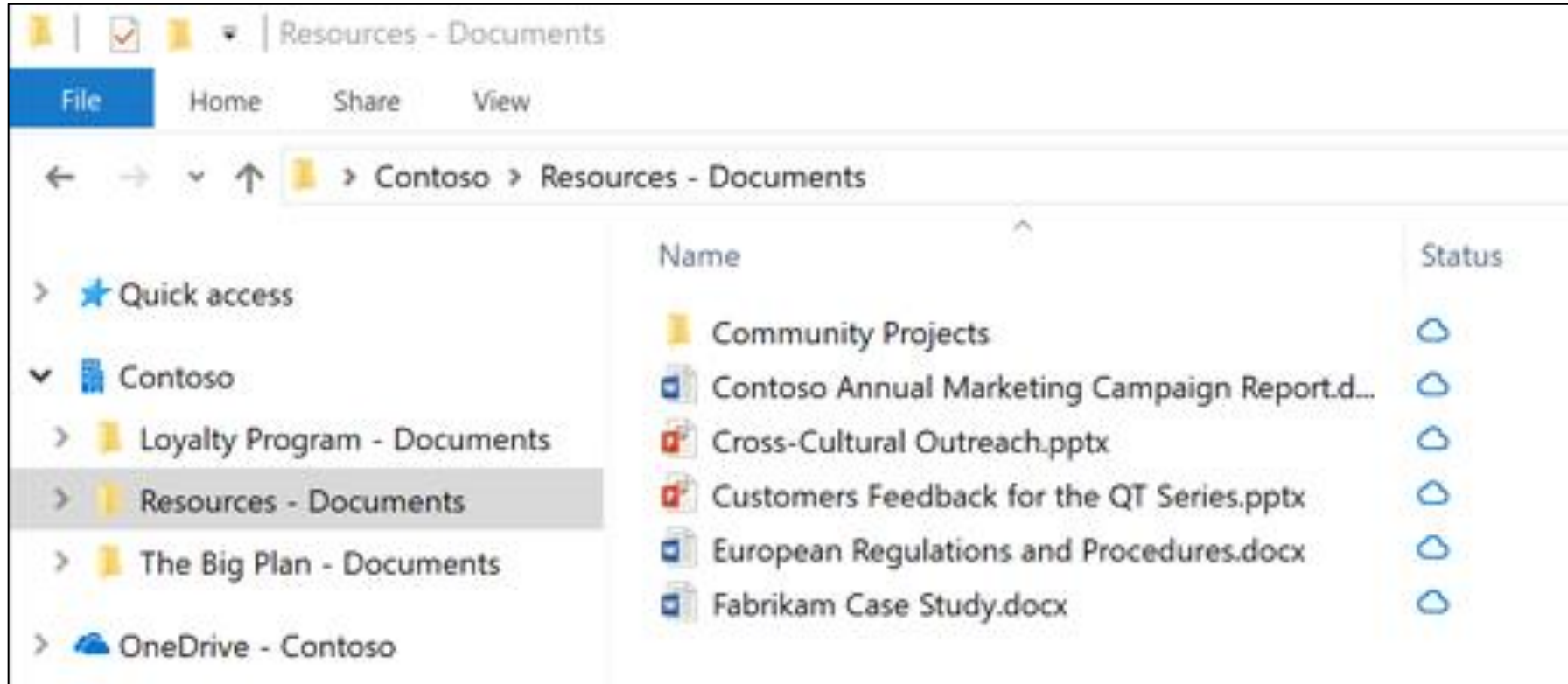
Verify

☐ Keep me signed in

Syncing



Files on Demand



<https://support.office.com/en-us/article/Learn-about-OneDrive-Files-On-Demand-0e6860d3-d9f3-4971-b321-7092438fb38e?ui=en-US&rs=en-US&ad=US&fromAR=1>

Recovery

Version history


Delete All Versions

No. ↓	Modified	Modified By	Size
30.0	7/11/2017 11:30 AM	<input type="checkbox"/> Robert Crane	48.2
29.0	12/09/2017 4:50 PM	<input type="checkbox"/> Lewis Collins	45.8
28.0	18/08/2017 4:27 PM	<input type="checkbox"/> Lewis Collins	44.8
27.0	18/08/2017 4:25 PM	<input type="checkbox"/> Lewis Collins	51.2
26.0	16/08/2017 10:51 AM	<input type="checkbox"/> Lewis Collins	51.2
25.0	28/06/2017 10:45 AM	<input type="checkbox"/> Lewis Collins	51.2
24.0	3/05/2017 12:15 PM	<input type="checkbox"/> Lewis Collins	48.9
23.0	3/05/2017 12:15 PM	<input type="checkbox"/> Robert Crane	48.8



Automatic versioning

Recycle Bin

 Delete  Restore

1 selected 

Recycle bin

	Name	Date deleted ↓	Deleted by	Created by	Original location
	Microsoft 365 Tech Series for Busi...	7/12/2017 6:03 PM	Robert Crane	Robert Crane	sites/demo/presentations/Shared Documents/Microsoft 365
 	DISTI SMB1-1 Microsoft 365 Busi...	7/12/2017 6:03 PM	Robert Crane	Robert Crane	sites/demo/presentations/Shared Documents/Microsoft 365/Microsoft 365 Tech Series for Business
	MD2-3 Management Scenarios (1...	7/12/2017 6:03 PM	Robert Crane	Robert Crane	sites/demo/presentations/Shared Documents/Microsoft 365/Microsoft 365 Tech Series for Business

Restore Patrons - Documents

If something went wrong, you can restore this library to a previous time. Select a date preset or use the slider to find a date with unusual activity in the chart. Then select the changes that you want to undo.

Select a date

Three weeks ago

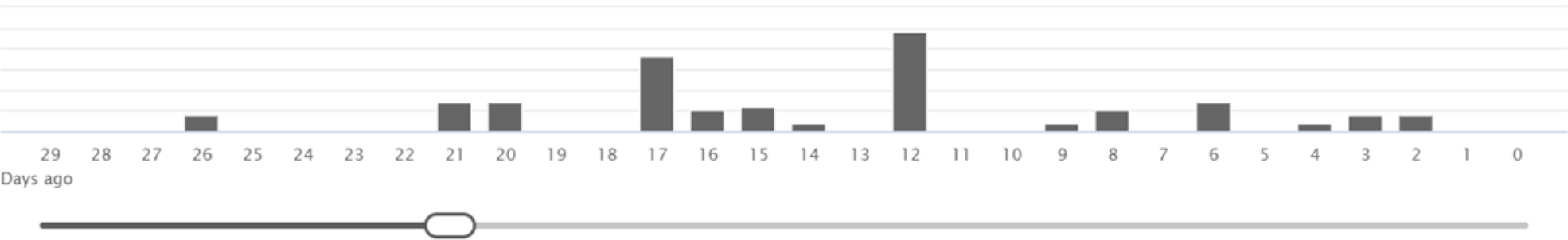
▼

All changes after 4/1/2020, 12:00:00 AM will be rolled back

Restore

Cancel

Move the slider to quickly scroll the list to a day.



Select a change in the list below to highlight it and all the changes before it. Then select the Restore button to undo all the highlighted changes.

▼ Change

▼ 2 days ago - 4/20/2020 (4)

☒

Updated by Leon Black 7:37:25 PM

☐ Cleanup AzureAD device registration.ps1

File Restore

DEMO

Take aways

- SharePoint is for shared not personal files
- SharePoint is typically for data not requiring chat
- Structures should be wide not deep
- SharePoint is collaboration not storage
- Mobile app on all platforms
- Includes automatic version backup
- Includes ability for granular permissions and sharing

Resources

- Introduction to SharePoint - <https://docs.microsoft.com/en-us/sharepoint/introduction>
- SharePoint Online training courses, videos and tutorials - <https://support.office.com/en-US/article/SharePoint-Online-training-courses-videos-and-tutorials-2eb5e190-1c90-4987-908d-7c2263f40c5e>
- SharePoint Online QuickStart- <https://support.office.com/en-us/article/Welcome-to-SharePoint-Online-324a89ec-e77b-4475-b64a-13a0c14c45ec?ui=en-US&rs=en-US&ad=US>
- Access your files on any device - <https://support.office.com/en-us/article/access-your-files-on-any-device-871b8720-e94d-4dc6-9c0f-8a2bc1bb4df7?>
- How to customise your SharePoint website - <https://support.microsoft.com/en-us/office/how-to-customize-your-sharepoint-website-11de936c-8fed-4474-ac58-583d0c38ac12?ui=en-us&rs=en-us&ad=us>
- SharePoint help center - <https://support.office.com/en-us/sharepoint>

CIAOPS Resources



- Blog – <http://blog.ciaops.com>
- Free Office 365, Azure video tutorials – <http://www.youtube.com/directorciaops>
- Free documents, presentations, eBooks – <http://slideshare.net/directorcia>
- Office 365, Azure, Cloud podcast – <http://ciaops.podbean.com>
- Office 365, Azure online training courses – <http://www.ciaopsacademy.com>
- Office 365 and Azure community – <http://www.ciaopspatron.com>
- CIAOPS Github – <https://github.com/directorcia>

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Questions

That's all folks!

Thanks for attending