A large pile of green Brussels sprouts filling the entire background of the slide.

#CollabDaysBE

Become a Teams superstar by
managing efficiently content in
SharePoint and OneDrive

Patrick Guimonet | @patricg



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Platinum



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European
SharePoint
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Community



Organized by



Hi my name is Patrick Guimonet



Greater Paris, France



Enterprise Solutions
Architect - Abalon



aMS Community
Founder and member



Feel free to connect



International speaker and
events organizer

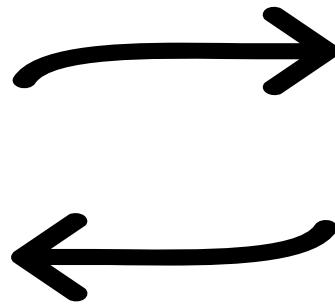


11 times MVP
Office Servers and Services
4 years MS Regional Director

My event history



Who are you?

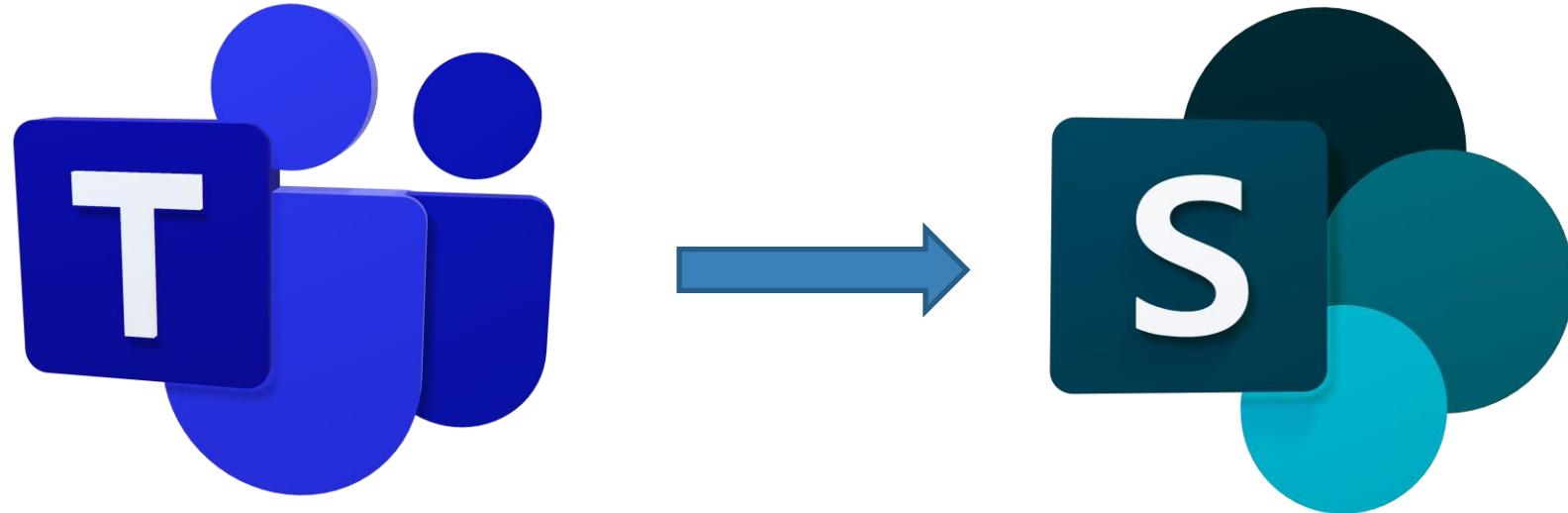


A photograph of a grand, multi-story building with a prominent dome and classical architectural details. In the foreground, there is a well-manicured garden with snow-covered hedges and a fountain. The sky is overcast.

Part 1
Teams do NOT
store data

Fact #1 Teams does NOT store data!

- So where are my data?



- Channels, folders and metadata

Demo #1 Teams storage organization in SharePoint



File tab in General channel

The screenshot shows the Microsoft Teams interface for the 'General' channel. The top navigation bar includes 'Microsoft Teams', a search bar, and user information for 'Abalon'. The left sidebar has a 'Teams' section with 'Your teams' and a 'General' team selected. Below this are sections for 'Finance', 'Marketing', 'Project management', 'Shareholders', 'Our annual event', 'Integrate Power Platform with ShareP...', 'General', 'Alerts', 'Approvals', 'Budget', and 'FR - Gestion des demandes de projets'. The main content area shows a file list under 'General' with a red box highlighting the breadcrumb 'Documents > General'. The columns for the files are Name, Modified, Modified By, Sensitivity, Langue, and Location. The files listed are:

Name	Modified	Modified By	Sensitivity	Langue	Location
Design	October 5, 2021	Patrick Guimonet		FR	
Digital Assets for the Web	October 5, 2021	Patrick Guimonet		FR	
Go to Market Plan	October 5, 2021	Patrick Guimonet		EN	
Research and Dev	October 5, 2021	Patrick Guimonet		EN	
2021-01-17 Letter to shareholders.docx	4 days ago	Patrick Guimonet		EN	Helsinki
2021-08-27 Press Release.docx	4 days ago	Patrick Guimonet		EN	Helsinki
2021-08-28 Press Release.docx	October 5, 2021	Patrick Guimonet		EN	London
Acquisition.docx	4 days ago	Patrick Guimonet		FR	London

File tab in all other channels

The screenshot shows the Microsoft Teams interface for the 'Marketing' channel. The left sidebar lists various teams and channels, with 'Marketing' selected. The top navigation bar includes 'Posts', 'Files' (which is currently active), 'Wiki', and 'Présentations de réfé...'. The main area displays a list of files and folders:

Name	Modified	Modified By	Sensitivity	Langue	Location
FY2018	September 27, 2021	Patrick Guimonet			
FY2019	September 27, 2021	Patrick Guimonet			
FY2020	September 27, 2021	Patrick Guimonet			
FY2021 🚨	September 27, 2021	Patrick Guimonet			
FY2022	September 27, 2021	Patrick Guimonet			
Modèle de présentation.pptx	October 5, 2021	Patrick Guimonet	Abalon - Public	FR	

The 'Marketing' tab in the file list is highlighted with a red box.

Chanel folders

- From Files tab in General channel

1

General Posts Files Wiki Tasks +

+ New ↘ Upload ↗ Sync ⌂ Copy link ⌄ Download + Add cloud storage

2

Documents > General

Name ↘ Modified ↘ Modified By ↘

Name	Modified	Modified By
Design	October 5, 2021	Patrick Guimonet
Digital Assets for the Web	October 5, 2021	Patrick Guimonet
	October 5, 2021	Patrick Guimonet

Right Clic on « Documents »

1

General Posts Files Wiki Tasks +

+ New ↘ Upload ↗ Sync ⌂ Open in SharePoint

Documents

File Type	Name	Modified	Modified By
Folder	Finance	September 27, 2021	Patrick Guimonet
Folder	General	September 23, 2021	Patrick Guimonet
Folder	Marketing	September 27, 2021	Patrick Guimonet
Folder	Project management	September 27, 2021	Patrick Guimonet
Folder	Shareholders	October 28, 2020	Patrick Guimonet

Copies and moves

The screenshot illustrates the process of copying and moving files within a Microsoft Teams channel.

Left Panel: A list of files in a Teams channel. The file "Marketing budget.xlsx" is selected, indicated by a red circle labeled "1". A context menu is open, with the "Copy" option highlighted and also indicated by a red circle labeled "2".

Middle Panel: A "Copy to" dialog box. It shows the "Project ONYX" channel and the "OneDrive" storage location. The "Marketing" folder is visible under OneDrive.

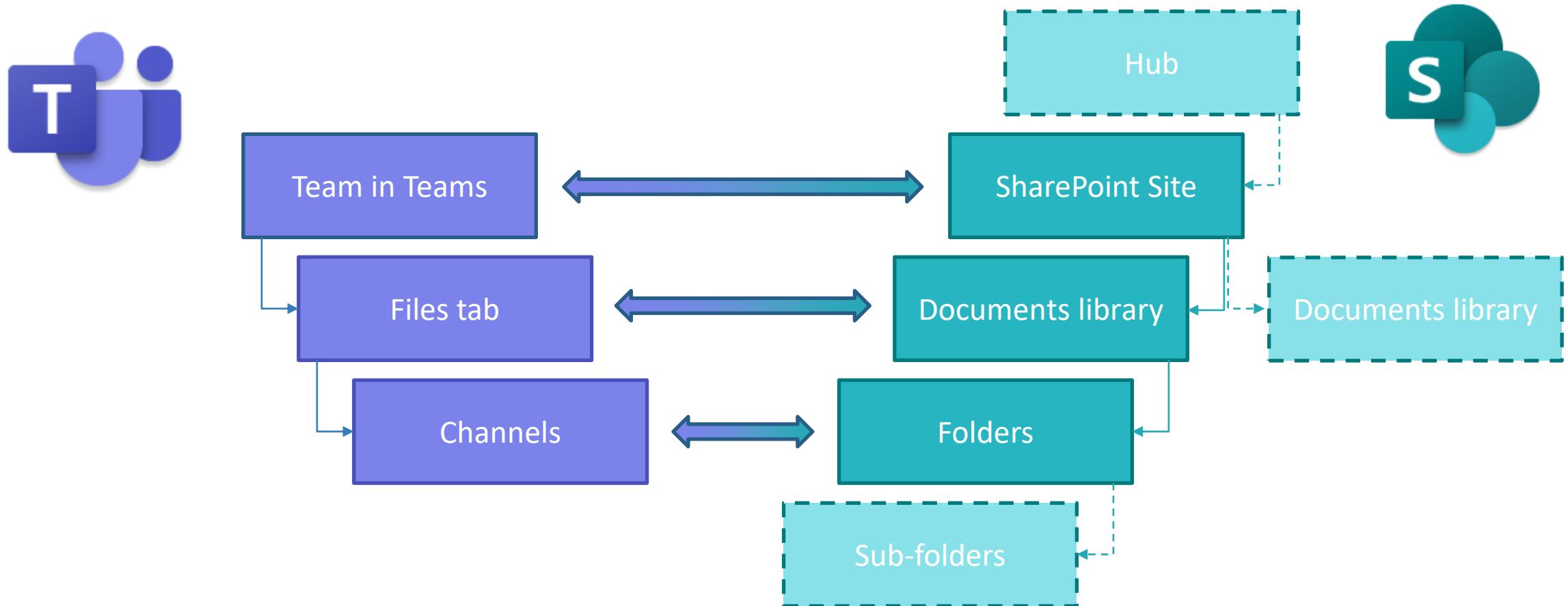
Right Panel: The "Marketing" channel's file list. It shows two files: "Marketing budget.xlsx" (copied from Project ONYX) and "Présentation Project ONYX.pptx" (uploaded directly). A blue callout box points to the "Copied file" status of the first file.

Bottom Left Callout: A blue callout box with the text "Destination choice" pointing to the "Copy to" dialog.

Bottom Right Callout: A blue callout box with the text "Copied file" pointing to the "Marketing budget.xlsx" entry in the channel's file list.

Name	Type	Last Modified	Modified By
Marketing budget.xlsx	Excel	A few seconds ago	Mr Test
Présentation Project ONYX.pptx	PPTX	September 27, 2021	Patrick Guimond

Two faces of the same reality



Where are stored channel meetings recordings?

Screenshot of Microsoft Teams interface showing the location of channel meeting recordings.

The left sidebar shows the "Équipes" (Teams) section with several teams listed:

- aMS Douala 2021-10-2b
- Vos équipes
 - aMS Community / Communauté aMS
 - Organisation aMS (FR)
 - Communauté Microsoft 365 et Power ...
 - Communauté aMS - INTERNE
 - aMS Online 2021 - ORGA
 - aMS Online 2021** (highlighted with a red box)
 - Général
 - 2021-09-23 aMS Online n°33 Power App** (highlighted with a red box)
 - 10 canaux masqués- aMS Strasbourg 2021-10-14
 - Général
 - Questions et échanges
 - Speaker Room
 - Assistance

The main content area shows the "2021-09-23 aMS Online n°33..." channel page. The "Publications" tab is selected, displaying a list of recent changes:

- Patrick Guimonet a défini l'affichage automatique de ce canal dans la liste des canaux.
- Patrick Guimonet a modifié le nom du canal 2021-09-23 aMS Online n°33 en **2021-09-23 aMS Online n°33**.
20 septembre 2021
- Patrick Guimonet a modifié le nom du canal **2021-09-23 aMS Online n°33** en **2021-09-23 aMS Online n°33 Power Apps**.
23 septembre 2021

A preview of a post by Patrick Guimonet is shown, featuring a thumbnail image of a presentation slide titled "aMS Online 23 Septembre 2021" and "aMS Online n°33 Power Apps".

The "Fichiers" (Files) tab is also visible, showing a folder named "Recordings" (highlighted with a red box).

We now have access to metadata into Teams

The screenshot shows a Microsoft Teams channel named "General". The "Files" tab is selected, displaying a list of documents. A blue box highlights the columns for Sensitivity, Language, and Location, which are part of the file's metadata. The table below provides the detailed data:

Name	Modified	Modified By	Sensitivity	Language	Location
Design	October 5, 2021	Patrick Guimonet	FR		
Digital Assets for the Web	October 5, 2021	Patrick Guimonet	FR		
Go to Market Plan	October 5, 2021	Patrick Guimonet	EN		
Research and Dev	October 5, 2021	Patrick Guimonet	EN		
2021-01-17 Letter to shareholders.docx	May 4	Patrick Guimonet	EN		Helsinki
2021-08-27 Press Release.docx	May 4	Patrick Guimonet	EN		Helsinki
2021-08-28 Press Release.docx	⚠ October 5, 2021	Patrick Guimonet	EN		London
Acquisition.docx	May 4	Patrick Guimonet	FR		London
Financial budget.xlsx	May 19	Mr Test	FR		Stockholm

The background image shows the Atomium, a large-scale stainless steel structure in Brussels, Belgium, designed to represent an iron atom. It consists of nine interconnected hemispheres. The spheres are mounted on a central vertical axis, which is supported by four thick, curved legs. The sky is blue with scattered white clouds.

PART 2

SharePoint is powerful!

Fact #2 SharePoint has extra powers

- You can integrate any document library into Teams
- You are allowed to make some mistakes ...
 - With 2 levels recycle bin and SharePoint versioning
- Metadata
- Site storage overview
- Read only files and folder



Documents library integration into Teams

A reference library ...

integrated into another team in Teams

The screenshot shows a SharePoint document library interface. On the left, there's a navigation bar with links like Home, Documents, Project Requests, etc. The main area displays a grid of documents with columns for Name, Modified, and Modified By. A modal window titled "Add a tab" is open, prompting the user to turn favorite apps and files into tabs. It includes a "More apps" link and a "Recent" dropdown. A specific "Document Library" app icon is highlighted with a red box. Below it, a "CRA" app icon is visible. The "Document Library" modal also contains fields for "About" (with a URL) and "Use a SharePoint link", and a checked checkbox for "Post to the channel about this tab".

The screenshot shows a Microsoft Teams channel named "Marketing". The top navigation bar includes Posts, Files, Wiki, and a "Reference Library" tab, which is highlighted with a red box. Below the navigation, there's a "Shared Documents > General" section with buttons for New, Upload, Copy link, and Open in SharePoint. The main area lists several documents with their names and file types. One document, "2020-01-27 MSIgniteTheTour - Integrate Power Platform with SharePoint.pptx", is highlighted with a blue box.

Let's compare the menus

Standard menus

This screenshot shows the Microsoft Teams interface with a context menu open over a file. The menu includes options like 'Open in SharePoint' and 'Add Cloud Storage'. A specific item, 'Go to channel', is highlighted with a green box.

General Posts Files Wiki Tasks +

+ New Upload Edit in grid view Share Sync Download Add shortcut to OneDrive

Documents > General

+ New Upload Edit in grid view Share Sync Download Go to channel

... Open in SharePoint
+ Add Cloud Storage

All Documents

File selected menus

This screenshot shows the Microsoft Teams interface with a context menu open over a selected file. The menu includes options like 'Automate' and 'Version history'. A specific item, 'Open in SharePoint', is highlighted with a green box. Arrows point from the 'Open in SharePoint' option in both screenshots to the corresponding items in the 'File selected' menu.

General Posts Files Wiki Tasks +

+ New Edit in grid view Open Share Make this a tab Download

Documents > General

+ New Edit in grid view Open Share Download Delete Pin to top Rename

... 1 selected

... 1 selected

Automate
Move to
Copy to
Properties
Version history
Alert me
Manage my alerts
Check out



Demo #2
SharePoint extra
power

Recycle bin

User level

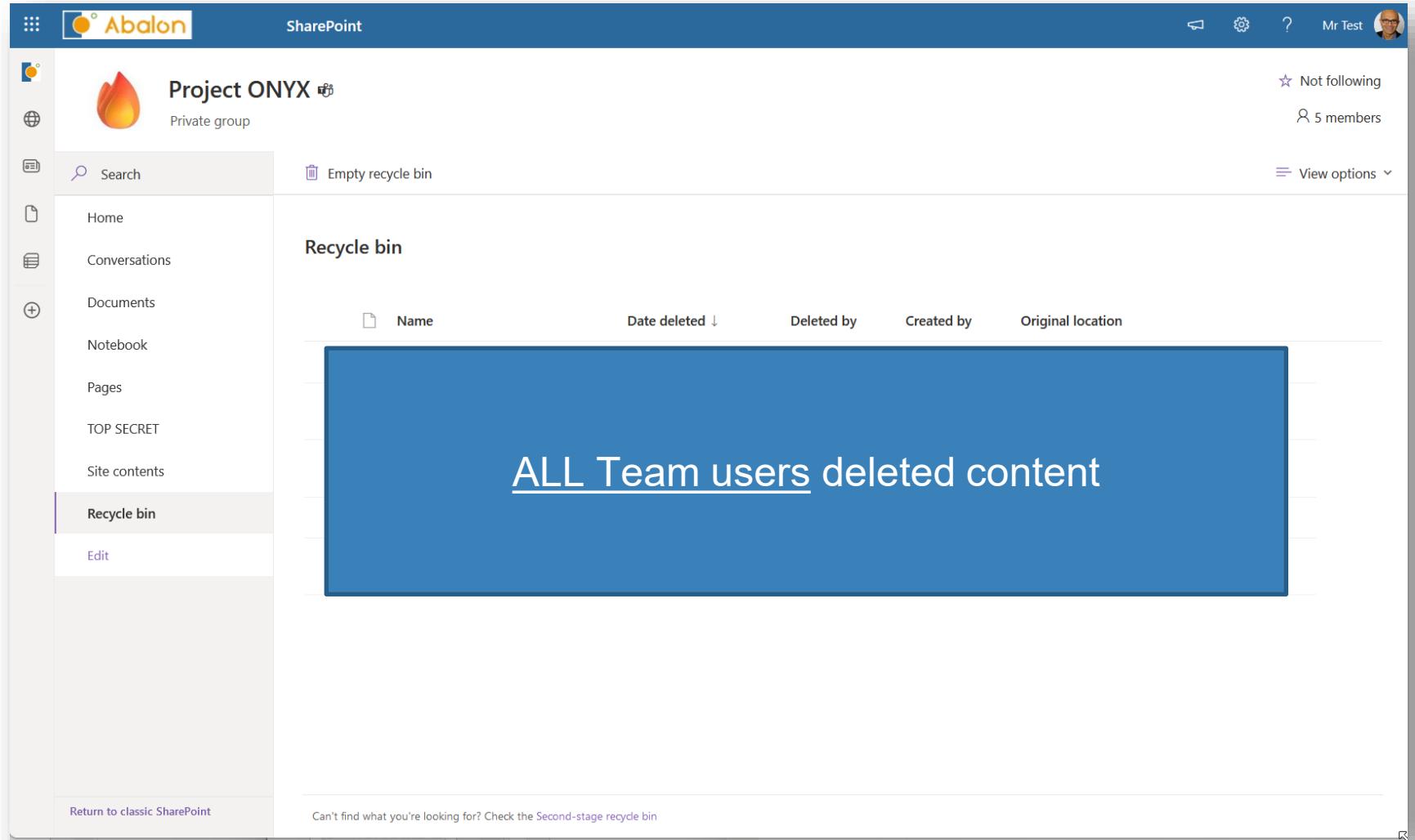
This screenshot shows the SharePoint User Recycle Bin interface. The left navigation bar includes options like Home, Conversations, Documents, Notebook, Pages, TOP SECRET, Site contents, and Recycle bin (which is currently selected). The main content area is titled "Recycle bin" and displays a table with columns: Name, Date deleted, Deleted by, Created by, and Original location. A large blue box covers the content area, with the text "User deleted content" written on it. At the bottom of the page, there is a message: "Can't find what you're looking for? Check the Second-stage recycle bin." This message is highlighted with a red rectangular box.

Second stage or admin level

This screenshot shows the SharePoint Second Stage Recycle Bin interface. The left navigation bar includes Home, Conversations, Documents, Notebook, Pages, TOP SECRET, Site contents, and Recycle bin (which is currently selected). The main content area is titled "Second stage recycle bin" and displays a table with columns: Name, Date deleted, Deleted by, Created by, and Original location. A large blue box covers the content area, with the text "Admin recoverable content" written on it. A red arrow points from the "User deleted content" message in the first screenshot to the "Admin recoverable content" message in this screenshot.

Beware

Recycle bin is
accessible to ALL
team members



The screenshot shows a SharePoint site named "Project ONYX" which is a "Private group". The navigation bar includes links for Home, Conversations, Documents, Notebook, Pages, TOP SECRET, Site contents, Recycle bin (which is currently selected), and Edit. On the right, there is a search bar, an "Empty recycle bin" button, and a "View options" dropdown. Below these, the "Recycle bin" section is displayed with a header row containing columns for Name, Date deleted (sorted by date), Deleted by, Created by, and Original location. A large blue rectangular box covers the main content area, with the text "ALL Team users deleted content" written in white.

Project ONYX

Private group

Search

Empty recycle bin

View options

Recycle bin

Name	Date deleted	Deleted by	Created by	Original location
ALL Team users deleted content				

Return to classic SharePoint

Can't find what you're looking for? Check the Second-stage recycle bin

Versioning access

The screenshot shows a file management interface with a sidebar on the left and a main content area on the right.

Left Sidebar:

- New agenda for Project ONYX.docx
- Présentation Project ONYX** (selected, indicated by a checked checkbox icon)
- Présentation Project ONYX version 2.pptx
- Press Release.docx
- TEST.docx
- Une lettre.docx

A red box highlights the three-dot menu icon next to the selected presentation file. A red arrow points from this menu icon to the "Version history" option in the dropdown menu, which is also highlighted with a red box.

Right Content Area:

Version history

Delete All Versions

No.	Modified	Modified By	Size	Comments
6.0	5/18/2022 2:37 PM	Mr Test	261.3 KB	
5.0	10/5/2021 11:25 PM	Patrick Guimonet	260.5 KB	
4.0	10/5/2021 8:57 PM	Patrick Guimonet	256.7 KB	
3.0	10/5/2021 6:05 PM	Patrick Guimonet	269.8 KB	
	Langue FR			
2.0	8/28/2021 11:37 AM	Patrick Guimonet	266.9 KB	
1.0	8/28/2021 11:37 AM	Patrick Guimonet	258.3 KB	

Title: Présentation PowerPoint

Metadata (1/2)

Documents > General

Name	Modified	Modified By	Sensitivity	Langue	Location	+ Add column
Langue : DE (3)						
New agenda for Project ONYX.docx	May 4	Patrick Guimonet		DE	Helsinki	
Présentation Project ONYX version 2.pptx	May 4	Patrick Guimonet	Abalon - Interne	DE	Helsinki	
TEST.docx	October 5, 2021	Patrick Guimonet		DE	Berlin	
Langue : EN (6)						
Go to Market Plan	October 5, 2021	Patrick Guimonet		EN		
Research and Dev	October 5, 2021	Patrick Guimonet		EN		

General Posts Files Wiki Tasks + Meet

+ New Upload Sync Copy link Download + Add cloud storage Open in SharePoint Tous les documents*

Documents > General

Nom	Modifié	Modifié par	Niveau de confid...	Langue	Location	
Langue : DE (3)						
New agenda for Project ONYX.docx	4 mai	Patrick Guimonet		DE	Helsinki	
Présentation Project ONYX version 2.pptx	4 mai	Patrick Guimonet	Abalon - Interne	DE	Helsinki	

Metadata (2/2)

Documents > General > Berlin

Name	Modified	Modified By	Sensitivity	Langue	Location
TEST.docx	October 5, 2021	Patrick Guimonet		DE	Berlin

View by locations

- View by locations
- List
- Compact List
- Tiles
- Files that need attention
- All Documents
- View by languages
- View by locations

Default view

Documents > General					
Name	Modified	Modified By	Sensitivity	Langue	Location
Design	October 5, 2021	Patrick Guimonet	FR		
Digital Assets for the Web	October 5, 2021	Patrick Guimonet	FR		
Go to Market Plan	October 5, 2021	Patrick Guimonet	EN		
Research and Dev	October 5, 2021	Patrick Guimonet	EN		
2021-01-17 Letter to shareholders.docx	4 days ago	Patrick Guimonet	EN	Helsinki	
2021-08-27 Press Release.docx	4 days ago	Patrick Guimonet	EN	Helsinki	
2021-08-28 Press Release.docx	October 5, 2021	Patrick Guimonet	EN	London	
Acquisition.docx	4 days ago	Patrick Guimonet	FR	London	
Financial budget.xlsx	4 days ago	Patrick Guimonet	FR		
Lettre aux actionnaires.docx	October 5, 2021	Patrick Guimonet	FR		
MA lettre bis.docx	4 days ago	Patrick Guimonet	FR	London	
MA lettre.docx	4 days ago	Patrick Guimonet	FR	London	
Marketing budget.xlsx	28 minutes ago	Mr Test	EN	London	
New agenda for Project ONYX.docx	4 days ago	Patrick Guimonet	DE	Helsinki	
Présentation Project ONYX version 2.pptx	4 days ago	Patrick Guimonet	Abalon - Interne	DE	Helsinki
Présentation Project ONYX.pptx	October 5, 2021	Patrick Guimonet	FR		

View by languages

Documents > General					
Name	Modified	Modified By	Langue	Location	
Langue : DE (3)					
TEST.docx	October 5, 2021	Patrick Guimonet	DE	Berlin	
Présentation Project ONYX version 2.pptx	4 days ago	Patrick Guimonet	DE	Helsinki	
Langue : EN (6)					
Go to Market Plan	October 5, 2021	Patrick Guimonet	EN		
Research and Dev	October 5, 2021	Patrick Guimonet	EN		
2021-01-17 Letter to shareholders.docx	4 days ago	Patrick Guimonet	EN	Helsinki	
2021-08-27 Press Release.docx	4 days ago	Patrick Guimonet	EN	Helsinki	
2021-08-28 Press Release.docx	October 5, 2021	Patrick Guimonet	EN	London	
Marketing budget.xlsx	28 minutes ago	Mr Test	EN	London	
Langue : FR (10)					
Design	October 5, 2021	Patrick Guimonet	FR		
Digital Assets for the Web	October 5, 2021	Patrick Guimonet	FR		
Press Release.docx	4 days ago	Patrick Guimonet	FR	Helsinki	
Acquisition.docx	4 days ago	Patrick Guimonet	FR	London	

View by locations

Documents > General					
Name	Modified	Modified By	Sensitivity	Langue	Location
Location : Unassigned (7)					
Go to Market Plan	October 5, 2021	Patrick Guimonet	EN		
Research and Dev	October 5, 2021	Patrick Guimonet	EN		
Design	October 5, 2021	Patrick Guimonet	FR		
Digital Assets for the Web	October 5, 2021	Patrick Guimonet	FR		
Lettre aux actionnaires.docx	October 5, 2021	Patrick Guimonet	FR		
Financial budget.xlsx	4 days ago	Patrick Guimonet	FR		
Présentation Project ONYX.pptx	October 5, 2021	Patrick Guimonet	FR		
Location : Berlin (1)					
TEST.docx	October 5, 2021	Patrick Guimonet	DE	Berlin	
Location : Helsinki (5)					
New agenda for Project ONYX.docx	4 days ago	Patrick Guimonet	DE	Helsinki	
Présentation Project ONYX version 2.pptx	4 days ago	Patrick Guimonet	Abalon - Interne	DE	Helsinki
2021-01-17 Letter to shareholders.docx	4 days ago	Patrick Guimonet	EN	Helsinki	
2021-08-27 Press Release.docx	4 days ago	Patrick Guimonet	EN	Helsinki	
Press Release.docx	4 days ago	Patrick Guimonet	FR	Helsinki	

Size of files in Teams

The screenshot shows the Microsoft Teams Project ONYX dashboard. At the top, there's a header with a fire icon, the name "Project ONYX", and a subtitle "Projct ONYX". Below the header are navigation tabs: Members, Pending Requests, Channels, Settings, **Analytics**, Apps, and Tags. Under the Analytics tab, there are summary statistics: 5 Users, 8 Apps, 0 Meetings, and a highlighted box containing "17.90 MB SharePoint files". A red box highlights this "SharePoint files" box.

The screenshot shows the SharePoint Settings page. At the top, there are icons for a speaker, gear, help, and user profile ("Mr Test"). Below the header is a "Settings" section with links: SharePoint (Add a page, Add an app, Site contents, Library settings, Restore this library), Site information (highlighted with a red box), Site permissions, Apply a site template, Site usage, and Change the look. The "Site information" link leads to a new window titled "Site Information". This window contains fields for Site logo (a fire icon), Site name * (Project ONYX), Site description (Project ONYX), Hub site association (None), Sensitivity (dropdown), Privacy settings (dropdown), and a "View all site settings" link (highlighted with a red box). At the bottom are "Save" and "Cancel" buttons.

This is a detailed view of the "Site Information" dialog box from the previous screenshot. It includes sections for Site logo, Site name (Project ONYX), Site description (Project ONYX), Hub site association (None), Sensitivity, Privacy settings (dropdown), and a "View all site settings" link (highlighted with a red box). At the bottom are "Save" and "Cancel" buttons.

The screenshot shows the SharePoint Site Settings page. On the left is a navigation menu with categories like Home, Conversations, Documents, Notebook, Pages, Recent, TOP SECRET, Site contents, Recycle Bin, and a "EDIT LINKS" section. The "EDIT LINKS" section contains links: Site collection Administration, Recycle bin, Search Result Sources, Search Result Types, Search Query Rules, Search Schema, Search Settings, Search Configuration Import, Search Configuration Export, Site collection features, Site hierarchy, Site collection audit settings, Portal site connection, Site collection app permissions, Storage Metrics (highlighted with a red box), Configuration Import, Configuration Export, HTML Field Security, Site collection health checks, and Site collection upgrade. At the bottom are "Microsoft Search" and "Configure search settings" links.

The screenshot shows a report titled "Site Settings > Storage Metrics" for the "Site Collection". The report displays storage metrics for various site components. The table has columns: Type, Name, Total Size, % of Parent, % of Site Quota, and Last Modified. The data is as follows:

Type	Name	Total Size	% of Parent	% of Site Quota	Last Modified
Documents	29.1 MB	95.01%	0.00%	5/18/2022 2:54 PM	
catalogs	1.2 MB	4.04%	0.00%	5/18/2022 11:12 AM	
Site Assets	55.3 KB	0.18%	0.00%	5/18/2022 2:35 PM	
Site Pages	47.9 KB	0.15%	0.00%	5/5/2022 11:51 AM	
Form Templates	44.5 KB	0.14%	0.00%	10/28/2020 11:23 AM	
Lists	39.1 KB	0.12%	0.00%	5/5/2022 9:48 PM	
TOP SECRET	38.8 KB	0.12%	0.00%	5/4/2022 2:26 PM	
Style Library	28.2 KB	0.09%	0.00%	10/25/2020 3:08 AM	
Liens de partage	17.3 KB	0.06%	0.00%	5/18/2022 11:12 AM	
Converted Forms	13.8 KB	0.04%	0.00%	10/28/2020 11:23 AM	
_cts	9.8 KB	0.03%	0.00%	6/6/2021 7:45 PM	
images	< 1 KB	0.00%	0.00%	10/25/2020 3:07 AM	
_private	< 1 KB	0.00%	0.00%	10/25/2020 3:07 AM	
_vti_pvt	< 1 KB	0.00%	0.00%	10/25/2020 3:07 AM	

At the bottom of the report, a note states: "The values in the table might take a few minutes to update and do not include content in the recycle bin. If the free space shown in the upper right is lower than you expect, empty the recycle bin."

Set a file in Read only mode

The screenshot shows a file context menu open over a Microsoft Office document. The menu items include: Copy link, Manage access (highlighted with a red box and circled with a red number 2), Download, Delete, Automate, Rename, Edit pin, Move to, Copy to, and Version history. Below the menu, the ribbon status bar displays the file name "Modèle de présentation.pptx" and a status message: "Editing Make any changes". A red circle with the number 1 is placed near the bottom left of the menu.

The screenshot shows the "Manage access" dialog box. It has a header "Manage access" and a close button "X". Under "Stop sharing", there is a section for "Links giving access" with a "Share" button. The message "There are no sharing links for this item." is displayed. Under "Direct access", there are three entries: "Propriétaires de Project ONYX" (Owner), "Project ONYX Owners" (Owner), and "Project ONYX Visitors". A red circle with the number 3 is placed near the bottom right of the dialog box, highlighting the "Stop sharing" button.

Result in Teams

Microsoft Teams

Search

Activity (21)

Chat (1)

Teams

Calendar

Files

CRA

Viva Connect...

Stream

Intranet

Approvals

...

Teams

Your teams

Project ONYX

General

Finance

Marketing

Project management

Shareholders

Integrate Power Platform with ShareP...

General

Alerts

Approvals

Budget

FR - Gestion des demandes de projets

Listes Microsoft et Power Platform

My Dataverse app

T1 - idées des employés

T2 - Inspection

T3 - Signalisation de pbs

T4 - Bulletins

T5 - Jalons

Marketing

Posts

Files

Wiki

Reference Library

+

New

Upload

Sync

Copy link

Download

Add cloud storage

Open in SharePoint

All Documents

Meet

Abalon

Marketing

Modèle de présentation.pptx

October 5, 2021

Name	Modified	Modified By	Sensitivity	Langue	Location
FY2018	September 27, 2021	Patrick Guimonet			
FY2019	September 27, 2021	Patrick Guimonet			
FY2020	September 27, 2021	Patrick Guimonet			
FY2021	September 27, 2021	Patrick Guimonet			
FY2022	September 27, 2021	Patrick Guimonet			
Modèle de présentation.pptx	October 5, 2021	Patrick Guimonet	Abalon - Public	FR	



PART 3

OneDrive magic

Fact #3 OneDrive is magic!

- It is much needed for local sync





Demo #3
OneDrive
magic

Where to sync in Teams or SharePoint?

In Teams

The screenshot shows the Microsoft Teams interface for a 'Marketing' team. At the top, there's a navigation bar with 'Posts', 'Files', 'Wiki', and 'Reference Library'. Below it, a secondary navigation bar includes '+ New', 'Upload', 'Edit in grid view', 'Share', 'Sync' (which is highlighted with a red box), 'Download', and 'Add shortcut to OneDrive'. The main content area displays a file list for the 'Marketing' channel, with columns for Name, Modified, Modified By, Sensitivity, and Langue. On the left, a sidebar lists team channels: FY2018, FY2019, FY2020, FY2021 (marked with a red star), FY2022, Fichier secret.xlsx, and Modèle de présentation. Below the sidebar, another file list for the 'General' folder is shown, identical to the one above.

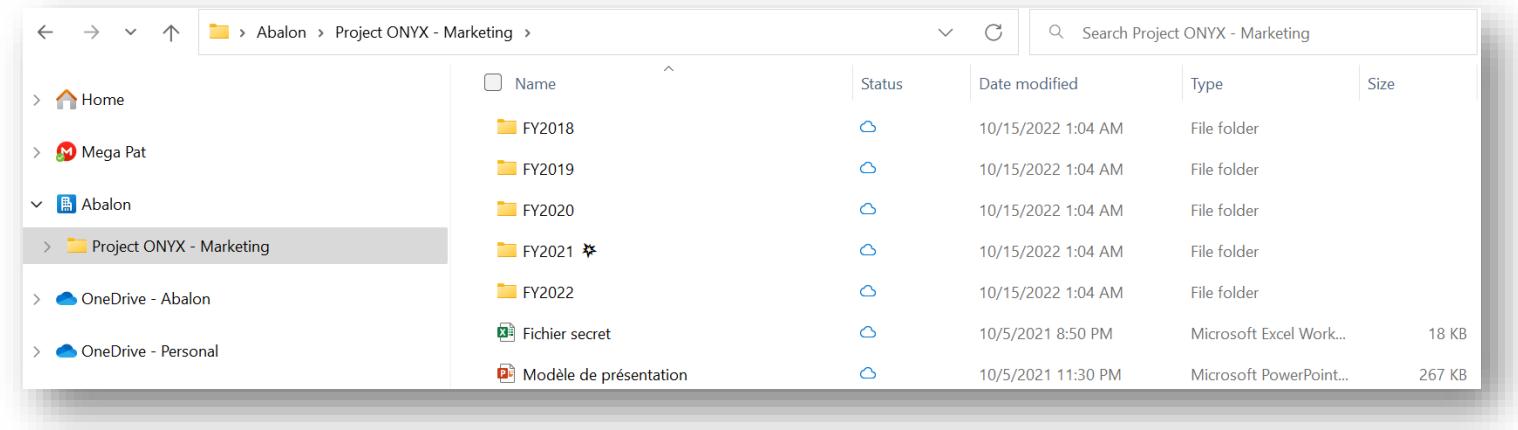
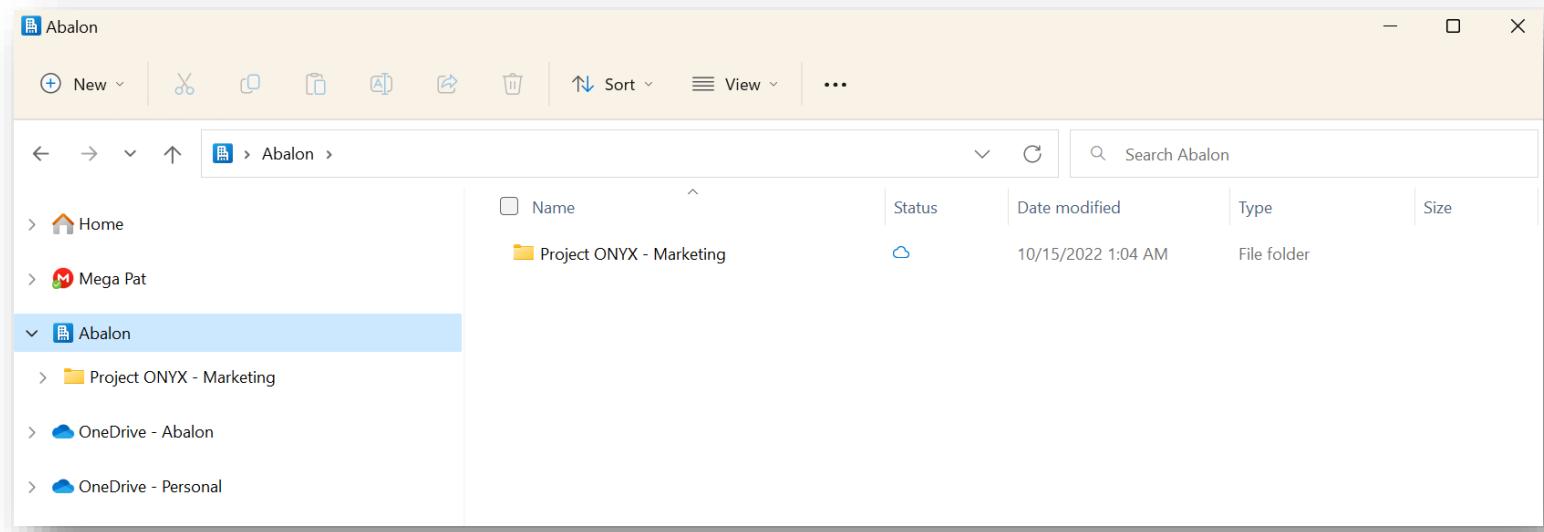
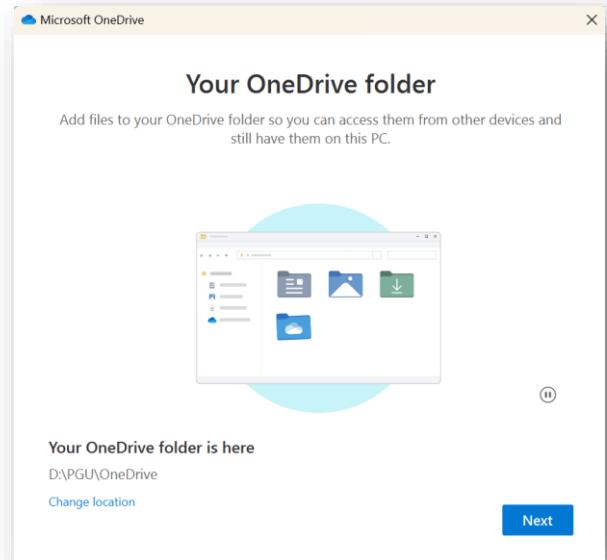
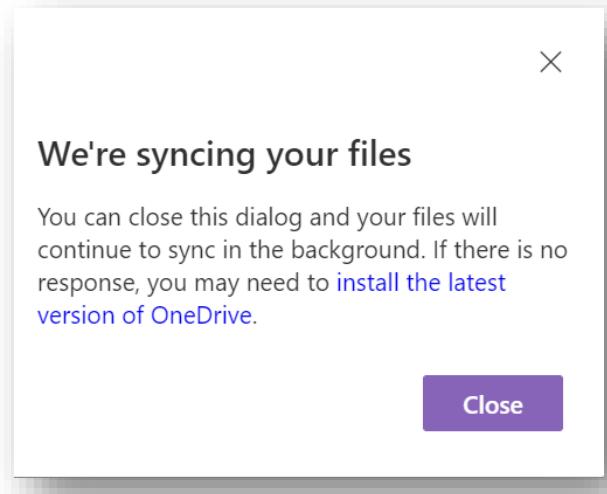
In SharePoint

The screenshot shows the Microsoft SharePoint interface for a 'Documents' library. The top navigation bar includes '+ New', 'Upload', 'Edit in grid view', 'Share', 'Sync' (highlighted with a red box), 'Download', 'Go to channel', and more. The main content area shows a file list for a 'General' folder, with columns for Name, Modified, Modified By, Sensitivity, and Langue. A secondary navigation bar at the bottom right includes 'Add shortcut to OneDrive' (highlighted with a red box) and 'Export to Excel'.

Add shortcut to OneDrive
is the correct way to
proceed NOW

[Sync SharePoint and Teams files with your computer \(microsoft.com\)](https://microsoft.com)

Folders in Windows explorer



How to manage sharing

1

2

3

Change sync settings

Microsoft OneDrive

Abalon

aMS Community Communauté

OneDrive - Abalon

OneDrive - Personal

Marketing budget Available in OLD 8 minutes ago

Marketing budget Available in FY2021 8 minutes ago

Présentation Proj Available in FY2021 8 minutes ago

Fichier secret.xlsx Available in Project ONYX - Marketing 8 minutes ago

Modèle de présentation.pptx Available in Project ONYX - Marketing 8 minutes ago

Synthèse Factures - Abalon 2021-2... Uploaded to Comptes 51 minutes ago

Synthèse Factures - Abalon 2021-2... Uploaded to Comptes 2 hours ago

Open folder View online Recycle bin

ENG FR

Send feedback Get help Manage storage Pause syncing Quit OneDrive

Microsoft OneDrive

Settings Account Backup Network Office About

OneDrive - Abalon (patrick.guimonet@abalon.fr)

1,795 GB of 5,120 GB cloud storage used

Add an account

Manage storage Unlink this PC

2 locations are syncing

OneDrive - Abalon 27 MB used on this PC

Project ONYX - Marketing 0 KB

Choose folders Stop sync

Microsoft OneDrive

Stop syncing "Project ONYX - Marketing"?

"Project ONYX - Marketing" will stop syncing. Locally available files will remain on this device while online only files will be removed.

Stop sync Cancel

CONCLUSION

Microsoft Teams help & learning

How can we help you?



<https://support.microsoft.com/en-us/teams>



Get started



Teams & channels



Chat



Meetings



Calls & devices



Apps & services



Troubleshoot

SharePoint help & learning

<https://support.microsoft.com/en-us/sharepoint>

How can we help you?



Get started



Sharing & permissions



Documents & libraries



Data & lists



Pages



Sites



Troubleshoot

OneDrive help & learning

How can we help you?



<https://support.microsoft.com/en-us/onedrive>



Get started



Files



Share & collaborate



Sync



Mobile & Mac



Accounts & storage



Troubleshoot

COMMUNITY

<https://collabdays.be>

Please rate this session and have a
chance to win an awesome prize



#CollabDaysBE



#CollabDaysBE

THANK
YOU

