

Files and Communications with SharePoint Online



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Overview



Introduction to SharePoint Online

- Internal communications capabilities
- Document management with SharePoint



Introduction to SharePoint Online



Two Types of Sites

Communication Sites

Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.

Team Sites

Share documents, have conversations with your team, keep track of events, manage tasks, and more with a team site



SharePoint allows you to create multiple document libraries

Add metadata to your documents










Better findability

Create different views

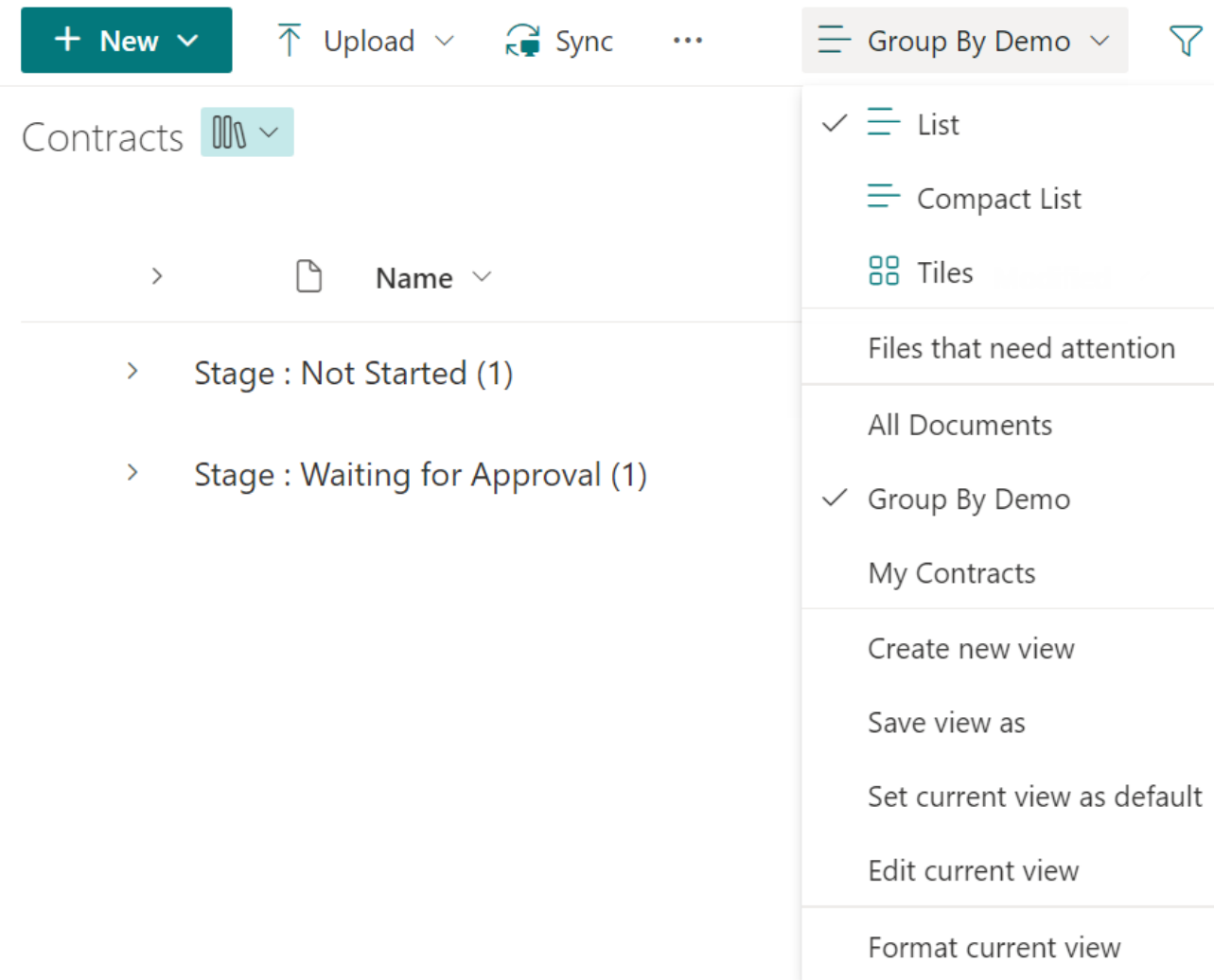
Implement workflows

Document Management Capabilities

Demo Docs

 Name ▾	Modified ▾	Modified By ▾	+ Add column ▾
 Blog Post preview.docx	July 26, 2021	Provisioning User	Single line of text
 Globomantics Purchasing Permissions.docx	A few seconds ago	Microsoft CDX	Multiple lines of text
 Credit Cards.docx	July 26, 2021	Provisioning User	Location
 Customer Accounts.docx	July 26, 2021	Provisioning User	Number
 Customer Data.xlsx	July 26, 2021	Provisioning User	Yes/No
 Q3 Sales and Marketing Expense Report Au...	July 26, 2021	Provisioning User	Person
 Q3_Product_Strategy.docx	July 26, 2021	Provisioning User	Date and time
 Sales Memo.docx	July 26, 2021	Provisioning User	Choice
			Hyperlink
			Currency
			Image
			Lookup
			More...
			Content type
			Show/hide columns

Customize Views to Fit Your Needs



You can create multiple views to see content that is important to you

- **Groupings**
- **Filters**
- **Totals**
- **& More**



External Sharing

Multiple options to securely share content with external users

Authenticated or anonymous

Share as much (or as little) as you want

Full site

Library





Folder

Document





Link settings

WRK-102 Getti...soft 365.pdf

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

-  Anyone with the link ✓
-  People in Globomantics.Org with the link
-  People with existing access
-  Specific people

Other settings

-  Can view ✓
-  Expires Saturday, Sep 3, 2022 ⓘ
-  Set password
-  Block download ☒

Apply

Cancel



Demo



SharePoint Online in action!



Conclusion



Internal communications with SharePoint

- Communication sites
- News & Pages
- Roll-ups

Document management capabilities

- Document libraries
- Metadata
- Views



Up Next:

Personal Productivity with OneDrive for
Business

