

An overhead view of a group of people sitting around a light-colored wooden table. The image is semi-transparent, showing the backs of several people. On the table, there are several colorful thought bubbles in shades of pink, purple, and blue. A solid blue horizontal bar is positioned above the main text area.

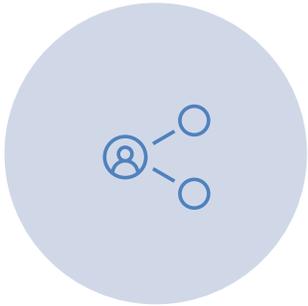
Choosing the Right SharePoint Structure | How Teams Sites & Communications Sites Differ

Presented by: Nina Adams, Produced by Stephanie Kingslien Mytech Partners

Quick Takes

- *The differences in how we work*
- *How these relate to MS SharePoint and MS Teams*
- *Key considerations when deciding on a Team Site vs a Communication Site*

Choosing the right SharePoint structure



PURPOSE OF THIS SESSION – KEY DIFFERENCES BETWEEN A TEAM SITE AND COMMUNICATION SITE



DECIDING ON THE APPROPRIATE STRUCTURE BASED ON YOUR ORGANIZATIONAL NEEDS



DEMONSTRATION: ILLUSTRATE DIFFERENCES BETWEEN THE TWO SITES

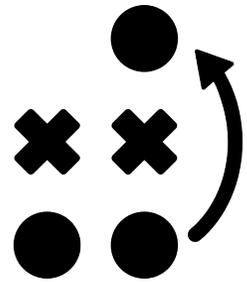


Q&A

One Minute about Mytech



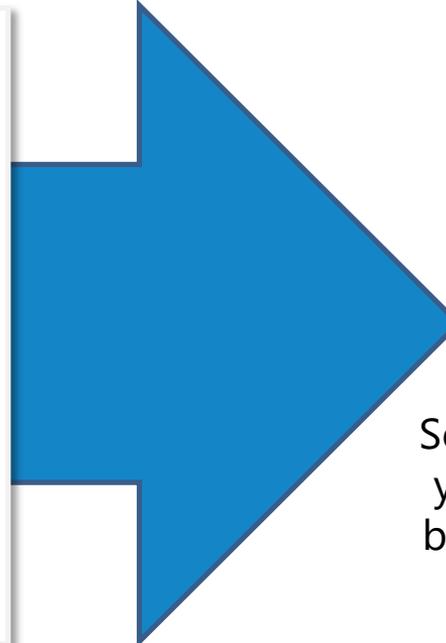
Business & Technology Consultants that serve small to medium-sized businesses



Help you implement a proven IT strategy in alignment with your business goals



Remove IT Challenges



So you can focus on serving your customers better and be more adaptable to other business challenges.

Our clients achieve 4x more value and productivity from their IT investments.

The differences in how we work



01. Working alone

- E.g., report, spreadsheet, presentation



02. Team, Group, Department

- Communication: 2-way / private
- Meetings
- Tasks
- Document collaboration
- Permission: read/write



03. Larger Audience

- Communication: 1-way / public
- Document management
- Permission flexibility: read-only & edit

Selecting the appropriate platform



OneDrive



Team Site



Communication Site

Example

Team Site



Communication Site



An overhead view of a meeting table with several people seated around it. The table is light-colored wood. There are colorful thought bubbles on the table surface: a large pink one, a purple one, and a green one. A blue horizontal bar is positioned above the text area. The background is a light, neutral color.

Demonstration: How Teams & Communication Sites Differ

Summary: Key Considerations

Team Site



Two-way / private communication



Appropriate for a department, group or team (internal)



Every member of the team has read-write access

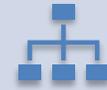


Ideal for internal collaboration on tasks and documents

Communication Site



One-way / public communication



Appropriate for external departmental / company communication



Permission flexibility, depending on roles (e.g., read-only, editing etc.)



Ideal for more 'public-facing' information e.g., final policies, newsletters, events etc.

Join us for Future Events



Please Subscribe to our
YouTube Channel or
Follow us on LinkedIn



Share these Events with
those who can benefit



Join us for Future
Events:
[Mytech.com/events](https://mytech.com/events)



Every Other Month
Power User Group
Sessions

An overhead view of a group of people sitting around a light-colored wooden table. The image is semi-transparent, showing the backs of several people. On the table, there are several colorful thought bubbles: a large pink one, a purple one, and a smaller red one. A blue horizontal bar is visible on the right side of the table area.

Thank you for Attending!
Open for Questions...

Presented by: Nina Adams, Produced by Stephanie Kingslien Mytech Partners