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

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

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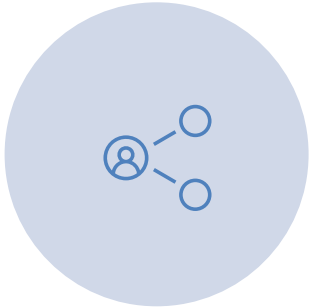
Quick Takes

- *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 STRUCTURED BASED ON YOUR ORGANIZATIONAL NEEDS

DEMONSTRATION: ILLUSTRATE DIFFERENCES BETWEEN THE TWO SITES

Q&A

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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.

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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

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Selecting the appropriate platform

OneDrive

Team Site

Communication Site

Example

Team Site

Communication Site

Demonstration: How Teams & Communication Sites Differ

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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.

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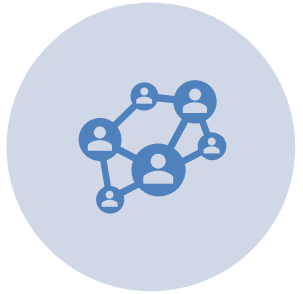

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Thank you for Attending!
Open for Questions…

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