



# Collaboration is Here!

## What's Included?

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### OneDrive For Business



Users "My Documents" in the Cloud—Users can store their files in OneDrive for easy accessibility

OneDrive for Business is a tool to help you store and collaborate on files with your coworkers. In addition to storing and backing up your files in the Cloud, you can add any file type to your storage area. On top of saving your files online, with OneDrive, you can edit Office documents right from your browser or Office desktop apps, as well as create new Office documents and save them to your OneDrive for Business account. Collaboration is a huge part of OneDrive for Business. You can easily share your files with coworkers. Once you've shared these documents, you can also work simultaneously with them in the browser or Office desktop apps if you allow editing. This is much more efficient than emailing attachments back and forth. You'll always know where to find your files and that you have the most recent version of your file. Finally, you can do all of this without even having to open a browser window. You can back up and sync your files with the OneDrive for Business desktop client.

### Teams



Teams is the hub for teamwork in Office 365: a collection of people, content, and tools surrounding different departments, projects, and outcomes within an organization. Teams is a dynamic collaboration platform for project-based work and is also great for within your internal organization structure (for example, departments & locations). Teams allows colleagues to communicate more effectively and work better together in a secure environment. In essence, Teams provides the platform for cross organizational teamwork. With a Teams workspace you will have access to Teams Channels for persistent conversations, file collaboration through SharePoint sites, task management through Microsoft Planner, among other Teams apps.

### SharePoint within Teams Workspace



When a Teams workspace is created, a SharePoint Team Site is established and associated with that Teams workspace. Additionally, with every Channel you create within a Teams workspace, a new folder with the same name is created inside the associated SharePoint document library. So, what exactly is a SharePoint Team Site? A SharePoint Team Site essentially provides a workspace where a team or group of individuals can easily collaborate, share information and content, on a common business goal or projects. Instead of having your documents stored in file shares and email conversations, SharePoint enables end users to consolidate everything in one secure place. Some added benefits of storing documents in Teams workspaces is the ability to co-author in real-time, document version control, and the ability to share documents outside of the Teams workspace using OneDrive.

### Microsoft Planner within Teams Workspace



Planner is the complete organizational tool within Teams. It enables colleagues to share projects and tasks with each other, discuss assignments, and collaborate through multiple methods of communication. End users can track and organize their tasks, create new plans with each other and see what is being worked on at a glance. This increased level of engagement also makes it easier for colleagues to connect with and follow their work, thereby reducing the chances that deadlines will be missed. Having this consolidated area for communication and task management makes it far less likely that end users will miss critical information. End users cannot leverage Planner until a Teams workspace is defined.

Visit [www.office365.delaware.gov/office-365-applications/office-365-training-references](http://www.office365.delaware.gov/office-365-applications/office-365-training-references) for additional information.