



OFFICE 365 / SHAREPOINT

& OneDrive for Business



Basic explanation

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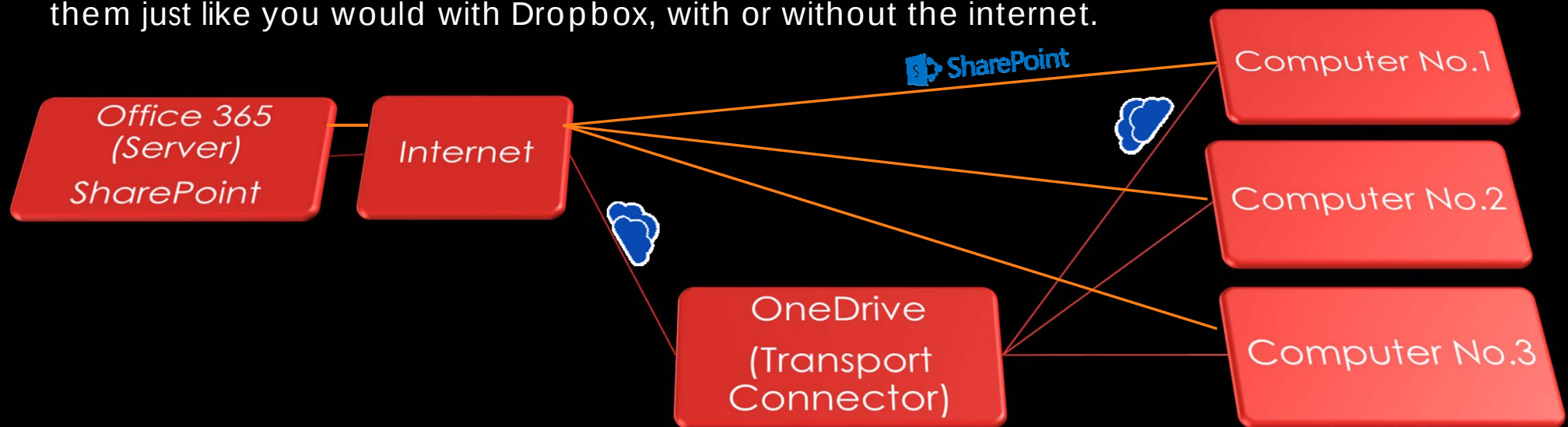
What is SharePoint?

SharePoint is an online server created by Microsoft allowing you to store your files and data online. Think of it like having your very own server, except it's stored at Microsoft HQ Instead of your own office.



What is (Office365's) OneDrive for business?

OneDrive for business (SkyDrive) is an interface that allows you to transport local computer files to your SharePoint server. This is so you can have your files offline and be able to access them just like you would with Dropbox, with or without the internet.





Why use Sharepoint?

What are the benefits over something like Dropbox?

- 1) Warns you if files are in use.
- 2) Full user level access to any file or folder.
- 3) Groups can be setup such as 'Financial group' which only members within that group can access selected folders.
- 4) Reduced risk against accidental deletion (known problem with shared Dropbox folders).
- 5) Activity log identifies which user performs which activity (such as deleting files or folders).
- 6) Integrates perfectly with your Office 365 email setup.
- 7) Backed up on 3 Microsoft servers with a 99.9% uptime.
- 8) Ability to edit documents online through a web interface from any computer in the world or mobile phone/tablet device.



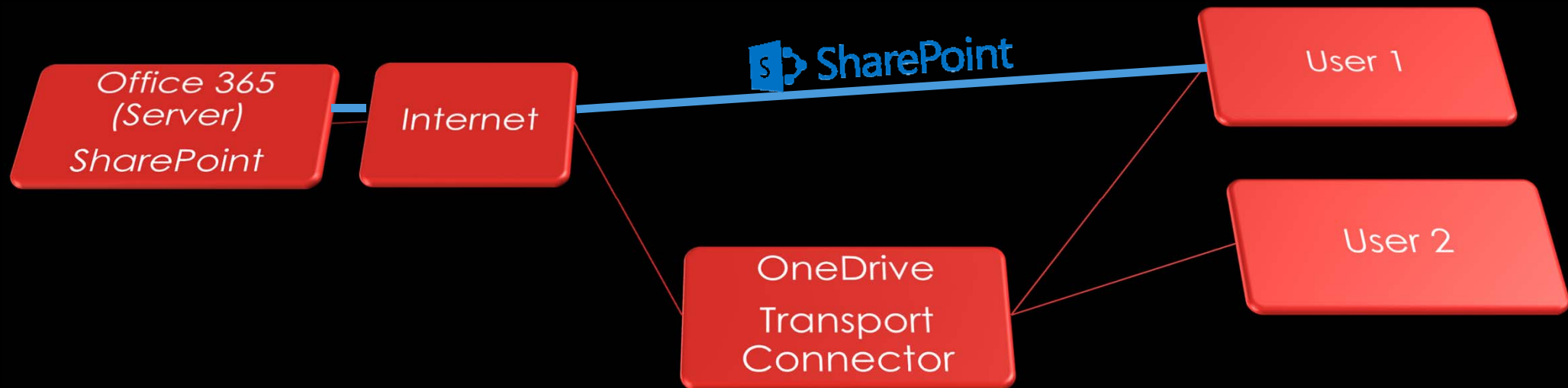
Do I need to use OneDrive aswell?

Why use OneDrive as well as SharePoint?

- 1) Have offline copies of files (like dropbox) that you can access with or without the internet.
- 2) A faster way to open existing files.
- 3) Indexing - allows you to search your computer for files without having to login to SharePoint online.
- 4) More compatible for file access with older versions of Microsoft Office (Office 2010 and earlier).

Editing directly via SharePoint

Opening a file direct from SharePoint bypasses the OneDrive connector so you can open directly from the SharePoint server. If the file is in use then it will tell you so.



How does OneDrive work in practice?

If you open a file through OneDrive, the first thing it does is to check through the internet directly onto your SharePoint server to see if there is a newer version of the file.

If the file is in use or has been modified since your offline copy was synced, you will be prompted to update the file before continuing. Upon clicking “update”, it will connect your OneDrive Transport Connector to SharePoint to retrieve the latest copy so it can be edited.

If the file is still in use it will tell you that the file is still in use by <Users name> in which case you should not edit until it becomes free. There is a “notify me when available” option.

