

Customized Training by 
UseIT at **SFS**

Creating a
collaboration
site for your team



UseIT at
SFS

Agenda

Introduction to a Team site

- Team site vs Communication site
- Possibilities of a SharePoint Team site
- Permissions in site management
- Integrations with other M365 solutions
- Best practices for using a Team site



Demo

- Creating and accessing your team site
- Editing and customizing the site
- Managing permissions
- Adding and sharing content



Team site vs Communication site



Team site



Collaborate with your team or within a project.



Manage within a created M365 group on different applications.



Everyone in the group can author site content.



Communication site (no group created)



Broadcast information to a broad audience.

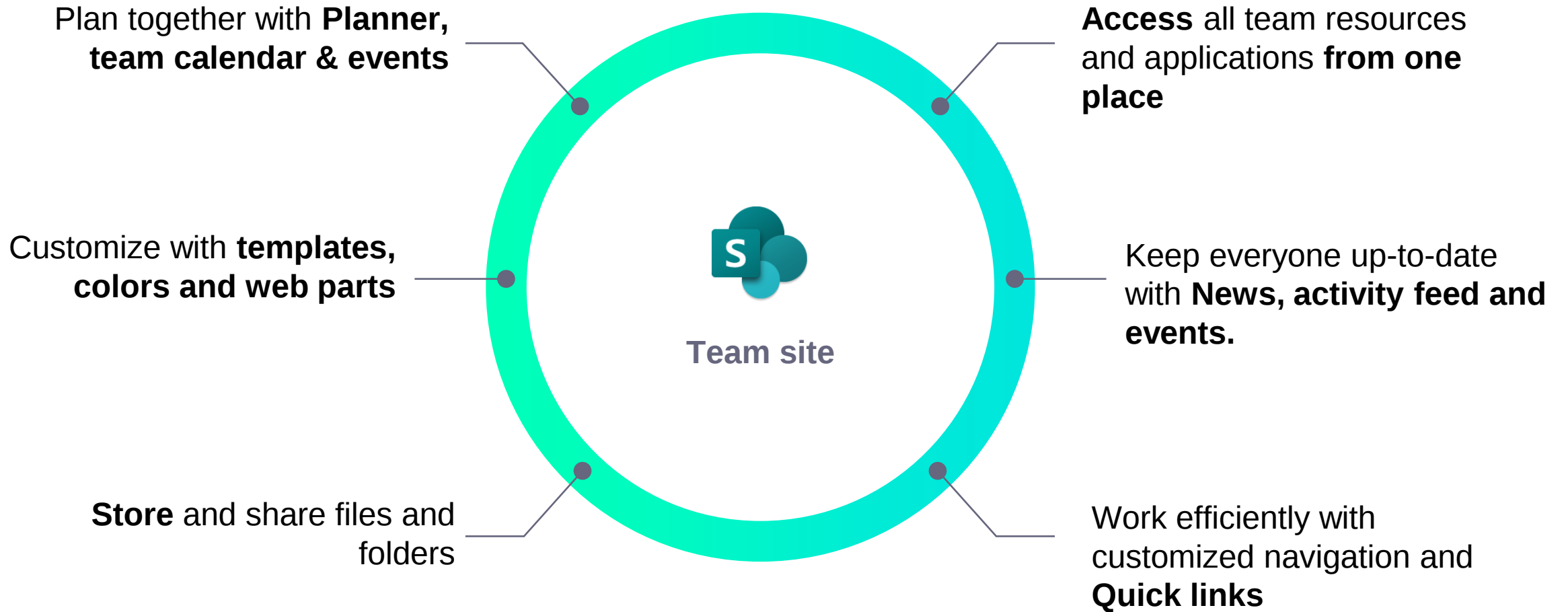


No M365 group is created. Manage by giving permissions to individuals or groups. .



Only selected persons can author site content.

Possibilities of a SharePoint Team site

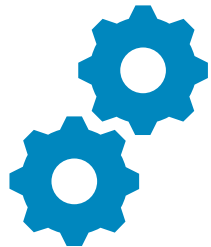


Permissions in site management

Owners

Full control

- All available SharePoint permissions



Members

Editing & reading

- View, update and delete items
- Add, edit or delete Lists
- Delete versions



Visitors

Reading

- Open & view items
- View versions and pages
- Create alerts



Integrations with other M365 solutions



Share a calendar



Discuss with your team



**Integrate conversations on
your site**



Create and manage Surveys

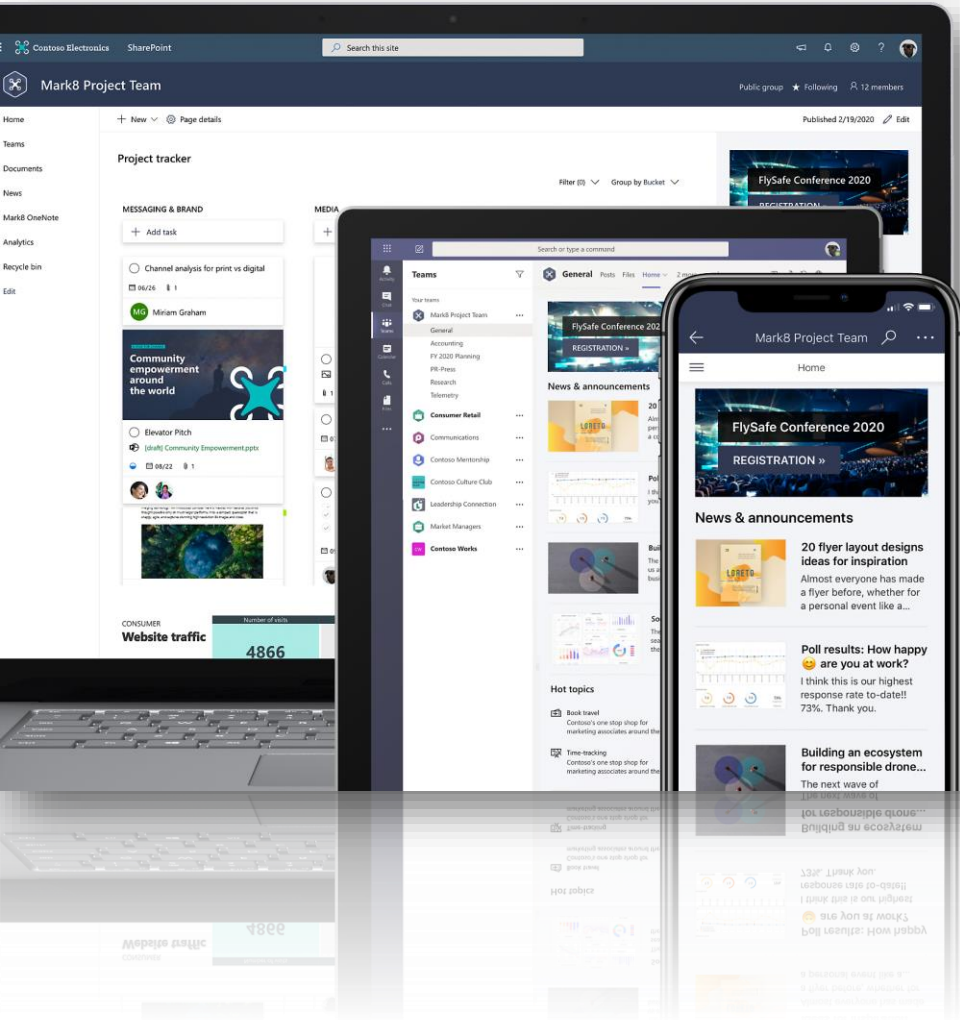


Share a notebook



Assign and manage tasks

Best practices for using team site in SharePoint



- Engage your team in planning the site
- Customize it for your needs
- Share responsibility in the site management.
- Keep the navigation simple
- Name folders and files consistently
- Highlight important documents with colors, pinning and customized views
- Keep up-to-date with activity feed, rules, and site alerts
- Utilize integrations with other applications

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