MORGAN WHITE
— GROUP —

SHAREPOINT BASICS

What is SharePoint?

At MWG, we utilize a variety of Microsoft products, including **SharePoint**. You'll frequently hear the terms SharePoint and One-Drive, which are integral to our data management and collaboration. Here's what you need to know:

SharePoint is a Microsoft cloud platform that we use to store and secure all company data. It includes all departmental files and folders, allowing teams to collaborate efficiently. Each department has its own customized SharePoint site tailored to their specific needs. Your department trainer will guide you through your department's SharePoint and OneDrive workflow.

How to access SharePoint?

You can access SharePoint via the desktop icon labeled "**SharePoint & OneDrive**." Clicking this icon will open your OneDrive portal, which displays all the recent documents, folders, and SharePoint sites you've interacted with. As a new employee, your portal might initially have limited content, but this will grow as you work with more files and sites.

What is the difference between SharePoint and OneDrive?

When you click on the "SharePoint & OneDrive" desktop icon, you open the **OneDrive** portal. This portal provides quick access to all the recent files, folders, and data you've been working on. While you can access the same data by visiting a SharePoint site directly, the OneDrive portal offers a more streamlined view for quick access.

OneDrive also serves as the application that backs up and synchronizes files and folders on your local computer, including the Desktop, Pictures folder, and Documents folder. These folders are private to you and are not visible to other employees.

DESKTOP ICON:

SharePoint & OneDrive

Your department trainer will review both SharePoint and OneDrive functionalities with you to ensure you are comfortable navigating and using these tools effectively.