

An overhead view of a group of people sitting around a light-colored wooden table. The image is semi-transparent, showing the backs of several people. On the table, there are several colorful, abstract shapes: a large pink cloud-like shape, a purple speech bubble-like shape, and a blue horizontal bar. The background is a light wood texture.

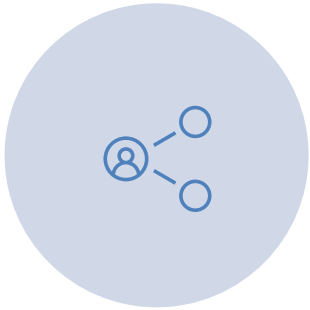
Choosing the Right SharePoint Structure | How Teams Sites & Communications Sites Differ

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

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 STRUCTURE BASED ON YOUR ORGANIZATIONAL NEEDS



DEMONSTRATION: ILLUSTRATE DIFFERENCES BETWEEN THE TWO SITES

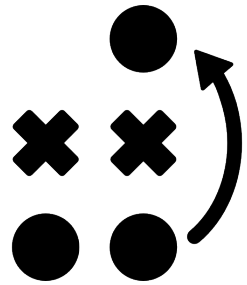


Q&A

One Minute about Mytech



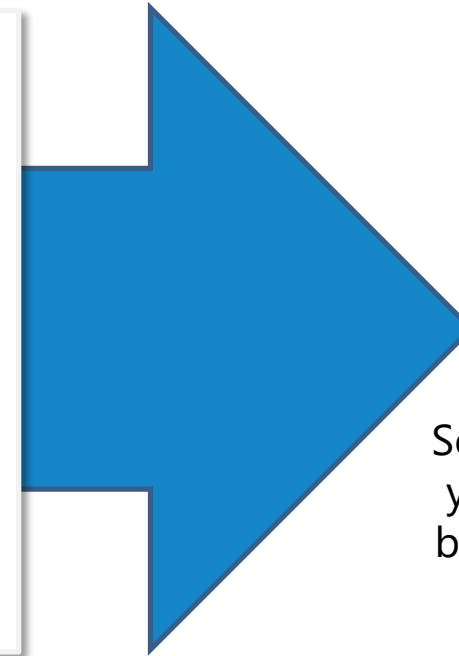
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The differences in how we work



01. Working alone

- E.g., report, spreadsheet, presentation



02. Team, Group, Department

- Communication: 2-way / private
- Meetings
- Tasks
- Document collaboration
- Permission: read/write



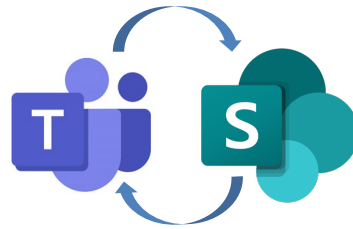
03. Larger Audience

- Communication: 1-way / public
- Document management
- Permission flexibility: read-only & edit

Selecting the appropriate platform



OneDrive



Team Site



Communication Site

Example

Team Site



Communication Site



An overhead view of a group of people sitting around a light-colored wooden table. The image is semi-transparent, showing the backs of several people. On the table, there are colorful thought bubbles: a large pink one, a smaller purple one, and a small green one. A blue horizontal bar is positioned on the right side of the table area.

Demonstration: How Teams & Communication Sites Differ

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

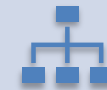


Ideal for internal collaboration on tasks and documents

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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Sessions

A top-down view of several people sitting around a light-colored wooden table. The image is semi-transparent, showing the backs of the people and their hands on the table. Overlaid on the image are several colorful thought bubbles in shades of pink, purple, and blue. A solid blue horizontal bar is positioned above the main text area.

Thank you for Attending! Open for Questions...

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