

Microsoft Teams and SharePoint

SharePoint and Microsoft Teams are two of the collaboration and file storage tools available from Microsoft. They each have their own specific functions. Use these guides to find out more.

What is the difference between SharePoint and Microsoft Teams?

A concise guide to the main features of SharePoint, Microsoft Teams and One Drive, and when you should use each one.

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A quick start guide to Microsoft Teams

A handy printable quick reference guide to getting going with Microsoft Teams.

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A short introduction to Microsoft Teams (Video)

A short video from Microsoft introducing the main features of the collaboration tool Microsoft Teams.

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Working with Channels in Microsoft Teams (Video)

This video is a series of videos detailing how best to use channels in Microsoft Teams. A channel is a collaboration space dedicated to a specific topic, department, or project where you can chat, share information and plan.

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What is SharePoint? (Video)

A short video giving an overview of SharePoint and how it works within organisations

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Microsoft's quick start guide to accessing SharePoint with a list of ten things you can use SharePoint for.

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Sharing files and folders in SharePoint

Microsoft's guide to how to share files and folders in SharePoint with either groups, individuals or those outside your organisation.

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What is OneDrive for Business?

This short video introduces you to OneDrive for Business, Microsoft's cloud storage service.

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